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ESERVICES LOGIN INSTRUCTIONS

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1. Go to www.normandale.edu and click **E-Services**.
2. The messages displayed on the eServices Gateway page that opens are very important. Read them carefully, then click the box at the bottom of the page to acknowledge you have done so. Click "Proceed to eServices".
3. Enter your Star ID and password in the appropriate fields and click **Login**. If you need assistance, click **Need Login Help?**
4. With a successful login, you will be at the **My Dashboard** page. (If your login attempt was not successful, return to step 3.)
5. Click "Courses & Registration" from the Student e-Services box on the left side of your screen.

To Check for Holds

Complete steps 1-5. Select Check Registration Holds from Student e-services menu on the left side of the page. The defaulted year and term is displayed at the top of the screen. If this is not the correct term, click Change semester, then highlight the term you want and click Select. Click Courses & Registration and then Check Registration Holds again.

This screen will tell you if you have any holds that could prevent your registration. If you do have holds, log out and contact the appropriate department to determine how to proceed.

To Determine When You Can Register

Complete steps 1-5. Select **Registration Window**. If the message states that your window is open, you may register. If your window is closed, you must wait until the time indicated. Click **Logout**, located in the upper right corner of your screen. Return to eServices when your window is open.

REGISTRATION INSTRUCTIONS



STEP 1: FIND YOUR CLASSES

- a. Select the desired semester and course search criteria, then click [Search >](#), **OR**
- b. If you know the six-digit course ID of the desired class, skip to **Quick Add (Register)** on page 3.



A screenshot of the Normandale Community College eServices search page. The page features a navigation menu on the left with options like Dashboard, Home, Account Management, and Courses & Registration. The main content area has a search bar with tabs for Course Search, Course Equivalents, and Non-Credit/Continuing Ed. The search form includes fields for College/University (Normandale Community College), Semester (Fall 2014 (Aug - Dec)), Subject (ART (ART)), and Course Number. There are also checkboxes for "Open + Waitlist Eligible Courses", "Open Courses Only", and "All Courses". A "Search >" button is circled in red, and a red arrow points to the "Semester" dropdown menu. The "Clear" button is also visible.

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STEP 2: CREATE YOUR PLAN

Your plan includes: your **wish list** (classes you are interested in and/or intend to register for), your **wait list** (full classes you wish to add if a seat becomes available) and your **registered classes** (your official class schedule).

In this step, you will select classes to add to your wish list and your wait list.

- To add an open class to your wishlist, click the  on the row of the class you want.
- To add yourself to a waitlist, click the  on the row of the class you want. See [page 9](#) for additional information about waitlisting.
- Click **Search** and repeat steps 1 and 2 until you have selected all of your classes.
- Continue to Review my Plan.**

Important: Until you complete step 4 (**Register**), you have not reserved a seat in the class.









My Plan for Spring 2013

Wish List: 4 Wait List: 0 Registered: ✓ 1

[Continue to Review My Plan >](#)

Search Results for **Spring 2013**

Showing courses 1 - 45 of 45 50 per page Filter by [Instructor] :

	Add Equivalent Waitlist	ID #	Subj #	Sect	Title	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Location
		001406	ART	1101 11	Visual Arts	M W F	10:00am - 10:50am 9:00am - 9:50am	3.0	Open	Koopman, Cindy Koopman, Cindy		📍
		001407	ART	1101 12	Visual Arts	M W F	10:00am - 10:50am 10:00am - 10:50am	3.0	Full	Koopman, Cindy Koopman, Cindy		📍
		001298	ART	1101 13	Visual Arts	M W F	10:00am - 10:50am 11:00am - 11:50am	3.0	Open	Koopman, Cindy Koopman, Cindy		📍

a. To register for classes on your wish list, click the box next to the desired course(s), then click

Select Course(s) to proceed to Register >

Navigation: Search, Search Results & Plan, **Review My Plan**, Register

< Search Results & Plan

Semester tabs: Spring 2011, Summer 2011, Fall 2011, Spring 2012, Summer 2012, Fall 2012, **Spring 2013**

Bemidji State University Registration Start Date: 09/01/2012
Plan was last changed 12/26/2012 at 5:28 P

Wish List (4)

ID #	Subj #	Sect	Title	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Location
<input checked="" type="checkbox"/>	136371	ACCT 1000 01	Accounting	M T W Th F	11:00am - 12:00pm	3.0	Open	n/a		
<input type="checkbox"/>	135632	MATH 2471 01	Calculus I	M T W Th F	10:00am - 10:50am	5.0	Open	Tilbury, Kathy		
<input type="checkbox"/>	136065	SCI 1110 90	Physical Science I		n/a	4.0	Open	Chadick, Denise	Internet	
<input checked="" type="checkbox"/>	136325	ENGL 0007 01	Basic Writing			2.0	Open			

Buttons: Select Course(s) to proceed to Register > Remove Selected Course(s) from Wish List

QUICK ADD (REGISTER)

If you already know the course ID of the class you want, select **Quick Add (Register)** from the **Courses and Registration** menu. Enter the Course IDs in the spaces provided, then click **Register**. Proceed to [Step 4](#) of the registration instructions.

