

FIRST TIME REGISTRATION for a Visiting Student in the Minnesota State College and University System

STEPS TO REGISTER FOR VACT 1010 Spring 2023
VACT 1010 Foundations in Vacuum Science, FULLY ONLINE

This Spring 2023, we currently have one 8 week course section available : March 13 - May 12.

If you are new to the Minnesota State Colleges and Universities system...

you will need to create a student account. Begin by accessing the Visiting Student page (<https://www.normandale.edu/admissions/apply/visiting-students/index.html>) on the Normandale Community College Website. Scroll down to "How to Enroll as a Visiting Student". Click on Register for Classes, and then follow directions/instructions to create a MN StarID account.

If you have previously taken classes at a Minnesota State College and University institution...

skip to page 3 and proceed with registering for class using your previously assigned StarID Account. If you cannot remember your STAR ID password, you can reset it here: <https://starid.minnstate.edu/selfservice/recover/pw>

HOW TO ENROLL AS A VISITING STUDENT

Complete these steps to enroll as a visiting student:

1. Register for Classes

Search and register for classes online using [e-Services](#).

NEW TO THE MINNESOTA STATE COLLEGES AND UNIVERSITIES (MNSCU) SYSTEM?

You will need to [create a Minnesota State StarID Account](#) to complete the process. [Learn more about Registering.](#)

ALREADY AFFILIATED WITH ANOTHER MINNESOTA STATE INSTITUTION?

You don't need to create a new account. Use your existing account to log in to eServices and search for Normandale classes.

2. Meet the Prerequisites

Updating address book. This folder is up to date. Connected to: Microsoft Exchange

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.

Student e-services

Find a course

Campus links

Normandale Home

Normandale Business Office website

Continuing Ed (non-credit)

Registration Holds

Textbook Information

Create a MnSCU StarID account

- What is a StarID account?
- I already have a MnSCU StarID.
- I have questions about information privacy.

Personal Information Contact Citizenship Residency

Personal Information

Fields marked with an asterisk are required to submit the form.

* First name

Middle name

* Last name

You see a Confirmation screen providing your StarID – it will be 2 lowercase letters, 4 numbers and 2 more lowercase letters. Write down your StarID (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”.

Student e-services

Dashboard

Home

Account Management

Courses & Registration

Grades and Transcripts

Confirmation

Daniel,

Your StarID has been generated successfully. Please refer to your email address supplied for a confirmation message and information on maintaining your StarID. Please print this page as confirmation of your StarID for your records.

StarID: ck62730xx

Logout

You are now logged into the Normandale eServices website. Click on “Quick Add (Register)”.
Skip to page 4

STEPS TO REGISTER IN VACT 1010 at Normandale Community College

STEP 1 - Access the class registration login page at:

<https://eservices.minnstate.edu/ession/authentication.do?campusId=156&postAuthUrl=http%3A%2F%2Feservices.minnstate.edu%2Fregistration%2Fsecure%2Fsearch%2Fbasic.html%3Fcampusid%3D156>

Enter StarID and Password. Make sure the Institution listed is Normandale Community College. Click the blue Login button.

NORMANDALE COMMUNITY COLLEGE

Normandale Community College
9700 France Avenue South
Bloomington, MN 55431
USA
Phone: (952) 358-8200
Toll-free: (800) 481-5412

MINNESOTA STATE

Normandale Community College is a member of the Minnesota State Colleges and Universities system.
Normandale Community College is an equal opportunity employer and educator.

Please login to continue.

The '*' indicates a required field.

* StarID: [Need Login Help?](#) Need an ID? [Sign Up Now.](#)

* Password:

Institution: Normandale Community College

Display Name: Display and print your name until next login. To protect your identity, you may wish to print only at secured locations.

Login

You must **logout** when finished to ensure that nobody else gains access to your records.

Campus Specific Instructions

Daoprobe2.m Show all

STEP 2 - Make sure College/University field shows Normandale Community College and Semester field shows the semester you want to register for, Spring 2023 (January - May), Select Quick Add (Register) underneath the Student e-services options on the left side of the screen.

NORMANDALE COMMUNITY COLLEGE

Student ID 00281482 | [Logout](#)

Student e-services

- Dashboard
- Home
- Account Management
- Courses & Registration
 - Search for a Course
 - Review My Plan
 - View/Modify Schedule
 - Quick Add (Register)**
 - Registration Holds
 - Registration Access Code

Search

* Required field

* College/University: Normandale Community College

Campus: Normandale Community College

* Semester: Summer 2020 (Jun - Aug)

Subject: Course Number: (Example 1100)

Daoprobe2.m Show all

STEP 3 -

Verify Semester listed as semester you want: is **Spring 2023**

Enter Course ID

Spring 8 Week Course (**March - May**):
000348

Select the Blue Register button.

STEP 4 -

(a) Verify the course information is correct: both VACT 1010 "Foundations in Vacuum Science" are Completely Online-Asynchronous (NOTE: The screen shot below does NOT show the current VACT 1010 course but uses another class example)

(b) If you wish to Audit the course, select Audit for the Grade Method if option is provided (**IMPORTANT NOTE:** If you intend to receive the Scholarship / Class Fee Waiver, Do NOT change the grade method. Leave it as Normal) ; and

(c) Enter your StarID password and Select the Blue Register button to complete the registration

ID #	Subj #	Sec Title	Dates	Days Time	Cr/Hr	Grade Method	Instructor	Delivery Method	Loc
001355	VACT 1010 01	Foundations of Vacuum Science	01/13 - 05/15	M/a	Arranged 2	Normal	Robinson, Ruth	Completely Online-Asynchronous	9

STEP 5 -

The next screen will indicate that you have successfully registered for the class (NOTE: The screen shot below does NOT show the VACT 1010 course but uses another class example) and you will also see your Normandale Student ID number. You should write down this number. You will need you Star ID and your Normandale Student ID number in the future. They are both important .

The screenshot displays the 'Registration Results for Normandale Community College, Spring 2015' page. At the top right, the user's Student ID is shown as 03110074, highlighted with a red box and a red arrow. Below this is a 'Credit Courses' section with a 'Registration Successful' message in a red-bordered box. A table lists the registered course: Introduction to Psychology (PSYC 1110 02) for the dates 01/12 - 05/15. Below the table is a yellow warning box with text regarding payment requirements and cancellation policies.

ID #	Subj #	Sec	Title	Dates	Days	Time	Crds	Grade Method	Instructor	Delivery Method	Loc	
000770	PSYC	1110	02	Introduction to Psychology	01/12 - 05/15	n/a	Arranged	4.0	Normal	Cikanek, Korinne	Completely Online-Asynchronous	

You can log into E-Services anytime and Click "view / modify schedule" to view the class information.

STEP 6 -

Email Kimberly.klein@normandale.edu. Include your Student ID, preferred email for course information, company affiliation if applicable. Kimberly will then enter the fee waiver / scholarship for the VACT 1010 course.