

## **PSEO & Registration Preparation**

### **Before appointment**

Meet with your high school counselor to discuss your high school graduation requirements, and potential BSU courses that will fit those. (Search “class schedule” on bemidjstate.edu to find options.)

Log into your MyBSU, and familiarize yourself with Office 365-Email, and E-services.

Come prepared with a list of the courses you want to take, along with their course ID (six digit number). Start with the generals: English Composition, Intro to Psychology, Cellular Principles, etc.

### **Class Schedule Considerations/Priorities**

High school graduation needs

High school class schedule

Other commitments – clubs, sports, jobs, family

Course load (16 credits max), 2 hours of work per credit

1000 and 2000 level, on-campus, pre-requisites may be required

[BSU calendar](#) is different than HS calendar

### **MyBSU**

**Login** – *username:* StarID *password:* StarID password

[StarID Self-Service](#) – use this if you ever need to find a StarID or change your password

**Office 365-Mail** – *username:* StarID@go.minnstate.edu *password:* StarID password

Outlook (email), OneDrive (cloud storage), Office Suite (Word, Excel, PowerPoint, etc.)

**D2L** – Online Classroom

**E-Services** – class registration and schedule, book list (mid-august posting), records

### **Registration Planning Worksheet**

Class registration

### **Student Information/To Do's:**

- ☐ Use BSU Student email – check multiple times a week
- ☐ [Immunization Forms](#) – complete online before your first semester
- ☐ [Student Authorization to Release Information](#) – optional, return to Records Office annually
- ☐ Sexual Violence Prevention Training (D2L) – shows up 1-2 weeks before first semester, required
- ☐ Student ID Card: first day on campus at Hobson Memorial Union Desk
- ☐ Keep in touch with your high school counselor to stay on track for high school graduation and complete your Notice of Student Registration form each semester.

### **Good to know:**

**Campus Resources** – Computer labs/black and white printing, Wellness Center, Advising Success Center, Career Services, Accommodations, and dining halls are available to you. You can purchase Beaver Bucks through e-services under the “Housing and Dining” tab if you’d like.

[Campus Map](#)

**Textbooks** – listed in E-services under BSU Bookstore Booklist. 1-2 weeks before classes begin, order online and pickup at bookstore. These must be returned at the end of each semester or a hold will be applied to your account and you will be charged full price for your books.

**End-of-semester transcripts:** A transcript will be sent to your high school by BSU once final grades are posted. This is what allows you to get credit at the high school level for your PSEO work. Unpaid bills or outstanding textbooks will prevent your transcript from being sent.

**Course withdrawal:** You'll have the first week of classes to add or drop courses without receiving a withdrawal (W) on your transcript. Take this seriously, as a W will impact your college course completion rate, which can negatively impact you in the long-term. (Example: This could lead to academic suspension, and also impact acceptance into other colleges.) Withdrawing from courses is not a habit to form. Students should work directly with their professors if they are having any difficulties in a class.

**Failing courses:** An F may impact your high school graduation, as well as your college GPA.

### **Communication:**

- We expect to hear directly from students if they have questions. Parents are a great support system for PSEO students, and can help guide students if needed, but the student ultimately needs to take the lead.

- If you are struggling, reach out early! We're here to help but we won't know you need help unless you tell us. Advocating for yourself is more necessary in college than it is in high school, so don't wait until it's too late.

- Use your BSU student email. It is rare that we will ever send anything to your personal email now that you're registered, and all announcements and faculty communication will come to your BSU email. (Pro tip: use the [Outlook App](#) on your phone.)

- Use professional writing skills, and communication skills in every interaction and communication in college.

#### Emails:

- Use your BSU email (first.last@live.bemidjistate.edu is your email address to share)
- Use an appropriate subject line. Keep it short. Think to yourself...if I, or the recipient, need to search for this email in the future...what would we look for?
- Start with a greeting: "Hello, Kim,"
- Give any details the reader might need, and make it clear what you're asking of them. (Don't assume they'll know who you are, that you're a PSEO student, or what your email is regarding.) Use proper grammar and punctuation.
- Create an automated signature for your student email that includes your full name.
- Include your phone number in your signature if appropriate

#### Phone/Voicemail:

- Introduce yourself using your full name, clearly explain who you are and what you need, and leave a call back number when leaving a voicemail.