Automation
 Automation

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 Automation

WELCOME HUSKIES



Welcome to Huskies Advising and Registration days!

It's time to unleash your potential! You are joining a University rooted in a legacy of greatness. We strive to embed DEI (Diversity, Equity & Inclusion) values, practices, and strategies in all of our work. Nurturing a culture of care and belonging is central to what we do in and outside of the classroom. YOU BELONG HERE! Your journey at St. Cloud State should encompass academic and social engagement, both are essential to experiencing the full impact of a St. Cloud State education. During your college journey, I am asking you to work toward "Owning Your Greatness." This work begins today as you begin setting a vision and creating the foundation for your education. Part of this foundation will be Our Husky Compact. This is a commitment we make to our students and students make to their education that sets them apart and prepares them to be global citizens in the 21st century. Our Husky Compact ensures that students graduate with the ability to::

- » Think Creatively and Critically
- » Seek and Apply Knowledge
- » Communicate Effectively
- » Integrate Existing and Evolving Technologies
- » Engage as a Member of a Diverse and Multicultural World
- » Act with Personal Integrity and Civic Responsibility

These abilities will distinguish you in your career and life after graduation. So, welcome and UNLEASH AMAZING!

For the University,

Dr. Feng-Ling Johnson

Dean of University College & Associate Vice President for Student Success

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IMPORTANT LINKS:	

LEP (Liberal Education Program) https://catalog.stcloudstate.edu/libed/libed

Academic Calendar https://www.stcloudstate.edu/events/academic/academic-fy23.aspx

Financial Services Calendar https://www.stcloudstate.edu/srfs/default.aspx

FINANCING YOUR EDUCATION

FINANCIAL AID OFFICE

Administrative Services 106 (320) 308-2047 www.stcloudstate.edu/srfs

APPLYING FOR FINANCIAL AID

You'll apply for financial aid (grants, work study, and loans) using the Free Application for Federal Student Aid (FAFSA) at *www.fafsa.gov*. The FAFSA is available Oct. 1 each year. Remember to file the FAFSA each year since things might change in your family situation (income, number in college, or household size).

Already Applied for Aid? Your official award notification will be posted to your student e-Services when it's complete. You'll receive an email at your St. Cloud State account once it's ready. Read the terms and conditions carefully and follow the steps to accept any aid that requires a response (e.g. work study and loans).

Haven't Yet Applied or Not Sure If You Should? We encourage all students to apply for financial aid. You can still apply by completing the Free Application for Federal Student Aid (FAFSA) at *www.fafsa.gov. St. Cloud State's school code is 002377.*

Transferring to St. Cloud State University? If you plan to apply for financial aid, remember to list St. Cloud State on your FAFSA so we receive your results. **St. Cloud State's school code is 002377**. Ask the Financial Aid Office at your current school (the one from which you are transferring) to cancel any pending financial aid at that school.

TIP: A FAFSA on file with St. Cloud State is a way to hold your course registration.

LOCALLY CRAFTED BANKING

From student loans to free checking accounts and scholarship opportunities, our student products and services are crafted to set you up for success. Visit our branch conveniently located in Atwood Memorial Center.

#bebright

affinityplus.org (320) 259-7187







Affinity Plus is a proud sponsor of Husky Athletics!

FINANCING YOUR EDUCATION

BUSINESS SERVICES OFFICE

Administrative Services 123 320-308-4012 www.stcloudstate.edu/srfs

PAYING TUITION & FEES

Tuition and fees must be paid in full three weeks after the start of school to avoid a \$30 payment plan fee. Your financial aid will be applied to your account five business days after the first class day and after the drop/add period.

If you maintain a balance on your account after the final due date for the term, you will be prevented from registering for future semesters until your balance is paid.

