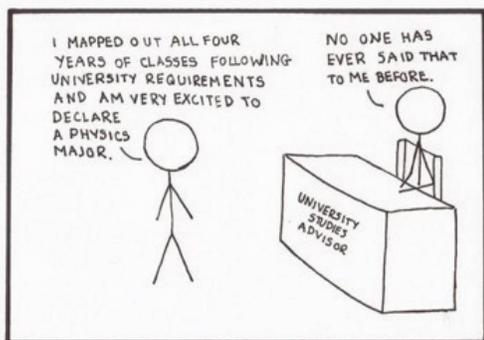


bossy BEATS

SPECIAL EDITION
SEPTEMBER 2017



Spring Advising and Registration Begins in October...

It may feel like fall semester just started, but here we are gearing up for spring semester advising/registration in a couple of weeks! In an effort to hopefully ease some frustration with the entire process, here is some Registration Q and A to help guide you through the coming days and for future registration times.

Q: What are the important dates I need to know?

A: The schedule will be published online on September 29; advising begins Oct. 2, and registration begins Oct. 23.

Q: I put in an override for a student. Why isn't it working?

A: There are a number of items to remember when doing an override.

- ▶ **If the course is full AND waitlisted, you must enter an override code for BOTH. In this case, it would be code 13 and 38.**
- ▶ **Remind the student they need to go out and register for the course on eServices. Some students think when the override is entered, they are automatically registered for the course.**
- ▶ **Remember to enter the override code on the correct course section.**

Q: My student is asking how their registration time is determined. How can I help them?

A: Registration time windows are determined by student classification and number of hours completed. Many times a student will think they have more credits and should register sooner; however it must be EARNED credits, so the fall in-progress course credits do not count.

Q: Do ALL students need an access code to register?

A: All degree seeking undergraduate students need an

access code to register. Non-degree seeking students, graduate students, and students with a previous earned MSUM degree do NOT need an access code. Access codes can only be given out by advisors and/or the department.

Q: Can transfer courses be used to satisfy pre-requisites?

A: Yes, but ONLY if they are directly equivalent to MSUM courses. Transfer courses that come in as electives will NOT satisfy pre-requisites.

Q: Will a course substitution/exception for a student satisfy the pre-requisite?

A: NO. Non-equivalent courses will not, even when placed into a student's program by the DARS course exception, satisfy pre-requisites.

Q: The waitlist is so confusing! Any tips?

A: Ahhh the waitlist. Here are our tips.

- ▶ **if a course is full, the student that is first on the waitlist will receive an email at their mnstate account. They have 24 hours to register before it expires and the next student on the waitlist is notified.**
- ▶ **if a seat opens up on a waitlisted course, the course schedule will show one seat is available, but the system will still go through the list of waitlisted students to fill the seat first.**

As always, if you have questions, contact the Registrar's Office. We are here to help!

Override Codes

Here is your reference guide to the codes needed for overrides into courses.

- 12** Course requires special permission
- 13** Requested course is full
- 17** Co-requisite courses must be taken concurrently
- 19** Major check (only defined majors may register for the course)
- 20** Class restriction (must be certain student classification FR, SO, JR, SR, to register for course)
- 24** Program required (student must be admitted to certain program/major)
- 25** Minimum GPA (min GPA required to enroll in course)
- 28** Minimum Credits (minimum earned credits required to enroll in course)
- 38** Wait list – Closed(course is full, waitlist active)
- 42** Course Group Full (cross listed course that has reached the group maximum allowed)
- 51** Only defined minors may register for this course
- 68** Test or Pre-Requisite needed (Student must take/pass test or satisfy course pre-requisites)

FEATURED BOSSY MEME:



Schedule Planner

Remember Bill?

Well he continues to be the smartest kid on campus.

Why you ask?

Because he takes full advantage of Schedule Planner!!



Schedule Planner works with eServices to find every possible class schedule option based on a student's needs. Students are able to select classes based on LASC goal categories, instructor, schedule in breaks for work or athletic practice, and visually compare options that are generated. Not only this, but the email functionality allows students and advisors to send possible schedules back and forth for review. It is a quick and easy way to create a class schedule! The link to Schedule Planner can be found at <https://www.mnstate.edu/registrar/schedule-planner.aspx>

- 3 ADD COURSES**
To Take Next Term
- 4 ADD BREAKS**
To Block Off Times For No Class
- 5 GENERATE**
All Possible Schedules
- 6 VIEW**
To See Each Schedule
- 7 Registration Instructions**
On your preferred schedule click the "Registration Instructions" button and follow the steps to register for your classes.

I'll Be There For You - The Advising Rendition

I • L • L • B • E • T • H • E • R • E •
F • O • R • Y • O • U •

So no one told you college was gonna be this way
Math placement, pre-reqs, co-reqs, your schedule is D.O.A.

It's like you're always stuck in second gear
When it hasn't been your day, your week, your semester, or even your year, but

I'll be there for you
(registration starts real soon)

I'll be there for you
(Get up and register before noon)

I'll be there for you
('Cause I forgot my password too)

You're still in bed at 10 and your window opened at 8
You've forgot your access code, so far things are going great

Your advisor warned you there'd be days like these
But they didn't tell you when the world has brought you down to your knees that

I'll be there for you
(registration starts real soon)

I'll be there for you
(Get up and register before noon)

I'll be there for you
(And help you pick out classes too)

I have a hold? Oh dear me!
No one ever told me
Seems you're the only one who knows what it's like to be me

I really need a favor, this course is for my major
Override or I'm in danger
Even at my worst, I'm best with you, yeah!

I'll be there for you
(registration starts real soon)

I'll be there for you
(Get up and register before noon)

I'll be there for you
(And help you pick out classes too)

Register for Classes

Course registration requires a StarID and password.

If you have not yet set up your StarID:

- visit starid.mnscu.edu
- click "activate your StarID."

See reverse side for more StarID information

1. Open a web browser; navigate to mnstate.edu
2. Click **myMSUM** at the top of the page
3. Click **Current Students**
4. Click **eServices**
5. Click **Student Login**
6. Enter your **StarID** and **StarID password**
7. Click **Courses & Registration**
8. Click **Search for a Course**
9. Select a **Subject** or enter a **Course Number**
10. For more search options, click **Expand/Collapse for Advanced Search**
11. Click on a course title for details
12. Click to add course to **Wish List**
13. Repeat **steps 8-12** to add additional courses
14. Click **Review My Plan** to edit Wish List
15. Click to select courses
16. Choose to **Register** or **Remove** courses with
17. Enter your **Access Code** and **StarID Password**, then click **Register**
18. Click **View/Modify Schedule** to edit schedule

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