

## PRE-ADVISING CHECKLIST

This checklist is provided to ensure you are prepared for an advising appointment. Prior to contacting your assigned advisor, please review and complete the following steps:

- LOG INTO [SPARTANNET](#)** (*access on our M State homepage on the upper right corner of screen*).
  - To log into SpartanNet, use your [Minnesota State StarID](#) and password.
  - In SpartanNet, you will access your student email account, D2L BrightSpace, and E-Services.
  - 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](#)** if you have not already done so.
  
- 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. It may take up to 6 weeks for transfer evaluation upon admission.
  - Access your DARs in E-Services.
  
- 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 at least 3 hours of study time per week, per credit.
  
- REVIEW YOUR [PROGRAM REQUIREMENTS](#).**
  
- LOOK OVER YOUR PROGRAM'S [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 (Fergus Falls).

Questions? We have answers. Give us a call at 877.450.3322, email [info@minnesota.edu](mailto:info@minnesota.edu), or let's chat at [www.minnesota.edu/help](http://www.minnesota.edu/help)!