

Getting Registered for MSUM and for the Course, for non-MSUM Students:

1. **APPLY TO MSUM as a “Non-degree seeking student”:** <https://www.mnstate.edu/admissions/apply-now/>.
 - a. Select “Undergraduate Application”, then “non-degree seeking student”).
 - b. Click the “Apply Online” button (from above link).
 - **Create StarID first, and a password. Record these so you can access later! ☺ (You’ll need them!)**
 - https://eservices.mnstate.edu/adm/public/studentWelcome?campusId=072&appType=undergrad&_ga=2.206061393.33361417.1599496993-2046871640.1599278883
 - Don’t bother to fill in several pages about HS background etc.
 - **Be sure to mark “Complete courses and transfer without a degree” and “Part Time Student” buttons**
 - On page where it says “Major-Academic Program”, don't enter anything
 - **\$20 fee** at the end; should be box that says “Pay Now”; click on that and be able to submit payment
 - c. **Once you have both created your star ID and submitted your application with application fee paid, you can IMMEDIATELY register for the specific class and get into the class.**
 - d. You will not need to send official transcripts from your school for MSUM application.
 - e. **Deadlines: MSUM application** by June 4 is preferred; later applications through July 11 will also work.
 - For application later than June 11, this is still possible. A contact person to expedite late admission is Alex Elness in admissions. (Email: alexander.elness@mnstate.edu; phone/text 218.304.0104).

2. **REGISTER FOR THE COURSE(S):** You’ll need your StarID and password to login. And you’ll need to have already submitted your MSUM application and paid the application fee.

- a. Login into e-services with StarID: <https://www.mnstate.edu/eservices/>
- b. "Courses and Registration" will be on the left.
- c. Choose “Quick Add (Register)”
- d. Enter Class ID:
 - i. 000057 (for Chem 350-01), Organic 1, Summer 2025 or
 - ii. 000058 (for Chem 350-02), Organic 1 (June start), Summer 2025 or
 - iii. 000059 (for Chem 360-01), Organic 2, Summer 2025
- e. Click “Register”, and that should do it! You are on the roster and can start immediately.

Notes

- a. **Registration for summer classes opens before January 1, 2025**
- b. **Pay: If you don’t complete your payments, your grade will never be released!** (Plus a late-payment fee.)
- c. Can pay online (<https://www.mnstate.edu/eservices/>), or use debit/credit card on phone to business office: 218.477.2242.
- d. Payment reminders are emailed to your MSUM email, which you may not check? So, remember to pay!
- e. **Deadline:** Class registration should be completed by June 11 (barring late-registration workaround)
 - To request late- registration workaround after Jun 11, contact me, Dr. Jasperse jasperse@mnstate.edu.

3. **Tuition+Fees: Varies by State. (Numbers listed are for Summer 2025, and won’t inflate until Fall 2025 ...).**

- **~\$1119.36:** Minnesota, SD, ND, and WI (reciprocity states).
- **~\$2003.13:** Other states.

4. **For NDSU Students: Does Tri-college Or Metro College Alliance work?**

- a. Direct enrollment (to MSUM, see above) always works.
- b. If an NDSU student applies to MSUM as a “non-degree-seeking-student”, as described above, he/she can take this course (and pay MSUM’s lower-than-NDSU summer tuition rate!). No problem. After the course is completed, the grade can be sent to NDSU and will be accepted by NDSU.
- c. But registration via the Metro College Alliance process (formerly called “Tri-College”), in which a student pays NDSU tuition to take an MSUM course, will not work for summer courses.
- d. If you register via MSUM, the class will be accepted toward NDSU class requirements, but the grade will not be calculated into your NDSU GPA, nor will it replace previous grades from Chem341 at NDSU.