CANCELLATION FOR NON-PAYMENT POLICY

To secure your classes, you must do one of the following by the 5th day of the semester:

- 1. File a Free Application for Federal Student Aid (FAFSA) with St. Cloud State University. Once your FAFSA results have been received by SCSU, the cancellation for nonpayment requirement is met.
- 2. Make payment directly to St. Cloud State Select the option that best fits your situation (please include your TechID when sending in payment)
 - Pay tuition and fees in full
 - Pay \$300 to hold your classes
- Sign up for NelNet e-Cashier payment plan Go to the Payment Plan link in your e-Service account under "Bills and Payment" to sign up for, or to manage, a current plan.
 - There is a \$30 charge collected by NelNet Business Solutions
 - Payment will be charged to your credit card or taken from your checking or savings account on dates specified in your contract with NelNet Business Solutions
- 4. Be sure any third party authorization is on file with the Business Office
 - To verify authorization is on file with St. Cloud State, check your financial aid award file online through your e-Services account
 - If it's not on file, contact the sponsoring agency to send authorization to St. Cloud State
 - For additional questions, contact the Business Services Office at 320-308-4012

VETERANS: Those students receiving veteran educational benefits must contact the Records and Registration Office and make arrangements with the VA Certifying Officer.

HOW TO PAY MY BILL

- **Online:** (recommended): www.stcloudstate.edu/srfs Master Card, VISA or e-check
 - Click on "e-Services Sign-in" on the top right
 - Key in StarID number and password
 - Click on "Bills and Payment" on the left
- **By phone**: 320-308-4012 between the hours of 8:00 a.m. and 4:00 p.m. -- Master Card, VISA, Discover or American Express. Note: During peak periods, there may be a long hold due to the high volume of calls.
- *In person:* Administrative Services Building, Room 123 between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday
- Send check: SCSU Cashiers, 720 4th Ave S., St Cloud MN 56301-4498 (Please include your SCSU student ID# when sending payment)

DREAMers!

DREAMers! St. Cloud State University supports DREAMers who are working to complete their college degree. We have dedicated staff members to help you take advantage of the resources available to DREAMers.

- Multicultural Academic Support Center 221 Centennial Hall 320-308-3976
- *Financial Aid Office* 106 Administrative Services 320-308-2047

More information available at the Minnesota Office of Higher Education at www.ohe.state.mn.us/MNDreamAct

Contingent upon the current Administration.

ADVISING & REGISTRATION

ADVISING AND STUDENT TRANSITIONS

Centennial Hall 366 320-308-6075 www.stcloudstate.edu/advising

ADVISING AND STUDENT TRANSITIONS

Advising and Student Transitions assists all new students in making St. Cloud State University their new home and a place they will flourish. We teach students how to:

- Register for classes, interpret their degree audit, use e-Services and other online tools
- Follow the Liberal Education Program
- Navigate the University and where to seek help when needed
- Create a graduation plan to achieve their goals
- Make decisions regarding major and minor programs
- Get involved and stay engaged in their academic career

STUDENT SUCCESS TEAMS

www.stcloudstate.edu/advising/students/first-year.aspx Every first-year student is assigned their very own Student Success Team. These teams are comprised of student service professionals who will assist you in choosing your classes, identifying your major, exploring your career options and managing your finances. Your Success Team consists of:

- A professional academic advisor
- A financial aid counselor
- A career counselor
- Community Directors (for those living on campus)

In addition to the team members above you may also have a staff member from the Center for International Studies or Multicultural Student Services as a part of your team.

WHAT IS AN ACADEMIC ADVISOR?

You are assigned an academic advisor to guide you in the selection of courses and assist you on your path toward graduation. Students with less than 60 credits are assigned to a professional academic advisor from Advising and Student Transitions, the Business Advising Center, or University Honors Program depending on their major programs. Students will work with their professional academic advisor for one academic year before moving on to a faculty advisor in their major program.

Transfer students with 60 or more credits with a declared major will be assigned to a faculty advisor from their major program's department after they complete their Huskies Advising and Registration Day program.

WHO IS MY ADVISOR?

