# MINNESOTA STATE UNIVERSITY MANKATO

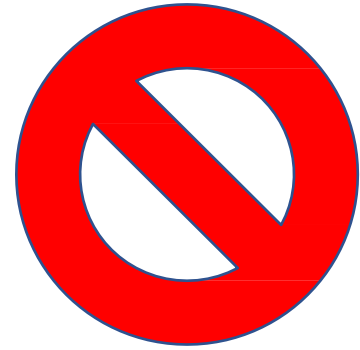## Concurrent Enrollment Application Instructions

Thank you for your interest in concurrent enrollment! To review application instructions, watch this **video** or review the screenshot instructions provided in this document.

Please follow each step as the concurrent enrollment e-application process requires specific information to be entered to ensure your application is coded correctly upon receipt.
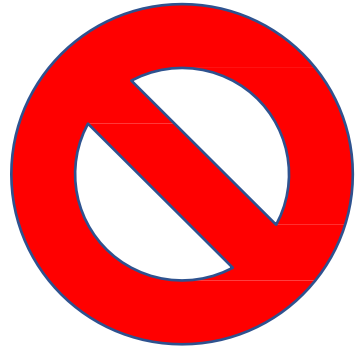
🚫 STOP 🚫

Have you already been **<u>accepted</u>** for concurrent enrollment admission through MSU, Mankato?

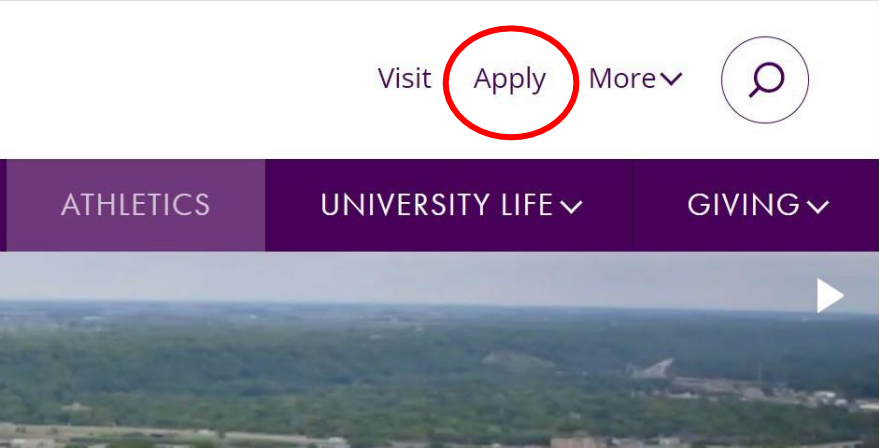If you answered **YES** to this question, please <u>do not complete a new application</u>

If you answered **NO** to this question, please complete the application

Step 1: Using Google Chrome, go to:

mnsu.edu

Step 2: Click on 'Apply' at the top of the page.   video time: 0:26

Step 3: Click the purple 'Apply Now' button.

Applying to the University

Congratulations on your decision to apply to Minnesota State Mankato! We are here to help at any point in the process, so please be sure to contact us with any questions.

APPLY NOW

Step 4: From here, if you do not already have a Star ID, you will need to select 'Create your Star ID.' If you already have a Star ID, log-in with your existing Star ID. video time: 1:04

Welcome to the Online Application

To begin your Online Application please log in using your StarID.
New to StarID? Continue by selecting the "Create StarID" button below.

Login with existing StarID	Create your StarID
Login	Create StarID

Step 5: To create a Star ID, input basic personal information and create a password.

Create StarID

✱ First Name

October

✱ Last Name

Test

Enter an email address specifically created for your use and that you check most often since you will receive email messages from the Minnesota State Colleges and Universities system containing important information regarding your application status.

✱ Email Address

octobertest@gmail.com

✱ Re-enter Email Address

octobertest@gmail.com

The password complexity requirement associated with the StarID complies with the Minnesota State Colleges and Universities password security guideline. Passwords must meet or exceed these criteria:
- Changed at least every 180 days.
- Must be at least 8 characters long.
- Use at least 3 of these types of characters: uppercase, lowercase, numbers, special characters.
- May not have been used before.
- May not contain your first name or last name if they are longer than 2 characters.

Special characters include characters like these: !@#$%^&*()_+=-`{}[]|\:";'<>,.?/

✱ Password

••••••••

✱ Re-enter Password

••••••••••

Step 6: On the same page, acknowledge the terms of access and select "Get my Star ID."

