

- COMPLETE THE “How to Use D2L BRIGHTSPACE” TUTORIAL IN D2L BRIGHTSPACE**
  - D2L Brightspace is your online classroom and is located in [SpartanNet](#).
  - To access the training, click on *How to Use D2L Brightspace* on your D2L Brightspace homepage.
- ORDER YOUR BOOKS**
  - Located in SpartanNet.
  - The online bookstore will open **May 11<sup>th</sup>** for **Summer 2020** and **August 3rd** for **Fall 2020**.
  - Once you are registered and the online bookstore is open, order your books by clicking on “**Buy Your Books**” link in SpartanNet. The link is located on your schedule at the bottom of your SpartanNet home page. More detailed book ordering instructions are found [here](#).
  - **Book Charging:** You are able to charge your books against your M State account or financial aid during the charging period. If you register after the charging period opens, you will need to wait one business day after registering to charge your books.
  - Book charging dates: **SUMMER 2020: May 11-June 5** and **FALL 2020: August 3-28**
  - Allow time for shipping. You will need your books *by* the first day of classes.
- MAKE ANY NECESSARY LIFE SCHEDULE ADJUSTMENTS**
- ENSURE YOU HAVE THE TECHNOLOGY NEEDED TO COMPLETE YOUR ONLINE PROGRAM AND/OR COURSES**
  - View your program’s [technology requirements](#).
  - You must have daily access to a computer with reliable high-speed internet access.
  - Tablet devices (e.g., iPad) and smartphones do not typically support all applications in an online classroom.
  - Develop a technology back-up plan in the event you have computer and/or internet connectivity issues.
  - Review the *Technology Reference Guide* (SpartanNet >OTHER RESOURCES).
- COMPLETE THE [FREE APPLICATION FOR FEDERAL STUDENT AID \(FAFSA\)](#)**
  - M State School Code (Fergus Falls; 005541)
  - Summer 2020 financial aid=2019-20 FAFSA (2017 tax information)
  - Fall 2020-Summer 2021 financial aid=2020-21 FAFSA (2018 tax information)
  - Review your financial aid status in the FINANCIAL AID tab in E-Services (SpartanNet).
  - Check your student email account for notification on next steps. Grants automatically apply, but there are steps you need to complete for student loans (i.e., select loan amount and vendor, sign a master promissory note, and complete entrance loan counseling).
  - Financial aid questions? Review [online information](#) or contact (877-450-3322; [financialaid@minnesota.edu](mailto:financialaid@minnesota.edu)).
  - Review [information](#) on tuition, payment process, and other payment options including payment plans.
  - Secure registration with a down payment (15% or \$300), 3<sup>rd</sup> party payment agreement, or FAFSA on file.
- SET UP YOUR M STATE EMAIL ACCOUNT AND THEN CHECK IT DAILY**
  - Review the [instructions](#) on setting up your M State email account (also see Technology Reference Guide).
  - Located in SpartanNet. Consider [installing outlook](#) on your phone for easy email access account.
  - Email is M State’s official form of communication. You are expected to thoroughly read your messages in your student email account daily.
- APPLY FOR [ACCESSIBILITY RESOURCES](#), IF NEEDED.**
- ACCESS YOUR COURSE(S) IN D2L BRIGHTSPACE ON THE FIRST DAY OF CLASS**
  - You need to **actively** participate in your classes starting the first day of class ([FN policy](#)).
  - Note: You won’t be able to typically access your course(s) in D2L Brightspace PRIOR to the start date(s).
  - Plan on participating at least 5 days/week in your courses. Get into the habit of submitting your assignments at least one day prior to the due date.
  - Instructors are obligated to withdraw students from courses after 14 consecutive calendar days of non-participation ([FW policy](#)).