![Minnesota State Community and Technical College logo] **SPRING 2022: ONLINE POST-REGISTRATION CHECKLIST**

☐ **COMPLETE THE *How to Use D2L BRIGHTSPACE* TUTORIAL IN D2L BRIGHTSPACE**
   o D2L Brightspace is your online classroom and is located in SpartanNet (*Go to Class in D2L*).
   o Click on *How to Use D2L Brightspace Tutorial* on your D2L Brightspace homepage to access the training.

☐ **ORDER YOUR BOOKS IN THE ONLINE BOOKSTORE**
   o The link to access the bookstore is located in SpartanNet.
   o The online bookstore will open for Spring 2022 on **December 20th.**
   o Once you are registered and the online bookstore is open, order your books by going to the bottom of your SpartanNet home page and clicking on *Buy Your Books*.
   o Book ordering questions? Click on *Step by Step Directions* in SpartanNet and/or review additional information online. If you need further assistance, call 877-450-3322.
   o **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 books. Spring 2021 book charging dates: **December 20-January 14.**
   o Allow time for shipping or pick-up (if available). 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**
   o View your program's technology requirements.
   o Ensure you have, at a minimum, daily access to a computer and reliable high-speed internet access.
   o Tablet devices (e.g., iPad) and smartphones do not typically support all applications in an online classroom.
   o Develop a technology back-up plan in the event you have computer and/or internet connectivity issues.
   o Review the *Technology Reference Guide* (SpartanNet >OTHER RESOURCES).

☐ **COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**
   o Send your responses to M State School Code (Fergus Falls; 005541).
   o Spring 2022 financial aid = 2021-22 FAFSA (2019 tax information)
   o Review your financial aid status (SpartanNet > E-Services > Financial Aid).
   o Check your student email account for notification on next steps. Grants automatically apply, but student loans require additional steps (i.e., select loan amount and vendor, sign a master promissory note, and complete entrance loan counseling).
   o Financial aid questions? View online information, call 877-450-3322, or email: financialaid@minnesota.edu.
   o Review information on tuition, payment process, and other payment options including payment plans.

☐ **SET UP YOUR M STATE EMAIL ACCOUNT IN SPARTANNET AND THEN THOROUGHLY REVIEW IT DAILY**
   o Review the instructions on setting up your M State email account (also see Technology Reference Guide).
   o Consider installing Outlook on your phone for easy email account access.
   o 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**
   o Starting the first day of classes, you need to actively participate in your courses (FN policy).
   o Typically, you won't be able access your course(s) in D2L Brightspace PRIOR to the start date(s).
   o 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.
   o Instructors are obligated to withdraw students from courses after 14 consecutive calendar days of non-participation (FW policy).

Questions? We've got answers. Give us a call at 877.450.3322, email info@minnesota.edu, or let's chat at minnesota.edu/help! Also feel free to connect with us by dropping into the appropriate Virtual and Campus Student Support rooms in SpartanNet using Zoom (note hours of coverage).