Late Application-Registration for Organic Chemistry at Minnesota State University Moorhead

Summary: 1. Apply  2. Pay ≥$300 down.  3+4. Complete and Email Late Registration Form.

Background: Direct online registration is possible through e-services for four business days following the first official day of the class (http://www.mnstate.edu/eservices/). One must have already applied and been admitted.

Late Special-Permit Application-Registration, after first-week “open enrollment” closes:
1. APPLY TO MSUM as a “Non-degree seeking student”: https://www.mnstate.edu/admissions/non-degree/apply.aspx
   a. Create StarID first and a password. Record these so you can access later! 😊 (You’ll need them!)
   b. Don’t actually need to fill in several pages about HS background etc.
   c. Be sure to mark “Complete courses and transfer without a degree” and “Part Time Student” buttons
   d. On page where it says “Major-Academic Program”, don't enter anything
   e. $20 fee at the end; should be box that says “Pay Now”; click on that and be able to submit payment
   f. To expedite a late-application admission, contact MaKayla Schroeder in admissions. (Email: makayla.schroeder@mnstate.edu; office 218.477.2919; cell 218.443.5973).
      • Include your name and star ID; tell her you’ve completed the online application as a non-degree-seeking student; and ask her to expedite your admission if possible.
   g. Immediately continue with steps 2, 3 and 4 below.

2. Pay ≥$300 into your student account. Via phone to MSUM business office: 218.477.2221
   a. You’ll need to call during business hours: M-F 8-4:30 central time, I think?
   b. Phone number: 218.477.2221
      • Have your StarID with you when you call.
   c. For late-registration students, this payment MUST be made by phone.
      • (You can’t late-register unless a down payment has been made; but you can’t make an e-services payment until you’ve registered! Thus first payment must be by phone…)  
   d. You’ll need to call during business hours: M-F 8-4:30 central time, I think?

3. Fill out your part of the late registration form.
   • http://web.mnstate.edu/jasperse/Online/RegistrationPermit-Late%20Enrollment%20Form.pdf
   a. Can print the form, sign, then take a cell-phone picture.
   b. What Details need to be filled in?
      • Name, Date, ID, and whether you want Organic Chem I (Chem350) or Organic Chem II
      • ID can be either your StarID (which you have by the time you’ve completed your application….) or your “Dragon ID” (an all-numbers ID that you won’t receive until you’ve been admitted.)
      • Because you can use your StarID, you can basically complete this immediately
   c. Note: If you contact Dr. Jasperse first (jasperse@mnstate.edu) he may be able to quickly send you a form with pretty much everything entered except your name and ID entered…

4. Email the signed form to Dr. Jasperse (jasperse@mnstate.edu), along with the following info:
   • Confirm in email that you have already paid ≥$300 down to the business office
   • Confirm in email whether it’s Organic I or Organic II that you want, so Jasperse can double-check that the form is correct and that the registrar’s office will put you into the correct class.

After steps 1-4, your part is done! The registrar’s office will now add you to the formal class roster.

5. You can Immediately Being the Course. You do NOT need to be formally admitted and registered to access class notes, video lectures, practice tests, etc. Start mastering the content!
   • If you are registering late, time may be of the essence!