☑ **I acknowledge that I am subject to the terms of access and use as defined in** Board Policy 5.22 Acceptable Use of Computers and Information Technology Resources.

← Back   Get my StarID

IMPORTANT: Write down your Star ID, remember the password you created!

🚫 STOP 🚫

Did you write down your
Star ID and password?

Step 7: Input all the required fields, including first name, last name, and email address. video time: 1:34

| 1 Personal | 2 Citizenship | 3 Contact | 4 Education | 5 Confidential | 6 Major | 7 Additional | 8 Review |

Personal - Legal Name and Email Address

Enter your name as it appears on your U.S. Social Security card or passport.

✱ First Name

October

Middle Name

✱ Last Name

Test

Name Suffix (Jr. Sr II III)

Enter an email address specifically created for your use and that you check most often since you will receive email messages from Minnesota State Colleges and Universities containing important information regarding your application status.

✱ Email Address

octobertest@gmail.com

[+ Add a Former Name]   [+ Add a Preferred Name]   [Next →]

11

Step 8: This step is optional. Providing your social security number and date of birth is voluntary and failing to do so will not affect admission decision. However, the information requested can help to identify your record in the system and match to financial aid information. video time: 2:28

1 Personal	2 Citizenship	3 Contact	4 Education	5 Confidential	6 Major	7 Additional	8 Review

Personal - Social Security Number (SSN) and Date of Birth:

Providing your SSN and Date of Birth is voluntary and failing to do so will have no effect on the processing or consideration
data is matched together, including financial aid application information, if applicable. If you provide your SSN and Date of B
It may also be used within the system for purposes such as system consumer and alumni relations and to create summary o

Social Security Number (The following formats are acceptable: 333-22-4444, 333224444)

[   ]

☐ Show Social Security Number

Date of Birth

[02/02/2003   ] (mm/dd/yyyy)

[← Back]   [Next →]

Step 9: This step is optional. video time: 3:15

| ① Personal | ② Citizenship | ③ Contact | ④ Education | ⑤ Confidential | ⑥ Major | ⑦ Additional | ⑧ Review |

Personal - Veteran Status

Are you now serving, or have you ever served, in the United States Armed Forces or Uniformed Services?

○ Yes ● No

Are you a spouse or dependent of an individual who is now serving, or has ever served, in the United States Arme

● Neither

○ Spouse

○ Dependent

← Back   Next →

Step 10: Optional: input the highest level of education for your parents/guardians. video time: 3:20

| 1 Personal | 2 Citizenship | 3 Contact | 4 Education | 5 Confidential | 6 Major | 7 Additional | 8 Review |

Personal - Parent Education

ⓘ The following information will help Minnesota State Colleges and Universities evaluate student recruitment and retention policies; it will not be used as a basi

What is the highest level of education for your parent(s)/guardian(s)?
Please respond for the parent(s), adoptive parent(s) who raised you.

First Parent/Guardian

○ No high school diploma
○ High school diploma
○ Some college
○ Two-year college degree/diploma
◉ Bachelor's degree or higher
○ Unknown

Second Parent/Guardian

◉ No high school diploma
○ High school diploma
○ Some college
○ Two-year college degree/diploma
○ Bachelor's degree or higher
○ Unknown

← Back

Continue to Citizenship →

14

Step 11: Please let us know your current citizenship status.   If status is not US Citizen or Dual National with U.S. Citizenship student will need to be specific in what their status is. Concurrent enrollment is not available to international or exchange students. video time: 3:39

| 1 Personal | 2 Citizenship | 3 Contact | 4 Education | 5 Confidential | 6 Major | 7 Additional | 8 Review |

Citizenship

❋ Which best describes your current citizenship status?

◉ U.S. Citizen or Dual National with U.S. Citizenship   ○ International Visa Holder or Seeker   ○ Other

← Back to Personal

Continue to Contact →

15

Step 12: Let us know how long you have been a resident of Minnesota. video time: 3:49

| 1 Personal | 2 Citizenship | 3 Contact | 4 Education | 5 Confidential | 6 Major | 7 Additional | 8 Review |

Contact - Residency

✳ Are you a resident of Minnesota?

🔘 Yes ⚪ No

✳ How long have you lived in this state?

