



"Prepares learners for a lifetime of success."

Returning PSEO Students Enrollment Checklist

Student's Name: _____

Student ID/Tech ID #: _____ StarID: _____

Academic Advisor: _____ Advisor's Contact Info: _____

Enrollment Checklist:

- Complete a PSEO Student Registration form**
 - Work with your HS counselor to complete and submit the PSEO Registration Form
 - This form needs to be submitted to your Minnesota West Advisor each Semester you plan to attend before you can register.
 - Once received, you will receive a registration access code from your Minnesota West Advisor to complete registration.
 - [Contracted Schools PSEO Registration Form](#)
 - [Non-contracted, Home School, private, and charter school PSEO Registration Form](#)

- Complete Authorization to Release Student Information form**
 - ["Authorization to Release Student Information"](#) form for you to complete if you have someone you wish to authorize for us to release and/or orally discuss your education records as you are considered a college student regardless of age. Examples include: parent, guardian, or another 3rd party if applicable. We cannot share any private information without release on file authorizing it. The exception being the school in which you are enrolled in and referred you to the PSEO Program. This authorization/consent is valid for one year and can be withdrawn/revoked at any time.

NOTE: *Authorization to Release Student Information forms expire 1 year from the date it was signed by the student; if you completed this form in the past, you should complete a new one every year if you would like the permissions to continue. *This step is optional but highly recommended**

□ **Register for Classes**

1. Work with your high school counselor to ensure high school graduation requirements are being met.
2. Meet with your Minnesota West Academic Advisor for college-level advising in person, via Zoom or phone.
3. Find the class that you want to take on our [Class Schedule](#) and write down the Course ID #
 - [Minnesota Transfer Curriculum & General Education Guide](#)
4. Register for classes log into your [E-Services](#)
 - [How Do I...Register \(mnwest.edu\)](#)
 - If registration was successful, a green box will appear saying so
 - If registration was not successful, a red "X" will appear below the course that was unsuccessful with an explanation. *Further action is needed.*
 - Contact your Minnesota West Academic Advisor as needed

□ **Ensure Access your Minnesota West Email**

- Within a few days of registering the first time, a Minnesota West email account will be generated for you.
 - You will want to use that email for anything related to Minnesota West. Make sure to check this regularly or select the option to forward these emails to your personal account. Your instructors will only be emailing this account.
 - To get started go to [Student Account \(mnwest.edu\)](#)
 - View the ["Getting Started with Student Email"](#) to assist you with logging in.
 - Once you log in, you have access to partial Microsoft Office 365. If you want the full versions, click the ["Office 365 Free Software Program"](#) button just below the student email. You can receive the full version for free while you are a student at MN West to load onto 5 devices.
- If you have any issues accessing your email, please contact the *Communication Center* at 800-658-2330 for assistance.
- If your email is not allowing you to log in, you may need to reset your password by clicking here: <https://starid.minnstate.edu/>

□ **Access Brightspace D2L**

- [D2L](#) is our on-line learning platform. You will have access within 48 hours of registering
- Your courses will show up in your D2L after you register. You will not have access to them until the semester begins
 - Download the *"Pulse"* app to your phone to make it more accessible

□ **Order books online** at our [Bookstore](#)

- Book Purchasing doesn't open until 3 weeks before the semester starts
- [Book Voucher Dates:](#)
 - **Fall Semester 2023**
July 31 - August 25 (Fall starts August 21, 2023)
 - **Spring Semester 2024**
December 18, 2023 - January 12, 2024 (Spring starts January 8, 2024)
- [Book Ordering Instructions](#)
- [Book Store Staff Contacts](#)