![Minnesota State Community and Technical College logo]

ONLINE PRE-ADVISING CHECKLIST

This checklist is provided to ensure you are prepared for an advising appointment. The ability to navigate online systems using written directions is an essential skill for online students. Prior to contacting your assigned advisor, please review and complete the following steps:

☐ **COMPLETE ANY NEEDED ASSESSMENT TESTING**. In your acceptance package, you received a postcard indicating any needed math and/or English placement testing. Do you need to complete any placement testing?
   - **Yes.** Before scheduling an appointment with an advisor, complete your placement testing to ensure appropriate placement and scheduling. Without valid placement scores, you will not be eligible to register for courses with math or English prerequisites. This may delay your program completion.
      - You have three testing options. You may test:
         - At any Minnesota State Community and Technical College campus.
         - At any Minnesota State institution.
         - With an approved proctor in your community by application. Complete the Accuplacer Assessment Testing Request found under "Admissions Forms."
      - We strongly suggest preparing for testing. Click here for practice test resources.
   - **No.** Continue to the next step.

☐ **LOG INTO SPARTANNET.**
   - To log into SpartanNet, use your Minnesota State StarID and password.
   - SpartanNet is your one-stop student portal. In SpartanNet, you will access your student email account, D2L BrightSpace, and E-Services. Please explore these systems.
   - *Note*: You will **not** be able to activate and access your M State student email account until *after* you register for classes.

☐ **COMPLETE THE ONLINE ORIENTATION**.

☐ **REVIEW YOUR DEGREE AUDIT REPORT (DARs).**
   - Your DARs will show you what you have completed, have in progress, and need yet to complete for your degree.
   - Transfer work, once evaluated, will appear on your DARs. Please allow up to 6 weeks for transfer evaluation upon admission.
   - Access your DARs in E-Services (SPARTANNET > E-SERVICES >ACADEMIC RECORDS > DEGREE AUDIT PORTAL)

☐ **DETERMINE YOUR CREDIT LOAD.**
   - Full-time enrollment is 12 credits/semester.
   - To be eligible for student loan funding, you need to enroll in a minimum of 6 credits/semester.
   - We recommend you spend 3 hours of study time per week, per credit plus additional time to review course content and complete exams, quizzes, discussion postings, and other assignments.
      - At 12 credits, you would then need to spend 36 hours/week studying plus an additional approximately 4 hours/week completing assignments, etc.
   - Nine credits/semester is a good starting point for online students, who are working fulltime and/or have family responsibilities.

☐ **REVIEW YOUR PROGRAM REQUIREMENTS.**

☐ **LOOK OVER YOUR PROGRAM'S COMPUTER REQUIREMENTS.**
   - You will need an updated computer and reliable, high speed internet by the first day of your online class(es).
   - Many programs have specific computer requirements.

☐ **CHECK OUT THE CLASS SCHEDULE.**
   - Develop a preliminary schedule. Make note of any pre-requisites and full classes.

☐ **APPLY FOR FINANCIAL AID.**
   - M State's FAFSA code is 005541 (Perham).

Questions? We've got answers. Give us a call at 877.450.3322, email info@minnesota.edu, or let's chat at www.minnesota.edu/help!