18   Years   6   Months

← Return to Citizenship   Next →

Step 13: Let us know your home address. Note: Minnesota State University, Mankato will not sell or disburse the information to anyone. The information will be used solely to reach out to the student if there are questions about their application status. video time: 4:03

| 1 Personal | 2 Citizenship | 3 Contact | 4 Education | 5 Confidential | 6 Major | 7 Additional | 8 Review |

Contact - Address

ℹ️   If you supply more than one address, please select which address you would prefer to receive mail at by clickin

✱ **Entry of at least one address is required.**

◉ Permanent Address   [Edit] [Delete]

122 Taylor Center
Mankato, MN 56001

○ Local Address   [Add]

○ International Address   [Add]

[← Back]   [Next →]

Step 14: What is your preferred phone number? You can provide mobile and home phone number.

video time: 4:18

| 1 Personal | 2 Citizenship | 3 Contact | 4 Education | 5 Confidential | 6 Major | 7 Additional | 8 Review |

Contact - Phone Number

✳ Entry of at least one phone number is required.

Local Contact Information.

Home Phone

555-555-5555

Mobile Phone

555-555-5555

← Back

Continue to Education →

Step 15: Select yes for high school student status. video time: 4:45

| 1 Personal | 2 Citizenship | 3 Contact | 4 Education | 5 Confidential | 6 Major | 7 Additional | 8 Review |

Education - High School Information

✳ Are you currently a High School Student?

⦿ Yes   ◯ No

← Back to Contact   Next →

Step 16: Complete the required fields. Always enter June of the year you are graduating high school, for example: 06/2026. video time: 4:54

✳ High School State:

Minnesota ⌄

✳ High School:

Saint Peter High School, Saint Peter ⌄

✳ Graduation or GED Date: (mm/yyyy)

06/2026

Provide your cumulative high school grade point average (GPA) as it would be reported on your high school transcript. If you do not have or know your high school GPA, enter zero (0). You may be asked to provide an official high school transcript to verify reported GPA.

✳ High School Grade Point Average:

3.5

🚫 # STOP 🚫

Double check that your **<u>high school</u>** and **<u>graduation date</u>** are accurate – this step is very important!

Step 17: You can skip the high school preparation standards portion. We will get this information from your high school guidance counselor when transcripts are sent in. video time: 5:19

| 1 Personal | 2 Citizenship | 3 Contact | 4 Education | 5 Confidential | 6 Major | 7 Additional | 8 Review | Save and Exit |

Education - High School Preparation Standards

⚠ Students must meet preparation requirements for admission/transfer to state universities. Please indicate the number of years or partial years of high school education you have or will have completed by the end of high school in each of the categories below. (e.g. Enter 2.5 for a subject if you have taken the subject for 2 full years and part of a third.)

English and Mathematics (step 1 of 3)

English	
English:	2

Mathematics			
Elementary Algebra:	1.5	Trigonometry:	
Intermediate Algebra:		Pre-calculus:	
Geometry:		Other Math:	

← Back   Next →

Step 18: Higher Education: If you have taken any other post-secondary courses, select yes and follow the prompts. If this is the first university-level course a student has taken, select no. Any other institutions where the student has completed PSEO or concurrent enrollment should be listed here. video time: 5:36

Step 19: This information is optional. However, we can use this information to provide you with additional information and resources. video time: 5:50

| 1 Personal | 2 Citizenship | 3 Contact | 4 Education | 5 Confidential | 6 Major | 7 Additional | 8 Review |

Confidential - Demographic Information

❗ Providing the following confidential demographic information is voluntary; it will not be used as a bas completion practices.

Sex shown on your official documents
Sex shown on your official documents is the sex listed on birth certificate, driver's license, passport, or other c

○ Female

○ Male

○ Other

What is your gender identity?
Gender identity is a person's innermost concept of self as feminine, masculine, neither, or a combination - how
  (Please select all that apply)