To learn who has been assigned to you as an academic advisor, go to stcloudstate.edu/advising and click on the "Look Up Advisor" button at the top of the page. Get to know your advisor at www.stcloudstate.edu/advising/contactus.aspx

UNIVERSITY CATALOG

At the online University Catalog at https://catalog.stcloudstate.edu/ you can find:

- Major requirements
- Course descriptions
- Degree maps for majors
- Liberal Education Program (LEP) requirements

GRADUATION REQUIREMENTS

To graduate from St. Cloud State, students will need to complete the following requirements:

- Earn a minimum of 120 credits with a minimum 30 credits in residency at St. Cloud State
- Earn at least 40 credits at the upper division level (courses numbered 300- 499)
- Complete a major*
- Complete the liberal education requirements (40 credits)
- Complete three diversity courses. The diversity courses must come from three different rubrics or academic areas.
- Meet the GPA requirements of your major
- Apply for graduation (recommended one semester prior to graduation). Applications for graduation can be found online at www.stcloudstate.edu/srfs/graduation

*Some majors require a minor or one year of the same foreign language.

EAB'S NAVIGATE

EAB's Navigate is a student success management platform we use to keep track of our interactions with students. Students can also use this platform to look up their Student Success Team members and schedule appointments with advisors, placement testing and financial aid. Students will find log-in information under Make an Appointment with a Student Success Team member here:

www.stcloudstate.edu/advising/students/first-year.aspx

ACADEMIC PERFORMANCE STANDARDS

One important policy to keep in mind is the minimum standards for satisfactory academic progress.

- To maintain good academic standing you must maintain:
- At least a 2.00 cumulative GPA (grade point average)
- A cumulative percentage of credits completed of 66.67 percentIf you are not in good academic standing your financial aid
- eligibility could be affected.
- Learn more about Satisfactory Academic Progress and what constitutes a completed credit at www.stcloudstate.edu/srfs/policies/sap.aspx

GRADE POINT AVERAGE (GPA) SCALE

A+ 4.0	А	4.0	A- 3.67
B+ 3.33	В	3.0	B- 2.67
C+ 2.33	С	2.0	C- 1.67
D+ 1.33	D	1.0	D67
	F	0	

The GPA calculation used to determine satisfactory academic progress is based only on St. Cloud State coursework.

STUDENT HANDBOOK / STUDENT CODE OF CONDUCT

Learn about your rights, responsibilities, privileges, policies, and procedures you are expected to follow as a member of the St. Cloud State community at www.stcloudstate.edu/studenthandbook.

STUDENT LIFE AND DEVELOPMENT

Atwood Memorial Center 219 320-308-3111 sld@stcloudstate.edu www.stcloudstate.edu/sld

SEXUAL VIOLENCE PREVENTION TRAINING

St. Cloud State University offers a welcoming campus environment in which students can explore their academic, personal, and social goals while engaging positively with the Husky community. In support of this aspiration, all new students are required to complete the course: Sexual Violence Prevention Training.

SVPT is a D2L course that addresses stalking, dating and domestic violence, and sexual assault. Shortly before the semester begins, instructions for the course will be sent to new students via their Huskynet account (St. Cloud State University email). Students are encouraged to complete the course prior to their arrival on campus. By Minnesota State law, the course must be completed no later than 10 days into the semester.

The Women's Center at (320) 308-5958 or womenscenter@ stcloudstate.edu can provide assistance with the course. Learn more at www.stcloudstate.edu/sld/respect.aspx

Students who do not complete this program will not be able to register for courses the following semester.



RECORDS AND REGISTRATION

OFFICE OF RECORDS AND REGISTRATION

Administrative Services 118 (320) 308-2111 www.stcloudstate.edu/srfs

RECORDS AND REGISTRATION

The Office of Records and Registration is your source for information about:

- Student records/official transcripts
- Enrollment and degree verifications
- Diplomas and graduation
- Course schedules and course registration
- Transfer credit evaluation
- Veterans educational benefits
- Teacher licensure application processing
- Degree Audit Reports

TRANSFER CREDITS

St. Cloud State University accepts a variety of credit for prior credits earned at other institutions or at your high school including: Advanced Placement (AP), College Level Examination Program (CLEP), Military Credits, and International Baccalaureate (IB) credits.

