PSEO Student Enrollment Checklist

for RETURNING students

Student’s Name (Last, First): __________________________________________________________

Student ID #: ___________________ StarID: ____________________________

Academic Advisor: ______________ Advisor’s Contact Info: _______________________

Admission/Enrollment Checklist:

_____ Complete a PSEO Student Registration Form (work with your high school counselor to fill out the right registration form) and send to your Advisor

NOTE: Once your PSEO Student Registration Form is received and processed and registration for PSEO Students opens, you will be contacted by your Academic Advisor with your access code.

You may also contact your Advisor directly for your access code any time after you submit your Registration Form and registration opens.

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Once you have your access code:

_____ Register for classes

1. Work with your high school counselor on how many and what classes to take. You may also meet with you Academic Advisor for college-level advising.

2. Find the class that you want to take on our Class Schedule and write down the Course ID # (https://www.mnwest.edu/programs-courses/class-schedules/)

3. Register for classes
   (www.mnwest.edu -> “Current Students” -> “Student Account/Email Login” -> “e-Services Student Account” -> Log in with StarID and Password -> “Courses & Registration” -> “Quick Add (Register) -> Select the appropriate Semester -> Add Course IDs -> “Register” -> Enter StarID Password -> “Register”)

4. 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. Please contact your Academic Advisor if that happens.

_____ Continue to access your Minnesota West Email

1. For instructions on how to access your email as well as what your email is, please go here: https://www.mnwest.edu/images/technology-services/Getting-Started-With-Student-Email.pdf

   NOTE: All and any communication from the college will go to your Minnesota West email, not your personal email. It is very important that you access your MN West email regularly as that is how the college as well as your instructors will communicate with you.

   If you have any issues accessing your email, please contact the Communication Center at 800-658-2330 for assistance.

_____ Continue to access D2L

(www.mnwest.edu -> “Current Students” -> “Online Courses – D2L” -> Log in with StarID and Password)

D2L is the platform where you will do any online courses. To learn how to navigate the site, please take the “Intro to Online Learning” Course in your D2L dashboard.

_____ Order books online at: http://worthingtonbookstoremnwest.com/Home

NOTE: Book Purchasing doesn’t open until 3 weeks before the semester starts. Instructions on how to order your books will be emailed to you in the near future.