### Registration Planning Form

<table>
<thead>
<tr>
<th>Possible Courses</th>
<th>Credits</th>
<th>Purposes served by this selection (i.e. General Ed, Major, etc.)</th>
<th>Alternate Options</th>
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**Average Number of Credits Each Semester:** 15-16 credits

### Advising Tips and Reminders

- Check your MNSU email daily.
- Take care of any holds prior to registering for classes!
- Meet with your faculty advisor for major course advising and requirements of your specific program.
- Check the Undergraduate Catalog and ask your advisor for information on admissions requirements and the admissions process for your major.*
- Minors are required in most SBS majors, check your major requirements for more information!*  
- All students must complete 40 credits of upper division (300-400 level) courses before graduating. You also need at least 120 credits to graduate.*  
- Use your Degree Audit Report to track your graduation requirements, general education, major, minor, upper division, residency, and other requirements.  
  - Instructions on locating your Degree Audit Report can be found on the back of this sheet.

*See your Undergraduate Catalog for more specific information. Requirements vary by major and program.

When can I register for classes?
- Start at www.mnsu.edu.
- Click on Current Students & then click on E-services.
- Enter your StarID and StarID password.
- Select the Required Acknowledgements. Click I Agree.
- Click Courses & Registration.
- To see your Registration Window, click Registration Window, and make sure you’re in the right semester. Change the semester if needed.
- Click Registration Window again.

How do I search for available classes and register for classes in E-services?
- In E-services, Click Courses and Registration.
- Click on Find a Course.
- Open the pull-down menu under “Subject” and click on the desired subject.
- If known, enter the course number under “Course Number” (Example 101)
- Click on Search button.
- Find the course you want, and select Add (+).
- Click Continue to Review My Plan.
- In the Wish List, select the courses you want (by checking them), and then click Select Course (s) to proceed to Register.
- Enter StarID password and Click Register.
- Select View/Modify Class Schedule to make sure you’re registered. Print a copy for your records.

How do I find my Interactive Degree Audit Report (DAR)?
Your DARs provides you information on what graduation requirements and courses are needed to complete your degree.
- Start at www.mnsu.edu.
- Click on Current Students & then click on E-services.
- Enter your StarID and StarID password.
- Select the Required Acknowledgements. Click I Agree.
- Click Grades and Transcripts.
- Click Interactive Degree Audit.
- Click on your major link and your DAR will appear.

Who is my academic advisor?
- The name of your academic advisor can be found on your Degree Audit Report (DAR). See instructions above.

Where do I go if I have a registration hold?
- Go to http://www.mnsu.edu/registrar/regholds.html for the list of hold and which office to contact for assistance.

If you have problems registering, please call the Registration Help Desk for assistance at 507-389-2252.
This form was modified from the original created by New Student and Family Programs.


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