To earn credit, St. Cloud State must have an official transcript from the institution where you received your credit sent to the Office of Records and Registration. If you have earned credits at a Minnesota State institution, you can do this by completing the Minnesota State Electronic Transcript Evaluation Request form at www5.stcloudstate.edu/registrar/students/ etranscriptrequest. St. Cloud State will review your credits and determine how they apply to your major or minor required curriculum or university electives.

HOW HAVE MY CREDITS TRANSFERRED?

You can view your transfer credits on your Degree Audit Report (DARs), which tracks how you are progressing toward completing your degree. Refer to page 12 for instructions on how to access your Degree Audit Report.

Your transfer credits may be marked "SEE DEPT" on your degree audit if the transfer credits may be equivalent to a course required for your major or minor but need further review by the academic department.

Credit transfer questions?

If you have questions about how your credits have transferred or about the Degree Audit Report, submit an inquiry through the Transfer Review process. Login to e-Services. Click on the Transfer Review portal under "Academic Records."

DEGREE AUDIT REPORT

The Degree Audit Reporting System (DARS) is an online program that provides progress-toward-degree information for students. The degree audit report for students will typically list liberal education requirements, credits taken at St. Cloud State, and credits accepted in transfer. After acceptance to a major program of study, the degree audit report will indicate the requirements needed to complete a degree program. For instructions on how to access your Degree Audit Report, see p. 12.

REGISTRATION CODE/REGISTRATION WINDOW

Students do not need a registration code to register for their first semester, but will need an registration code from their assigned advisor to register for any subsequent semesters.

Students are assigned a registration window (specific day and time for registration) based on the amount of credits they have earned in transfer or directly from St. Cloud State. Students can find their assigned registration window by logging into e-Services. Students can take advantage of their registration window by obtaining their registration code from their assigned advisor prior to the registration period.

STUDENT TECHNOLOGY RESOURCES

CAMPUS CARD

Miller Center 102 (320) 308-1683 huskytech@stcloudstate.edu www.stcloudstate.edu/huskytech

CAMPUS CARD – YOUR OFFICIAL CAMPUS ID

The Campus Card is so much more than an ID card. You will use this card to access:

- Secure doors on campus
- University Library materials
- Recreational facilities
- Campus sporting events and student performances

Other uses for the Campus Card include:

- Campus Cash Store funds on your Campus Cash account that can be used throughout campus
- Husky Dining Swipe your card at campus eateries to access your Husky Bucks or Meal Plan. Students save by loading their card with money because they don't pay sales tax.
- Printing Swipe your Campus Card at any on-campus printer. We add \$8 to your student print account each semester to get you started
- Riding the bus Swipe your card to ride the Metro bus for free

EMERGENCY AND SAFETY INFORMATION

St. Cloud State has two safety-related notification systems. Star Alert is an emergency notification system, while Safe @ St. Cloud, a mobile app, offers access to safety resources you can use throughout your student career.

Star Alert

Star Alert is a free emergency notification system that sends you notices by text and email about campus-related emergencies and weather closings. You will be automatically enrolled in Star Alert through your official St. Cloud State email and cell phone number on file. You can add additional cellphone numbers or email addresses, including those of family members, through your e-Services account. Learn more about Star Alert at

www.stcloudstate.edu/emergency/staralert.aspx

Safe @ St. Cloud

A mobile app that includes easy access to campus safety resources, quick-call and GPS features that connect you to the Public Safety's mobile blue light, safety escorts and friend walk services. Safety messages are also sent out via the app. Download Safe @ St. Cloud on IOS or Android.

INFORMATION TECHNOLOGY SERVICES

Miller Center 102 (Library) (320) 308-7000 huskytech@stcloudstate.edu www.stcloudstate.edu/its

ACCESSING TECHNOLOGY ON CAMPUS

What does my Student Technology Fee provide?

A component of your tuition and fees, the Student Technology Fee, provides funding for many of the computing and technology services on campus including:

- Five free versions of Microsoft Office per student. Access through Apps Anywhere
- \$8 in printing in on-campus labs per student each semester. Access with your Campus Card.
- Free Wi-Fi access across campus. Log in with your StarID and password.

