

New PSEO Student Enrollment Checklist

Student's Name: _____

Student ID/Tech ID #: _____ StarID: _____

Academic Advisor: _____ Advisor's Contact Info: _____

Admissions Checklist:

- Inform your high school/district of your intent to enroll in PSEO **prior to** May 30th
- Determine if you are eligible for [Minnesota West PSEO](#) courses.
- Apply to Minnesota West at:** [eApplication for Admission](#).
 - When you apply online, you will be asked to create a StarID and Password. Please take note of those as you will use them for many things in the future including registration, online courses, etc.
 - Video instructions on how to apply as a [PSEO Students](#)

- Request your High School transcript** (with class rank and GPA) get sent to Minnesota West Academic Advisor. Advisors will review your Transcript for eligibility and contact you if more information or Accuplacer testing is required

- 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. You will need to have a registration access code to complete registration, which you receive from your Advisor once you have submitted the "PSEO Student Registration Form"
 - You do not need this access code for your first time registering
 - [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 This authorization/consent is valid for one year and can be withdrawn/revoked at any time. **This step is optional but highly recommended**

Once Accepted into Minnesota West:

- **Sign up for our Virtual [PSEO Orientation Session](#)**
 - [August 14th](#) at Noon-1:00PM or 6:00-7:00PM

- **Registering 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 #
 - [MN 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 Academic Advisor as needed

- **Access your Minnesota West Email**
 - Within a few days of registering, a Minnesota West email account will be generated for you.
 - 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.
 - All communication from the college will go to your Minnesota West email **NOT** your personal email. It is very important that you access your Minnesota West email regularly as that is how the college and your instructors will communicate with you. You may forward this email account to another account if you choose.
 - If you have any issues accessing your email, please contact the *Communication Center* at 800-658-2330 for assistance.

- **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

- **On-Line Training in Brightspace D2L**
 - You will have access to the *“New Student Orientation”* and *“Success in Online Learning”* prior to the semester start date.
 - These courses do not have a grade or fee attached. There is no penalty if you choose to not complete them. However, I would strongly encourage you complete these as the *“New Student Orientation”* will give you good information about MN West’s policies and procedures. The *“Intro to Online Learning”* will help you to understand D2L and how to utilize all its features.
 - You will be required to complete the *“Sexual Violence Prevention Training”* in D2L to avoid a hold being placed on your account
 - Contact your Advisor if you have issues or have a hold placed

- **Order books online** at our [Book Store](#)
 - Book Purchasing doesn’t open until 3 weeks before the semester starts
 - [Book Ordering Instructions](#)
 - [Book Ordering Voucher Dates](#)
 - [Minnesota West Book Store Staff](#)