

# new semester checklist

## To Do before registration begins

- CHECK YOUR STUDENT RECORD** to ensure that there are no holds preventing your registration. Questions? Go to Room 1300
- GET THE MOST CURRENT [Program Requirements Guide](#)** online or in Enrollment Services (Room 1300) to help you determine the courses for which you need to register
- Access resources with your questions:
  - [Transfer Resources](#) – Room 1340
  - [Pathway Advisors](#) – Room 1340
  - Faculty Advisors – see your Program Requirements Guide
- OUTLINE YOUR NON-SCHOOL COMMITMENTS AND DETERMINE HOW MUCH TIME YOU CAN DEVOTE TO SCHOOL.** Each credit taken requires approximately 3 weekly hours of time to devote to school. For example: 3 credit class = 9 hours of time devoted to school each week
- DETERMINE IF ONLINE LEARNING IS RIGHT FOR YOU.** Take this interactive quiz [www.mnscu.edu/online/distancelearningquiz.php](http://www.mnscu.edu/online/distancelearningquiz.php)
- DETERMINE YOUR CLASS SCHEDULE** for the upcoming semester at [saintpaul.edu/CourseSchedule](http://saintpaul.edu/CourseSchedule)
- APPLY FOR FINANCIAL AID** if you have not done so already [www.fafsa.gov](http://www.fafsa.gov)
- ARRANGE FOR PAYMENT OF CLASSES**  
Can be completed online using your eServices account [saintpaul.edu/Tuition](http://saintpaul.edu/Tuition)

## you may also want to...

- Get [Student SPC Card](#) (Room 1360) Students must present a state or government issued photo ID. The SPC Card Office (Room 1360) verifies that you are registered for the upcoming semester. The SPC Card functions as your photo ID and parking access card.
- Buy a discounted **BUS PASS** available for purchase ([Bookstore](#))
- Arrange for any necessary **DISABILITY ACCOMMODATIONS** prior to the start of classes: [saintpaul.edu/AccessDisabilityResources](http://saintpaul.edu/AccessDisabilityResources)
- Activate your [BankMobile Vibe Card](#)
- Have any **PREVIOUS COLLEGE CREDITS** evaluated for transfer (Restrictions apply) [saintpaul.edu/Transfer](http://saintpaul.edu/Transfer)
- Visit resources like the [Academic Support Center](#) and the [Career & Placement Center](#) to see what they have to offer.

## To Do when registration begins

### USE YOUR [eServices account](#) TO DO THE FOLLOWING:

- [Complete registration](#)
- [View / print class schedule](#) Make sure to print a fresh copy the day before classes start.
- [View / print / pay bill](#)
- [Sign up to receive text messages](#) about important campus information.
- CREATE A WEEKLY SCHEDULE** that includes class times, homework times, work schedule, and personal time (get a planner!)
- BUY BOOKS AND SUPPLIES ([Bookstore](#))** If using [Financial Aid](#) funds for purchasing books, review the [Financial Aid Book Charging Process](#).
- IF YOU HAVE QUESTIONS, ACCESS YOUR RESOURCES:**
  - [Transfer Resources](#) – Room 1340
  - [Pathway Advisors](#) – Room 1340
  - [Office of Enrollment Services](#) – Room 1300
  - Faculty Advisors – see your Program Requirements Guide

## To Do once classes begin...

- VERIFY YOUR COURSE REGISTRATION BY ACCESSING** your [eServices account](#)
  - You are financially responsible for all courses for which you have registered.
  - You must drop courses you do not wish to take during the drop/add period.
- VIEW / PRINT CLASS SCHEDULE**  
Check your [eServices account](#) to view your class schedule each day during the first week of school.



**SAINT PAUL COLLEGE**  
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