StarlD

Your StarID is an individual ID provided by the Minnesota State system. Your StarID and password gives you access to:

- Wi-Fi
- Network file space
- Web space
- Academic coursework
- Technology-related resources in myHuskyNet

MyHuskyNet (single-sign on)

MyHuskyNet is a student portal that can be accessed from the top of any SCSU webpage. Once you login with your StarID and password you will find links to resources such as:

- St. Cloud State Email
- D2L Brightspace
- Personal File/Web Space
- E-Services
- Apps Anywhere several different applications available for free to all students including the Microsoft Office suite

D2L Brightspace

Many of your classes will make use of D2L Brightspace, a web-based learning management system where you may:

- Access course content
- Upload assignments
- Take quizzes
- Participate in discussions
- Listen to course lectures

St. Cloud State Email

Your St. Cloud State email is the official form of communication for the University. You can access your email from the myHuskynet portal login, at the top of any SCSU webpage. Check your email regularly starting now, so that you don't miss important announcements and information regarding:

- Financial Aid
- Course registration
- Housing information
- Public Safety and campus security
- Student Government elections
- Health Services
- Technology
- And more!

INSTRUCTIONS FOR STUDENTS ACCESSING MICROSOFT OFFICE 365

To log into Office 365:

- Go to https://login.microsoftonline.com/?whr=minnstate.edu
- 2. Log in with your StarID@go.minnstate.edu username and your StarID password

More information about Office 365 can be found on St. Cloud State University's website: www.stcloudstate.edu/its/office-365/

INSTRUCTIONS TO ACCESS E-SERVICES, ST. CLOUD STATE'S COURSE REGISTRATION SYSTEM

- 1. Go to the St. Cloud State homepage: www.stcloudstate.edu
- 2. Click on the "myHuskyNet" link at the top of the page
- 3. Enter your StarID and password
- 4. Click "e-Services" on left menu

E-Services

In order to register for courses, view academic records and conduct university business, St. Cloud State, as part of the Minnesota State system, uses e-Services to provide a one-stop service experience for students. Features include:

- Account Management: update your contact information and optin to texting
- Courses and Registration: register, drop/withdraw, or view courses
- Academic Records: find your unofficial transcript, your degree audit portal, and transfer review.
- Financial Aid: view your financial aid award or what next steps you need to complete in the financial aid process.
- Housing and Dining
- Bills and Payment: view your bill and make an online payment
- Student Employment: where you can log your hours if you work on campus

PROTECTING YOUR ST. CLOUD STATE UNIVERSITY EMAIL/OFFICE 365 ACCOUNT WITH MULTI-FACTOR AUTHENTICATION

Multi-factor Authentication (MFA) requires more than one method of verifying your identity to confirm that it is really you logging into your SCSU email/Office 365 account. This protects you and our SCSU community by preventing cybercriminals from accessing your account. Multi-factor authentication for your SCSU email/Office 365 account will confirm your identity by verifying:

- Something you know (your username & password)
- Something you have (a trusted device such as a mobile phone).

Instructions for setting up multi-factor authentication when you are automatically prompted to enroll:

- 1. Identify which devices/verification methods you will use for your multi-factor authentication, and keep those devices nearby so you can authenticate as needed.
 - o It is recommended to set up at least two different verification methods and, if at all possible, two different devices.
- 2. Log into Office 365 online at
 - https://login.microsoftonline.com/?whr=minnstate.edu o Students use your StarID@go.minnstate.edu and StarID password
- 3. If you are prompted with a screen that says "More Information Required", click on the blue "Next" button. This should launch a tool called the "MFA Setup Wizard". Follow the prompts that appear to complete your enrollment.

