



NORMANDALE

COMMUNITY COLLEGE

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

STEPS TO REGISTER FOR Vacuum Technology Courses

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.

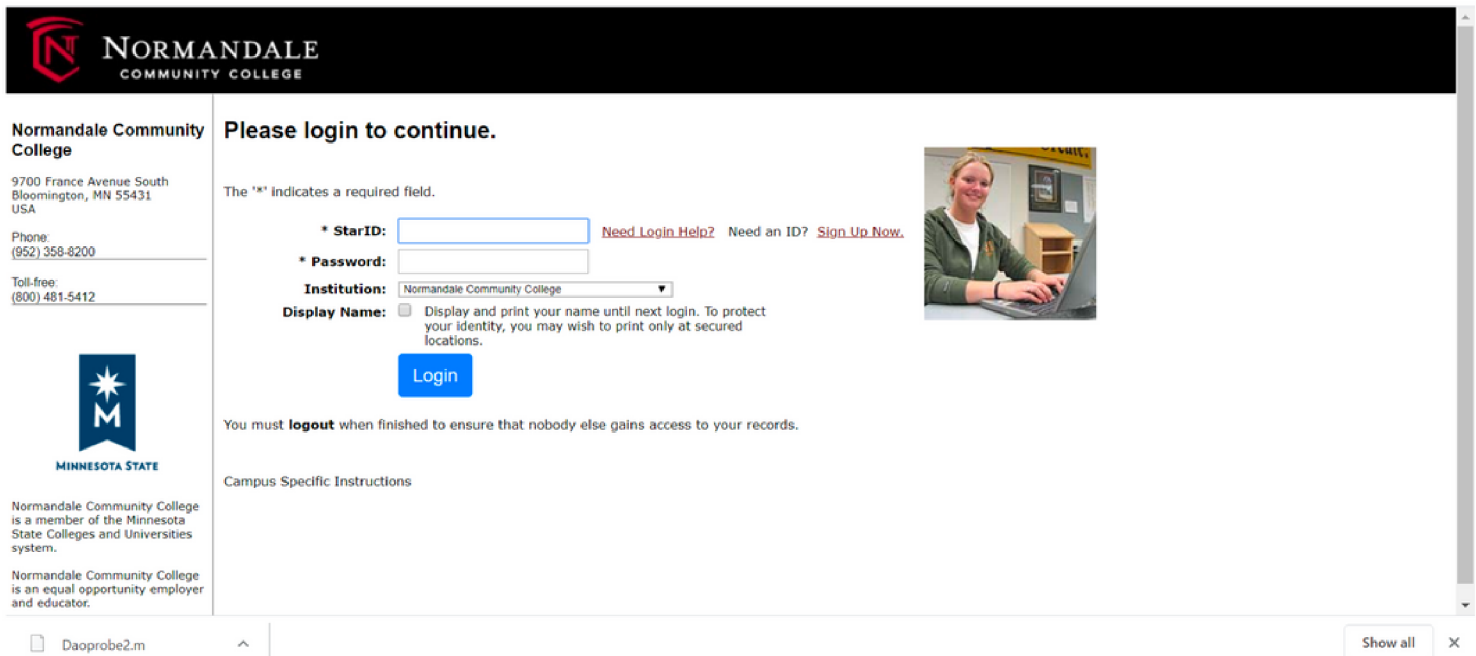
You see a Confirmation screen providing your StarID – it will be 2 lowercase letters, 4 numbers and 2 more lowercase letters. Write down your StarID (Note: Be careful to not confuse the lowercase letters “l” or “o” for the numbers “1” or “0”.) Click on “Courses and Registration” in the navigation box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

You are now logged into the Normandale eServices website. Click on **Courses & Registration > Search for a Course**. Skip to **Step 2**.