☐   agender

Step 20: Select the term you wish to start taking courses. **This must be accurate**. If you select a later term than when they want to start taking classes, you will need to reapply. video time: 6:15
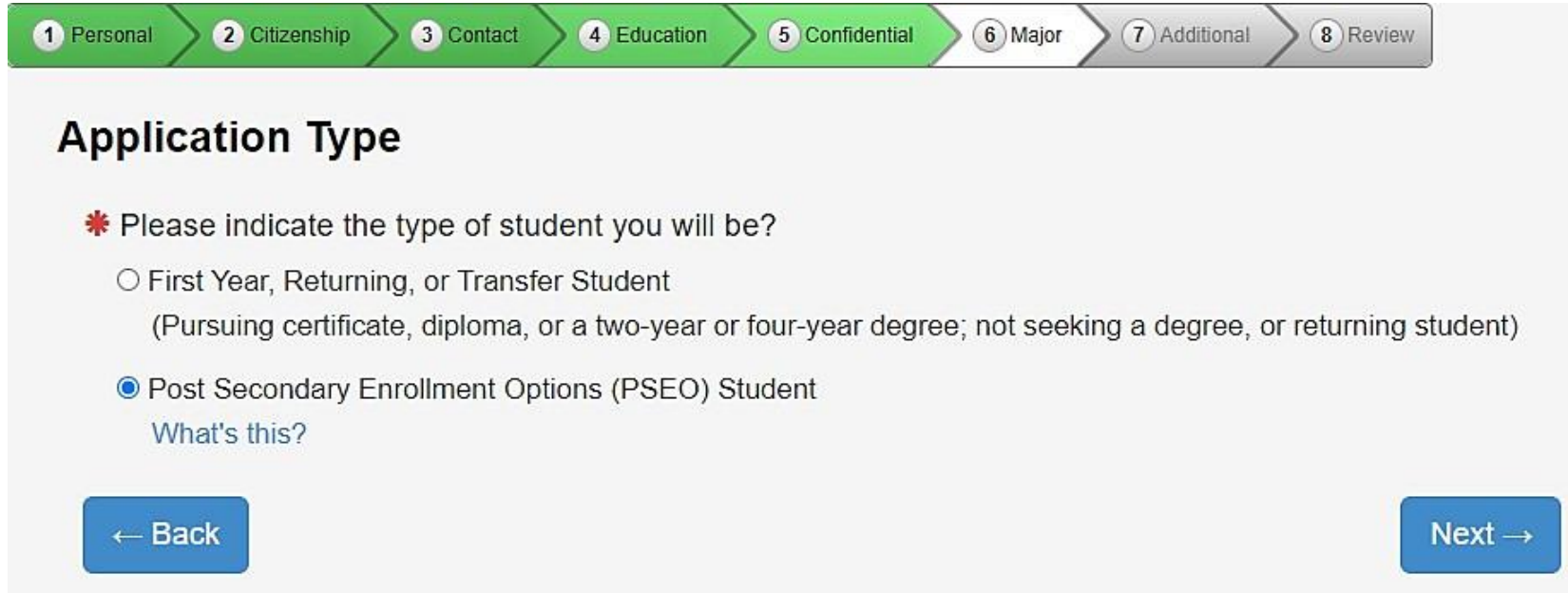
Major - Application Term

If the term in which you want to start is not listed, please contact the Admissions Office at Minnesota State University, Mankato.

❋ When would you like to start classes?

○ Spring 2025 (January 13, 2025 - May 09, 2025)

○ Summer 2025 (May 19, 2025 - July 25, 2025)

● Fall 2025 (August 25, 2025 - December 12, 2025)

○ Spring 2026 (January 12, 2026 - May 08, 2026)

Step 21: Select "Post-Secondary Enrollment Option (PSEO) student." video time: 6:43

| 1 Personal | 2 Citizenship | 3 Contact | 4 Education | 5 Confidential | 6 Major | 7 Additional | 8 Review |

Application Type

✳ Please indicate the type of student you will be?

○ First Year, Returning, or Transfer Student
(Pursuing certificate, diploma, or a two-year or four-year degree; not seeking a degree, or returning student)

◉ Post Secondary Enrollment Options (PSEO) Student
What's this?

← Back   Next →

STOP

DOUBLE CHECK: Did you select first year student? If so, **GO BACK** and change your application type to <u>Post Secondary Enrollment Options</u> (PSEO) – this step is important!

Step 22: PSEO/Concurrent Enrollment students will need to select "complete courses, but not a degree." Even if you plan to earn a bachelor's or associates degree, high school students need to select this option while taking classes in high school. video time: 6:55

| 1 Personal | 2 Citizenship | 3 Contact | 4 Education | 5 Confidential | 6 Major | 7 Additional | 8 Review |

Major - Educational Intent

✱ Select the option that best describes your educational goal while attending Minnesota State University

○ **Earn Bachelor's (four-year) degree.**
You intend to complete a four-year degree.