Quick Add


Enter IDs for courses for which you want to register.

*Semester

*Course IDs (e.g. 072123)




STEP 4: REGISTER

- a. Students have the option of choosing between Pass/No Credit or A-F grading in courses numbered below 1000. Students may also decide to audit courses. Select the desired grading method here, when appropriate.
- b. Enter your password, then click  .

Spring 2013

By confirming this registration, for any semester, you are accepting any **financial and academic obligations** incurred as a result of this transaction. Failure to pay will result in your debt being referred to the State of Minnesota collection agency (Minnesota Department of Revenue, Collection Division) or a private collection agency. If this happens, you will be responsible for any additional costs incurred due to the collection process which may include but is not limited to the following: Collection Costs, Attorney Fees, Legal Fees

If you are degree seeking and want more information about graduation requirements, visit your college or university's web site.


Enter your password and register: 

Select the grading method on this page.


ID #	Subj #	Sect #	Title	Days	Time	Crds	Grade Method	Instructor	Delivery Method	Location
136325	ENGL	0007	01	Basic Writing		2.0	Normal			


You have chosen to register for the courses listed above. **Please check with your academic advisor** to ensure selected courses apply toward graduation. If you have not been admitted to Bemidji State University, please keep in mind that not all courses may transfer or apply to another institution.

- c. Your registration results will display. A successful registration attempt will look like this:


 Registration Successful

ID #	Subj #	Sect #	Title	Days	Time	Crds	Grade Method	Instructor	Delivery Method	Location
135911	ACCT	1101	03	Principles Of Accounting I	M W F	9:00am - 9:50am	3.0	Normal	Botterbusch, Josh	

- d. If your registration was not successful, you will see  Registration Failed , and the reason will appear:

 Registration Failed

ID #	Subj #	Sect #	Title	Days	Time	Crds	Grade Method	Instructor	Delivery Method	Location
135911	ACCT	1101	03	Principles Of Accounting I	M W F	9:00am - 9:50am	3.0	Audit	Botterbusch, Josh	

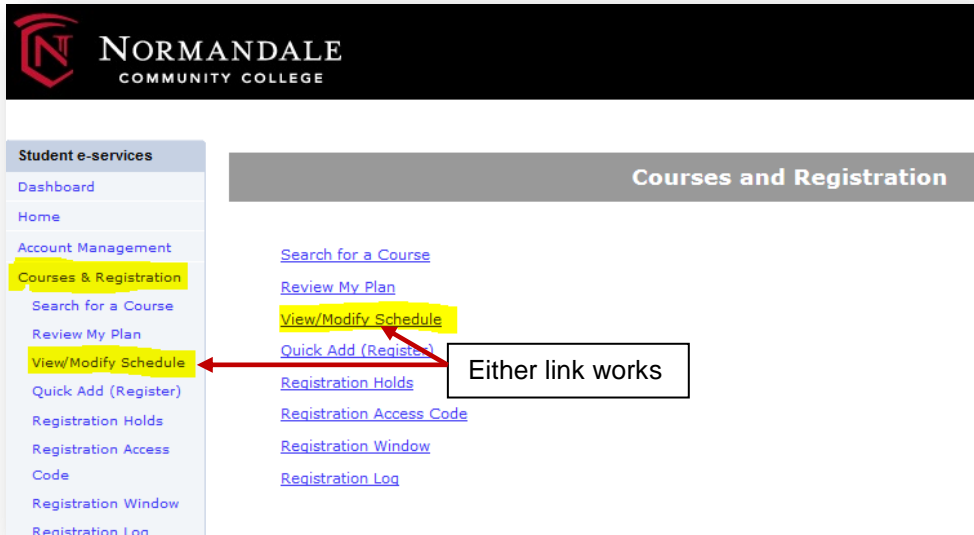
 Immunization info required for registration

[View/Modify Schedule](#)

DROPPING OR WITHDRAWING FROM A CLASS

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1. Log in to eServices. Click **Courses & Registration** from the Student e-services window on the left of the page, then select **View/Modify Schedule**.