STEPS TO REGISTER IN VACT COURSES at Normandale Community College

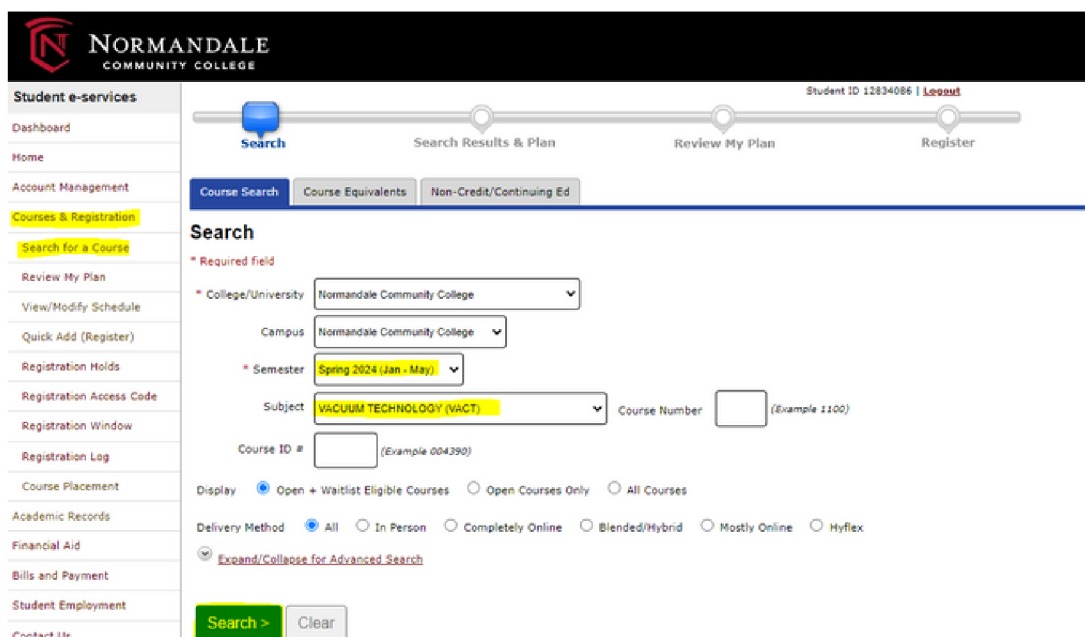
STEP 1 – Access the class registration login page at: <https://www.normandale.edu/eservices>

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



The screenshot shows the Normandale Community College login page. The header features the college's logo and name. On the left, contact information is provided: 9700 France Avenue South, Bloomington, MN 55431 USA, Phone: (952) 358-8200, and Toll-free: (800) 481-5412. The main content area prompts the user to "Please login to continue." and includes fields for StarID, Password, and Institution (set to Normandale Community College). A "Display Name" checkbox is also present. A blue "Login" button is at the bottom. A small photo of a student is on the right. A footer note states: "You must logout when finished to ensure that nobody else gains access to your records." A "Campus Specific Instructions" link is also visible.

STEP 2 – Select **Courses & Registration > Search for a Course** on the left menu. Make sure College/University field shows Normandale Community College and Semester field shows the semester you want to register for (i.e. Spring 2024). Select **Vacuum Technology (VACT)** as your subject and click **Search**.



The screenshot shows the Normandale Community College course search page. The left sidebar contains a "Student e-services" menu with options like Dashboard, Home, Account Management, Courses & Registration, and Search for a Course. The main content area has a progress bar with steps: Search, Search Results & Plan, Review My Plan, and Register. Below this is a "Search" section with fields for College/University (Normandale Community College), Campus (Normandale Community College), Semester (Spring 2024 (Jan - May)), Subject (VACUUM TECHNOLOGY (VACT)), and Course Number. A "Search >" button is at the bottom.

STEP 3 - Here you can see all of the courses we are offering for that semester.

Add the course(s) you wish to take to your plan using the **PLUS** button next to the course. After adding a course you will see a pop-up - Select **OK** to proceed to the next page or **CANCEL** if you need to add more classes.

eservices.minnstate.edu says

Course has been added to Wish List. Click "OK" to Review My Plan, or click "Cancel" to stay on this page.

OK Cancel

Search Search Results & Plan Review My Plan Register

My Plan for Spring 2024

Wish List: 2 Wait List: 0 Registered: 0

< Search Search Results for Spring 2024 Continue to Review My Plan >

<< first < prev 1 next > last >> Showing courses 1 - 10 of 10 50 per page Filter by Instructor :

