PSEO Student Enrollment Checklist
for NEW students

Student’s Name (Last, First): ________________________________________________

Student ID #: ___________________________ StarID: ___________________________

Academic Advisor: ________________  Advisor’s Contact Info: ______________________

Admission/Enrollment Checklist:

_____ Apply to Minnesota West at: https://www.mnwest.edu/get-started/apply
{(www.mnwest.edu -> “Prospective Students” -> “Apply Now” -> “Apply Now – Complete eApplication”)
NOTE: 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.

_____ Send your High School transcript (with class rank and GPA) to your Academic Advisor
(You may request your HS Counselor to send your HS transcript to your Advisor directly)

_____ 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 all of the steps above are completed, you will be contacted by your Academic Advisor if
further information or testing is needed. If your Cumulative HS GPA is above 2.6, you will not need to
take the Accuplacer test. However, if your Cumulative HS GPA is below 2.6, and you don’t have any
previous test scores (ACT, SAT, Accuplacer), or if your scores are insufficient, Accuplacer testing might be
recommended by your advisor.

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Once you are approved:

____ 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.

____ 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.

____ 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.