NORMANDALE
COMMUNITY COLLEGE


Student e-services

- Dashboard
- Home
- Account Management
- Courses & Registration**
- Search for a Course
- Review My Plan
- View/Modify Schedule**
- Quick Add (Register)
- Registration Holds
- Registration Access Code
- Code
- Registration Window
- Registration Log

Courses and Registration

- [Search for a Course](#)
- [Review My Plan](#)
- [View/Modify Schedule](#)**
- [Quick Add \(Register\)](#)
- [Registration Holds](#)
- [Registration Access Code](#)
- [Registration Window](#)
- [Registration Log](#)



Either link works

2. Click  next to the desired class

Advisor: None
Major: LIBERAL EDUCATION, LIBE Emphasis AFTER AA DEGREE EARNED

Summer 2014

Registered ✓ [Print S](#)

ID #	Subj #	Sec #	Title	Dates	Days	Time	Building/ Room	Instructor	Cr/Hr	Grade Method	Last Dates to Drop/ Withdraw
	000186	ART 1114	02 Digital Photography	7/7/2014 - 8/7/2014	n/a	Arranged	Online Class LINE	Bentzien, Pamela	3.0	Normal	
Course Notes: Runs July 7 - August 7. In addition to class time students work 4 studio hours outside of class each week.											

3. Enter your password and click Drop/Withdraw. Note that a drop or withdrawal will occur based on the date of the action you are attempting. If it is past the last day to withdraw, your attempt will fail.

Semester: Fall 2014

By verifying your password, you are accepting any financial obligations incurred as a result of this transaction.

If you are attempting to drop after the drop date you will get a grade of 'W'.

Enter your password and drop:

ID #	Subj #	Sec #	Title	Dates	Days	Time	Building/ Room	Instructor	Cr/Hr	Grade Method
000369	ENGC 0800	10	Fundamentals of Writing	8/25/2014 - 12/19/2014	M W F	7:00am - 7:50am	College Services 3101	Brothen, Bradley	3.0	Pass/N Credit

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A successful drop attempt will look like this:

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ID #	Subj #	Sec	Title	Dates	Days	Time	Building/ Room	Instructor	Cr/Hr	Grade Method	Last D Drop/ Withdr	
<div style="background-color: #d9ead3; padding: 5px; border: 1px solid #d9ead3;"> ✔ You have successfully dropped from course 000223 </div>												
000223	ART	1101	12	Visual Arts	8/25/2014 - 12/17/2014	M W	10:00am - 10:50am	College Services 1095	Koopman, Cindy	3.0	Normal	🕒
					8/29/2014 - 12/19/2014	F	9:00am - 9:50am	Fine Arts 2295	Koopman, Cindy			

A successful withdrawal attempt will look like this:

ID #	Subj #	Sec	Title	Dates	Days	Time	Building/ Room	Instructor	Cr/Hr	G	
<div style="background-color: #d9ead3; padding: 5px; border: 1px solid #d9ead3;"> ✔ You have successfully withdrawn from course 000186 </div>											
000186	ART	1114	02	Digital Photography	7/7/2014 - 8/7/2014	n/a	Arranged	Online Class LINE	Bentzien, Pamela	3.0	N
Course Notes:		Runs July 7 - August 7. In addition to class time students work 4 studio hours outside of class each week.									

A failed attempt will look like this:

✘ Dropping or Withdrawing from this course has failed
 Edit Code: 000004 - Today is not a valid day to drop this course. Valid course drop dates for this course are: 03/17/2014 00:00 TO 06/06/2014 23:59

By verifying your password, you are accepting any financial obligations incurred as a result of this transaction.
 If you are attempting to drop after the drop date you will get a grade of 'W'.

Enter your password and drop:

ID #	Subj #	Sec	Title	Dates	Days	Time	Building/ Room	Instructor	Cr/Hr	Grade Method	Last Dates to Drop/ Withdraw	Loc
000251	ART	1101	10	Visual Arts	6/3/2014 - 7/3/2014	T Th	9:00am - 12:50pm	Fine Arts 2295	Mack, Brian	3.0	Normal	🕒
Course Notes:		Meets June 3 - July 3. In addition to class time students work 2 hours outside of class each week.										

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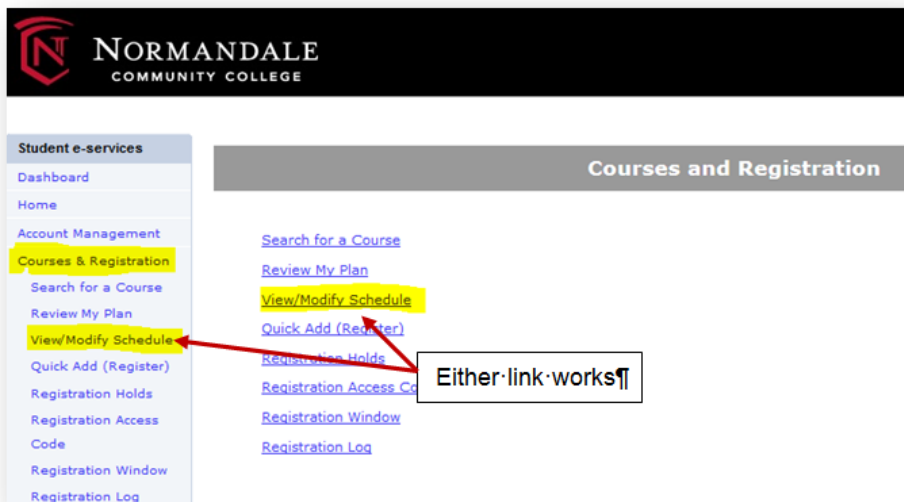
CHANGING THE COURSE GRADING METHOD