More detailed instructions for multi-factor authentication enrollment and updates can be found on the SCSU Knowledge Base:

https://services.stcloudstate.edu/TDClient/1919/Portal/ KB/?CategoryID=21514

More information about Office 365 multi-factor authentication as a service can be found on the SCSU website: www.stcloudstate.edu/its/office-365/mfa.aspx

For any questions or issues with multi-factor authentication, please contact our HuskyTech/IT department. Contact information for HuskyTech can be found online at www. stcloudstate.edu/its/huskytech/default.aspx

INSTRUCTIONS TO REGISTER FOR A COURSE

www.stcloudstate.edu/srfs/registration/guide.aspx

- 1. In e-Services, click "Courses & Registration" on the left panel
- 2. Click "Search for a Course"
- 3. Change "Semester" to appropriate term of registration
- 4. Change "Subject" to the subject of the course being searched
- 5. Enter the 3-digit Course Number to the right of "Subject"
- 6. Click the "Search" button
- 7. Click the Add (+) symbol for the desired course
- 8. The course will then be added to your Wish List
- 9. Click "Review My Plan"
- 10. Click the box(es) next to the course ID#
- 11. Click "Select Course(s) to proceed to Register"
- 12. Enter your StarID password in the box
- 13. Click "Register" (a confirmation screen will appear, indicating you are registered for the course)
- 14. Repeat steps 1-13 to register for more courses

NOTE: Under "Search for a Course" you can click "Expand/Collapse for Advanced Search" to narrow your course search by specific goal areas, times, days, etc. To use the Advanced Search feature the subject and course number fields must be blank

INSTRUCTIONS TO DROP/WITHDRAW FROM A COURSE

www.stcloudstate.edu/srfs/registration/guide.aspx

- 1. In e-Services, click "Courses & Registration" on the left panel
- 2. Click "View/Modify Schedule"
- 3. Change semester if necessary
- 4. Click on "X" to the left of course from which you would like to drop/withdraw
- 5. Enter your StarID password in the box
- 6. Click on "Drop/Withdraw" in blue box
- 7. A confirmation showing "Drop/Withdraw Successful" will appear
- 8. NOTE: International students and student athletes are strongly encouraged to discuss withdrawal options with an advisor.

HOW TO ACCESS YOUR DEGREE AUDIT REPORT (DARS)

www.stcloudstate.edu/srfs/registration/guide.aspx

- 1. In e-Services, click on "Academic Records" on the left
- 2. Click on "Degree Audit" on the left
- 3. Click on "Request a Degree Audit" in the middle of the page
- 4. Log in again with your Star ID and password
- 5. Click on "Run Declared Program" and, once processed, "View Audit" under the "View" column

NEED TO MAKE CHANGES TO YOUR SCHEDULE?

If you have questions about your schedule or you would like to change your schedule after your Advising & Registration Day, please do not hesitate to contact us at Advising & Student Transitions. You can access your schedule after your Advising Day by signing into e-Services.

You may also call the Office of Records & Registration at (320) 308-2111 or email registrar@stcloudstate.edu with any questions about navigating e-Services.

International students and student athletes are strongly encouraged to discuss withdrawal options with an advisor.

IF A COURSE YOU WANT IS FULL

Remain diligent in checking the online registration system for open seats. Students can make changes to their schedules through several days into the semester, so an opening could occur at any time during that period.

Check e-Services for the "Add to Wait List" feature. Students may add themselves to an electronic wait list for some courses in e-Services.

Try to contact the professor in person, by stopping by their office, by phone, or by e-mail to politely inquire whether they anticipate being able to allow any additional students into the class. This may not be possible, but the professor may be able to offer other suggestions.

REGISTERING FOR CLASSES

ST. CLOUD STATE CLASS SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8-9 a.m.				
9-10 a.m.				
10-11 a.m.				
11 a.m 12 p.m.				
12 - 1 p.m.	12 p.m 1 p.m.	12 p.m 1 p.m.	12 p.m 1 p.m.	12 p.m 1 p.m.
1-2 p.m.				
2-3 p.m.				
3-4 p.m.				
4-5 p.m.				
5-6 p.m.				
6-7 p.m.				
7-8 p.m.				
8-9 p.m.				

My courses help meet which requirements? *Note* Some courses may fufill more than one requirement							
Liberal Education Courses	Major Courses	Elective Courses					