○ **Earn Associate (two year) degree and transfer.**
You intend to complete a two-year degree and then transfer to complete additional college level courses at an

○ **Earn Associate (two year) degree.**
You intend to complete a two-year degree leading to employment in a particular field or industry.

○ **Earn occupational certificate/diploma.**
You intend to complete a certificate or diploma program to learn a specific skill, enhance your knowledge in a
primarily career-focused courses. (Note: some certificate programs may not be eligible for state or federal stud

○ **Complete courses and transfer without a degree.**
You intend to use the courses you complete to fulfill degree requirements at another college or university, rath
federal student financial aid for classes taken under this status at this institution).

◉ **Complete courses, but not a degree.**
The courses you intend to take are only for personal enrichment, not to meet any degree requirements (Note:

Step 23: Select part-time student. video time: 7:13

> ✳ Do you plan to attend Minnesota State University, Mankato as a:
>
> ○ Full Time Student
> ● Part Time Student
>
> ← Back   Next →

Step 24: Do NOT select a major. Select next and move on. video time: 7:18

> 1 Personal   2 Citizenship   3 Contact   4 Education   5 Confidential   6 Major   7 Additional   8 Review
>
> ## Major - Academic Program
>
> Selecting a major/academic program of interest is optional. However, to be eligible for financial aid choosing a major/pr
>
> | Campus | Delivery of Major | Major |
> |--------|-------------------|-------|
>
> ← Back   + Add Major/Program   Next →

Step 25: Select "concurrent – at your high school." video time: 7:41

Step 26: Select no. video time: 7:46

Step 27: Optional: select any of the activities, organizations, or sports that interest you. video time: 8:00

Step 28: Select "yes" for taking concurrent enrollment courses at your high school campus. Select "no" for taking PSEO courses at Minnesota State University, Mankato. video time: 8:15

| 1 Personal | 2 Citizenship | 3 Contact | 4 Education | 5 Confidential | 6 Major | 7 Additional | 8 Review |

Additional - Application Questions

❗ The following information will help Minnesota State Colleges and Universities evaluate student recruit

Do you plan to take Concurrent Enrollment courses at your high school campus?

○ NO

◉ YES

Do you plan to take PSEO courses on the Minnesota State University, Mankato campus?

◉ NO

○ YES

Step 29: Please identify if you are a student currently participating in either the AVID or College Possible programs. This is required for students submitting the AVID form for admission to concurrent enrollment.
video time: 8:26

Are you a participant in AVID-College & Career Readiness?

○ NO

◉ YES

Are you a participant in the College Possible program?

○ NO

○ YES

Are you a participant in TRIO? (Educational Talent Search, Upward Bound, or UB Math/Science)

○ NO

○ YES

← Back

Continue to Review →

Step 30: Review the application and select "continue to submit application." video time: 8:43

Step 31: Review the information and click 'select all' type in your Star ID password under 'Verify Star ID Password.' **Click 'submit selected application(s).'** video time: 9:02

Application(s) ready for submission

Minnesota State University, Mankato   [Delete] [Review]

| Application Year Term: Fall 2025 | Application Type: Post Secondary Enrollment Options (PSEO) | Last Modified: Feb 4, 2025 |

By checking this box I am confirming I want to submit this application and:
1. I verify all the information included on this application is true and complete to the best of my knowledge.
2. I understand withholding information requested on this application or giving false information may make me ineligible for admission or subject to dismissal.
3. I understand that I am responsible for paying the application fee, if I am charged.
4. I understand that once I submit my application, my application is final and changes can only be made by directly contacting the Admissions office.

☑ By checking this box, I give permission for the college or university to which I am applying to access previously submitted ACT scores within Minnesota State for the purposes of course placement.

Promo Code   [Enter Promo Code]   [Validate Promo Code]

☐ **Select All**

✱ **Verify StarID Password**   [••••••••••••••]   [Submit Selected Application(s)]

STOP

Did you click the green '**submit selected applications**' button? **This must be completed** for your application to be received by Minnesota State University, Mankato

Last Step:

- Write down your Star ID and your password.
- If you lose your Star ID or your password, you can follow these steps to get back into your student account: https://mankato.mnsu.edu/it-solutions/help-support/starid/.

Questions?

- Contact the PSEO/Concurrent Enrollment staff at MSU, Mankato: pseo@mnsu.edu.