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(A-F, Pass/No Credit, or Audit)

Courses numbered below 1000 can be taken either for a letter grade (A through F) or Pass/No Credit. The course's description will indicate its default grade method, as will eServices when you register for a class. Any class offered at Normandale can be taken for Audit. You may change to a different grade method at the time you register, or you may change it at a later date (up until the course withdrawal deadline, at which time you can only do so with instructor permission). To change a course's grade method:

1. Log in to eServices. Click **Courses & Registration** from the Student e-services window on the left of the page, then select **View/Modify Schedule**.

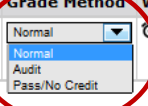


2. Click the  next to the desired class.

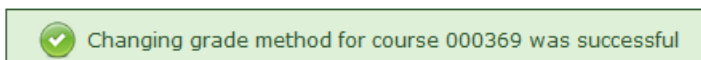
ID #	Subj #	Sec	Title	Dates	Days
 000369	ENGC	0800	10 Fundamentals of Writing	8/25/2014 - 12/19/2014	M W F

3. Select the desired grade method from the drop-down menu, then enter your password and click **Submit**.

Select the credits and/or grade method to change
Enter your password and submit your changes:

ID #	Subj #	Sec	Title	Dates	Days	Time	Building/Room	Instructor	Cr/Hr	Grade Method	Last
000369	ENGC	0800	10 Fundamentals of Writing	8/25/2014 - 12/19/2014	M W F	7:00am - 7:50am	College Services 3101	Brothen, Bradley	3.0		Withd

4. Verify your attempt was successful:




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WAITLISTING

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Important Note: Notifications will be sent to your my.normandale.edu email account, even if you have not yet activated it. It is important that you access this account and keep close watch so you do not miss your seat if it becomes available.

Click  to add yourself to the waitlist of a full class.

			000760	ENGC	1101	01	Freshman Composition	08/25 - 12/19	n/a	Arranged
---	---	---	--------	------	------	----	--------------------------------------	---------------	-----	----------

A window will display to tell you which sections of this same class are available for waitlisting and which sections of a class are still available. Click the "Available Now" tab to add a section of the class that is still available. Otherwise, select the class you want to waitlist and click "Submit".

Add To Wait List

Email notifications will be sent to: dia.shamburger@mnsu.textcaster.com

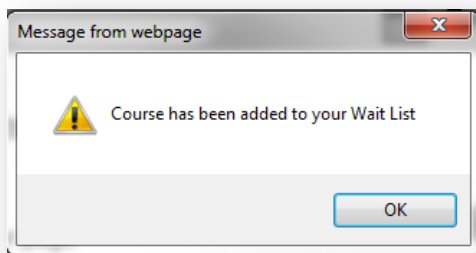
Add To Wait List Available Now

ID #	Subj #	Sect	Title	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Location	
<input checked="" type="checkbox"/>	133085	BIOL	2110	52	Human Anat & Phys	T	2:00pm - 3:50pm	0.0	Full	Villhauer, Donnie	
There are 3 entries on the wait list.											
<input type="checkbox"/>	133084	BIOL	2110	51	Human Anat & Phys	T	12:00pm - 1:50pm	0.0	Full	Villhauer, Donnie	
There are 5 entries on the wait list.											


Submit Cancel

Ignore this message!
Notifications only go to your my.normandale.edu email account!

You will receive the following confirmation message:



Your **Plan** will display your waitlisted courses and your place on the list:

Wait List (2)											
ID #	Subj #	#	Sect	Title	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Location
	133084	BIOL	2110	51	Human Anat & Phys	T	12:00pm - 1:50pm	0.0	Full	Villhauer, Donnie	
You are number 5 on this waiting list.											

Very Important:

Be sure to monitor your my.normandale.edu email account, as you will be notified when your seat becomes available. Once the offer is made you have 24 hours to register. *Seat offers can come at any time of the day or night, including times when offices are closed.* Therefore, it is extremely important that you are certain you have no holds or other restrictions (such as prerequisite requirements) that will hinder your ability to register.

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Updated 7/24/2014