Add Equivalent	Wishlist	ID #	Subj #	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
		000638	VACT	1010 01	Foundations of Vacuum Science	01/08 - 05/10	n/a	n/a	2.0	Open	Robinson, Ruth	Completely Online-Asynchronous	9
		000639	VACT	1010 02	Foundations of Vacuum Science - EARLY END	01/08 - 03/01	n/a	n/a	2.0	Open	Robinson, Ruth	Completely Online-Asynchronous	9
		000640	VACT	1010 03	Foundations of Vacuum Science - LATE START	03/11 - 05/10	n/a	n/a	2.0	Open	Robinson, Ruth	Completely Online-Asynchronous	9
		000641	VACT	1293 01	Concepts of Rough Vacuum Systems - EARLY END	01/08 - 02/09	n/a	n/a	1.0	Open	Stewart, Edward	Completely Online-Asynchronous	9
		000642	VACT	1293 02	Concepts of Rough Vacuum Systems - LATE START	04/01 - 05/10	n/a	n/a	1.0	Open	Louwagie, Nancy	Completely Online-Asynchronous	9
		000644	VACT	1294 02	Rough Vacuum Equipment - LATE START/EARLY END	02/12 - 03/29	n/a	n/a	1.0	Open	Stewart, Edward	Completely Online-Asynchronous	9
		000645	VACT	1295 01	Rough Vacuum Operations - LATE START	04/01 - 05/10	T	3:00pm - 5:50pm	1.0	Open	Stewart, Edward	Completely Online - Synchronous	9
		000646	VACT	2290 01	High Vacuum Equipment - EARLY END	01/08 - 02/09	n/a	n/a	1.0	Open	Lasswell, John	Completely Online-Asynchronous	9
		000647	VACT	2291 01	High Vacuum Measurement - LATE START/EARLY END	02/12 - 03/29	W	3:00pm - 5:50pm	1.0	Open	Lasswell, John	Completely Online - Synchronous	9
		000648	VACT	2292 01	High Vacuum Applications - LATE START	04/01 - 05/10	W	3:00pm - 5:50pm	1.0	Open	Lasswell, John	Completely Online - Synchronous	9

<< first < prev 1 next > last >> Showing courses 1 - 10 of 10 50 per page

STEP 4 - Once you have added all of your courses select OK on the pop-up to proceed. You can also select **Review My Plan** at the top of the page. Then, click the check-box next to each class you would like to register for and Click the blue **Select Courses to Proceed to Register** button at the bottom.

Review My Plan

[New Search](#)

Fall 2022 Spring 2023 Fall 2023 **Spring 2024**

Normandale Community College Plan was last changed 12/19/2023 at 2:00 PM

Wish List (1) Your registration window is currently open. Registration Window Close Date/Time: 5/10/2024 11:59 PM

☐	ID #	Subj #	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
☒	000640	VACT	1010 03	Foundations of Vacuum Science - LATE START	03/11 - 05/10	n/a	n/a	2.0	Open	Robinson, Ruth	Completely Online-Asynchronous	9

Select Course(s) to proceed to Register Remove Selected Course(s) from Wish List

STEP 5 - Complete your registration

- (a) Verify the course information is correct: check the dates and course numbers for each class.
- (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

**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
 - Registration Window
 - Registration Log
- Academic Records
- Financial Aid
- Bills and Payment

Search

Search Results & Plan

Review My Plan

Register

[< Review My Plan](#)

Spring 2020

By confirming this registration, for any semester, I am accepting any financial and academic obligations incurred as a result of this transaction. Failure to pay will result in my debt being referred to the State of Minnesota collection agency (Minnesota Department of Revenue, Collection Division) or a private collection agency. If this happens, I agree to reimburse the fees of any collection agency, which may be based on a percentage at a maximum of 40% of the debt, and all costs and expenses, including reasonable attorney's fees, incurred in such collection efforts.

I also authorize the college or university, and their respective agents and contractors to contact me regarding my debt request, including repayment of my debt, at the current or any future number that I provide for my cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

If you are degree seeking and want more information about graduation requirements, visit your college or university's web site.

Enter your StarID password and register:

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

You have chosen to register for the courses listed above. **Please check with your academic advisor** to ensure selected courses apply toward graduation. If you have not been admitted to Normandale Community College, please keep in mind that not all courses may transfer or apply to another institution.

STEP 6 -

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

Registration Results for Normandale Community College, Spring 2015:

Credit Courses

Registration Successful

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	

[View/Modify Schedule](#) Visit [Bills and Payment](#) to arrange payment.

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> 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 5.12. 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.

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

STEP 7 -

Email Tim.Lapanne@normandale.edu. Include your Student ID, preferred email for course information, company affiliation if applicable. Tim will then enter the fee waiver / scholarship for the VACT courses which will appear on your account after the start of classes (if applicable).