Step by Step Guide to the Concurrent Enrollment Program E-Application Process

For high school students applying to take Concurrent Enrollment classes in their high school. . .

Application Link:
https://eservices.minnstate.edu/adm/public/studentWelcome?campusId=274&appType=underGrad
(Can be also be found on the www.southcentral.edu page using the "Apply" link)

If a student already has a Star ID from another MN State institution,** select **"LOGIN".

They will log into their account using that StarID and password. These students will be able to skip down to the **Application Process** below and follow those steps. Some of their application information will filter in already from their Minnesota State system account.

***If a student has not applied to another MN State institution**, select "**CREATE A StarID**" and follow the steps:

How to Create a StarID:

- Enter **First and Last Name**
- Enter and re-enter an **Email Address – (this needs to be a PERSONAL email address (not a family email) that you will have access to at a later date**
- Enter and re-enter a **Password (then select "Get my StarID")**
- Should see a page stating **StarID Successfully Created**
- **Note: Write down and save the Star ID you receive on this page and the Password you created.**
- Select **"Next"** and you will be brought to the first page of the **Application Process** and can continue with the following steps:

Application Process – (fields with asterisk are required)

Personal Information

- Fill out **Legal Name and Email Address (then select "Next")**
- Fill out **SS# (if known) and Date of Birth** – these are not required, but are highly recommended as it will help in accessing the StarID Self-Service page in the future **(then select "Next")**
- Fill out **Veteran Status (then select "Next")**
- Fill out **Parent Education (then select "Continue to Citizenship"**

www.southcentral.edu

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NORTH MANKATO CAMPUS | 1920 Lee Boulevard, North Mankato, MN 56003 | tel: 507.389.7200 | toll free: 800.722.9359 | fax: 507.388.9951
A member of the Minnesota State system. South Central College is an Equal Opportunity Employer and Educator and has ADA accessible facilities.

Citizenship

- Fill out **Citizenship Status** (then select "Continue to Contact")

Contact

- Fill out **Residency** (then select "Next")
- Fill out **Permanent Address** (then select "Next")
- Fill out **Phone Number** (then select "Continue to Education")

Education

- Select **Yes** for are you currently a High School Student
- Fill out **High School Attended Information** (use June as the month and then the grad year and select "Next")
- **You may skip Preparation Standards** (select "Next" through these three screens)
- Skip College/Universities Attended and click on **"Continue to Confidential"**

Confidential

- Fill out **Demographic Information** (then select "Continue to Major")

Major

- Under **"Application Term"** – Select the semester in which you will take your first Concurrent Enrollment Course from SCC (then select "Next")
- Under **"Application Type"** – select "**Post-Secondary Enrollment Option (PSEO) Student**"
- Under **Educational Intent** - select **"Complete courses, but not a degree"**
- And click **"Part Time Student"** (then select "Next")
- Under **Academic Program –** click on **Next**
- Under **"Application Campus"** – Select: SCC Concurrent Enrollment (then select "Next")
- Under **Application Information** - select **"NO"** haven't attended SCC (then select "Continue to Additional")

Additional

- Skip the two **"Additional Information"** screens by scrolling to bottom and select **"Next"**, then **"Continue to Review"**

Application Review

- Review all provided information and make sure it is listed correctly. If you need to make changes, you can select the green box associated with that area on the top of the screen. Once all information is verified, select **"Continue to Submit Application"**

Applications

- A box that says **South Central College** will appear on the screen. **Check the little box** next to the SCC application and then **enter your StarID password in the box marked**

  " ***Verify StarID Password** ".

- Click **Submit Selected Applications**

- From here students will be brought to the **Application Status Page** where they can see the status of the application listed as either **"Processing" or "Pending"** and the date it was submitted.

Your SCC application is now complete. This does *NOT* mean that you are registered for a concurrent enrollment course, however. That is a separate process that will be done by the SCC secondary relations team – please watch your email for updates.

SCC Secondary Relations Office
Phone: 507-389-7231
Email: secondaryrelations@southcentral.edu