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

- **Note:** This includes NDSU students.

1. **Apply to MSUM as a “Non-degree seeking student”:** [https://www.mnstate.edu/admissions/non-degree/apply.aspx](https://www.mnstate.edu/admissions/non-degree/apply.aspx)
   a. Online: 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!)
      - Don’t actually need 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
      - Please do **NOT** click promo code towards the end, if you see something like that.
      - $20 fee at the end; should be box that says “Pay Now”; click on that and be able to submit payment
      - If prompted for immunization (shouldn’t be), can self-report: [https://www.mnstate.edu/hendrix/immunizations.aspx](https://www.mnstate.edu/hendrix/immunizations.aspx)
      - (If you get an immunization prompt, it probably means you made a mistake and didn’t list yourself as a non-degree-seeking part-time student…)
      - Note: if you are too late for the normal application/registration deadlines, there is the possibility of perhaps using a special late-enrollment registration permit. For this, contact Dr. Jasperse for instructions.
   b. You will not need to send official transcripts from your school for MSUM application.
   c. Approval usually takes 1-7 days. You will be notified by both email and snail-mail.
   d. **Deadlines:**
      - Online application should be submitted by May 15 (for May 22 section) or June 5 (for June 11 section)
      - Class registration must be completed by May 28 or June 17 (barring late-enrollment workaround)
      - If you don’t get ≥$300 payment in by start of semester, you’ll get dropped from class roster.

2. **Register: Actually register for the course(s):** [http://www.mnstate.edu/eservices/](http://www.mnstate.edu/eservices/)
   a. You’ll need your StarId and password to login. (There are prompts if you’ve forgotten.)
   b. Your admission into MSUM will need to have been completed before you can register.
   c. **Registration for summer classes will open on Monday, April 1st, 2019, at 8am**
   d. If prompted for immunization (shouldn’t), can self-report: [https://www.mnstate.edu/hendrix/immunizations.aspx](https://www.mnstate.edu/hendrix/immunizations.aspx)
   e. **Pay First:** After registering, pay ≥$300 by start of semester, or you’ll get dropped from class roster.
   f. **Pay Rest:** If you don’t complete your payments by ~July 4, a $50 late-payment fee will be added
   g. **Pay Rest:** If you don’t complete your payments, your grade will never be released!
   h. Can pay online ([https://www.mnstate.edu/eservices/](https://www.mnstate.edu/eservices/)), or use debit/credit card on phone to business office: 218.477.2242
   i. Payment reminders are emailed to your MSUM email, which you may not check? So remember to pay!

3. **Tuition+Fees:** Varies by State. (Numbers listed are for Summer, 2019; will inflate for later years…).
   - ~$928: Minnesota, SD, ND, and WI (reciprocity states). [Note: cheaper than NDSU! 😊]
   - ~$1287 IL, IN, KS, MI, MO, NEB (Midwest Consortium states)
   - ~$1645 Other states

4. **For NDSU or Concordia Students: Does Tricollege work? Not exactly for summer. Yes you can take the course, but you’ll need to pay MSUM instead of NDSU…**
   a. For my summer Organic Chemistry classes, NDSU students will need to apply to MSUM as part-time students, and pay tuition to MSUM for the class. (See procedures in steps 1 and 2 above.)
      - This will save you ~$130 per course! 😊 (NDSU summer courses cost more than at MSUM.)
   b. Tricollege may possibly apply in the Fall Semester for Organic II, but **only** if NDSU isn’t offering Organic II. Some years it does, some years it doesn’t.