

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

Summary:

1. **Apply (to MSUM) as a non-degree-seeking student** (including a \$20 application fee)
 - <https://www.mnstate.edu/admissions/apply-now/> (select “Undergraduate Application”, then “non-degree seeking student”)
 - 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
2. **Contact Alex Elness** in admissions to let him know you actually want present semester, not future.
 - alexander.elness@mnstate.edu;
 - phone/text 218.304.0104. Alex will confirm by text or email (usually ~1 business day)
3. **Email me**, Dr. Jasperse, jasperse@mnstate.edu to confirm you want to take the course (see details below).
4. I’ll then send that over to the records office and they’ll officially register you for the specific course.

Background: Normal application (to MSUM) and class registration (for the online organic chem course) is possible through the four business days following the first official day of the class. After the first week of class, this procedure described is required to both apply to MSUM, and to register for the class.

More Detailed: If you’re interested in completing this course, please apply online <https://www.mnstate.edu/admissions/apply-now/> as soon as possible. (Select “Undergraduate Application”, then “non-degree seeking student”). Email alexander.elness@mnstate.edu once you’ve applied, so Alex can keep an eye on everything.

1. Apply online as a non-degree-seeking student (including a \$20 application fee)
 - The link <https://www.mnstate.edu/admissions/apply-now/>. (Select “Undergraduate Application”, then “non-degree seeking student”).
 - Create **StarID first:** https://eservices.mnstate.edu/adm/public/studentWelcome?campusId=072&appType=undergrad&_ga=2.206061393.33361417.1599496993-2046871640.1599278883
 - For guidance on filling out the application, and parts to skip to save time, see part 1 of the following:
 - <http://web.mnstate.edu/jasperse/Online/RegistrationDistanceStudents.pdf>
 - Note: Since you are applying late, you will not actually be able to apply for the present semester that has actually started. Instead, apply for the next semester. Alex Elness in admissions will rectify this after you notify him, see next step.
 - It’s crucial that you list yourself as a non-degree seeking student, and do NOT list a major.
 - It’s also crucial that you make the \$20 application-fee payment at the end.
2. Contact Alex Elness in admissions to let him know you actually want the present semester that has actually started, not the next semester.
 - Email: alexander.elness@mnstate.edu; phone/text 218.304.0104
 - You can send this email or text immediately after completing the online application
3. Alex will confirm by email or text (usually ~1 business day), so keep an eye on your email.
4. You’ll then email me with the following information: (you can cut and paste, other than including name and ID). The stated request for late registration is required.
 - Request for late registration to online Organic Chemistry course at MSUM.
 - Name:
 - MSUM ID: (This could be either your StarID, with some letters included; or the all-numbers ID)
 - Course Subject and Number. (Organic Chemistry I, CHEM350 or Organic Chemistry II, CHEM360)
5. I’ll then send that email over to the records office, confirming my approval to allow the late registration; and the records office will then officially register you for the course within one business day. The records office basically needs a single email that includes both your stated request to late register, and my approval.
6. Once you are registered, I’ll send you an email confirmation. 😊😊

If you’ve got any questions, please call or email me (218.477.2230, jasperse@mnstate.edu), and/or Alex Elness (alexander.elness@mnstate.edu; phone/text 218.304.0104).

Note: You can Immediately Begin 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!