Creating a MnSCU StarID Account and First Time Registration for the Visiting Student

If you are new to the MnSCU system you will need to create a MnSCU account.

Begin by accessing the Visiting Student page on the Normandale website and click on the link to “Create a MnSCU StarID Account” in Step 3.

1. Review the Visiting Student requirements:
   a. Visiting student status is not available to individuals currently on suspension or having a financial hold at another post-secondary institution.
   b. Visiting students may use financial aid from their home institution (financial aid is not available through Normandale).
   c. The maximum number of enrolled credits at all MnSCU system colleges and universities cannot exceed 22 in any semester.
   d. Visiting students must meet any required course prerequisites or placement levels, a registration override may be necessary to enroll in developmental courses.
   e. Visiting students can enroll in public courses, high demand/non-public courses are not available.
   f. Visiting students are not required to attend Advising and Registration sessions.
   g. Visiting students are responsible to verify how the Normandale course(s) transfer to current or future colleges or universities before enrolling. Course transfer is determined by the receiving institution.

2. If you are already affiliated with another MnSCU institution, it is not necessary to create another MnSCU account to register as a visiting student with Normandale. Here are Instructions on how to register as a visiting student from another MnSCU institution.

3. If you are not affiliated with another MnSCU institution, you will need to print the instructions and click to Create a MnSCU StarID Account to register for any public courses at Normandale.

4. Review and complete the final steps for enrollment included in the Visiting Student Checklist.
Complete all the required fields on the page marked with an asterisk ★ for each of the tabs (Personal Info, Contact, Citizenship and Residency). Although, not required, it is recommended you provide either your social security number or your date of birth. Pay close attention to the requirements for the password – write down the password you create. Click “Next” to move to the next screen. Click on “Submit” when all required fields are completed.

You see a Confirmation screen providing your StarID – it will be 2 lowercase letters, 4 numbers and 2 more lowercase letters. (Note: Be careful to not confuse the lowercase letters “l” or “o” for the numbers “1” or “0”.) Click on “Courses and Registration” in the navigation box on the left. Do NOT click on “Continue”.

Logout
You are now logged into the Normandale eSevices website. Click on “Search for a Course”.

Select the subject of the course you want from the drop down menu and click on “Search”.

[Diagram of the Normandale eSevices website]
When you find an open section that fits your schedule add the course to your Wish List and then click on “Continue to Review My Plan”. **Note:** You will not be able to add yourself to the waiting list of a full section.

To register, check the box next to the course you have selected and click on “Select Course(s) to proceed to Register”. 

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Pates\H:\Visiting and Non Degree Seeking\Create MnSCU StarID Account-7.docx
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Enter your StarID password and click on “Register”

The next screen will indicate that you have successfully registered for the class and you will also see your Normandale Student ID number. You should write down this number.

Your REGISTRATION may be CANCELLED if payment requirements have not been met by the published due date. Please go to your college or university website at [http://www.normandale.edu/fiscal-services](http://www.normandale.edu/fiscal-services) for more information about your financial obligations. You will become obligated for all unpaid balances relating to courses for which you have registered AT ANY MNSCU COLLEGE OR UNIVERSITY (even if you are not actually attending the classes at that school) unless you drop/withdraw from ALL your classes within the withdrawal period defined in Board Policy S:12. You will be BILLED for any unpaid balances unless you take these actions. Read summary of related Board policy.

International Students: full-time enrollment is required for you to maintain your F-1 immigration status. Failure to enroll full-time may affect your ability to remain in the United States.
If you are attempting to register for a course with prerequisites that are monitored by our registration system, you will see “Registration Failed” and error message. Refer back to the Visiting Student webpage for instructions on how to provide proof of course readiness and obtain a registration override by clicking on the link in item 1-d “required course prerequisites or placement levels”.

Credit Courses

Registration Results for Normandale Community College, Spring 2015:

<table>
<thead>
<tr>
<th>ID #</th>
<th>Subj #</th>
<th>Sec Title</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Crds</th>
<th>Grade Method</th>
<th>Instructor</th>
<th>Delivery Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>00114</td>
<td>ENGL</td>
<td>1120 10</td>
<td>Graphic Novels</td>
<td>01/12</td>
<td>MWF</td>
<td>3.0</td>
<td>Normal</td>
<td>Thompson, Joan</td>
<td></td>
</tr>
</tbody>
</table>

Prerequisites have not been met:
- Test: ACT Read has not been taken.
- Test: SAT Writing has not been taken.
- Test: SAT Verbal has not been taken.
- Test: Accp Rd Comp has not been taken.
- Test: Accp Spnt Sk has not been taken.
- Prerequisite course: Read & Study Skills has not been taken.
- Prerequisite course: Prep College Writing has not been taken.