



Step-by-Step Guide to the Riverland's College Now Online Application Process

(For high school students applying to take concurrent classes in their high school).

Start at this link: www.Riverland.edu - Select "Admissions" then "Apply Now" and then click "Start Your Application" or copy and paste the link below:


<https://eservices.minnstate.edu/adm/public/studentWelcome?campusId=307&appType=underGrad>

***If a student has already created a StarID or has a StarID from another MinnState institution, select "Login with existing StarID".**

Students will log into their account using that StarID and password. These students will be able to skip down to the **Application Process** below and follow those steps. Some of the student's application information will filter in from their Minnesota State system account.

***If a student has not created a StarID already or has not applied to another MinnState institution, select "Create Your StarID" and follow the steps:**

How to Create a StarID:

- Enter **First and Last Name**
- Enter and re-enter an **Email Address** – (this needs to be a **PERSONAL** email address (not a family email or high school email) that you will have access to after high school graduation.
- Enter and re-enter a **Password** (then select "Get my StarID")
- Should see a page stating **StarID Successfully Created**
-  **Note: Write down and save the Star ID you receive on this page and the password you created!**
- Select "**Next**" and you will be brought to the first page of the **Application Process** and can continue with the following steps:

***Application Process** – (fields with *asterisks are required)

Personal Information

- Fill out **Legal Name and Email Address** (then select "Next")
- Fill out **SSN# (if known) and Date of Birth** – these are not required, but are highly recommended as it will help in accessing the StarID Self-Service page in the future to reset your StarID password (then select "Next")
- Fill out **Veteran Status** (then select "Next")
- Fill out **Parent Education** (then select "Continue to Citizenship")

Citizenship

- Fill out **Citizenship Status** (then select "Continue to Contact")

Contact

- Fill out **Residency** (then select "Next")
- Fill out **Permanent Address** (then select "Next")
- Fill out **Phone Number** (then select "Continue to Education")


Education

- Select **“YES”** for “Are you currently a high school student?”
- Fill out **High School Attended Information** (use **May** or **June** as the month and then the grad year and select **“Next”**)
- **You may skip Preparation Standards** (select **“Next”** through these three screens)
- Skip College/Universities Attended and click on **“Continue to Confidential”**

Confidential

- Fill out **Demographic Information** (then select **“Continue to Major”**)

Major

- Under **“Application Term”** - Select the semester in which you will take your first College Now Course from **Riverland** (then select **“Next”**)
-  • Under **“Application Type”** - select **“Post-Secondary Enrollment Option (PSEO) Student.”** (Even though you won’t be taking classes on campus, we consider CollegeNow/concurrent/Riverland in the high school a PSEO program.)
- Under **“Educational Intent”** - select **“Complete courses, but not a degree”**
- And click **“Part Time Student”** (then select **“Next”**)
- Under **“Academic Program”** - click on **Next**
- Under **“Application Information”** - select **“NO”** haven’t attended Riverland (then select **“Continue to Additional”**)

Additional

- Skip the two **“Additional Information”** screens by scrolling to bottom and select **“Next,”** then **“Continue to Review”**

Application Review

- Review all provided information and make sure it is listed correctly. If you need to make changes, you can select the green box associated with that area on the top of the screen. Once all information is verified, select **“Continue to Submit Application.”**

YOU ARE NOT DONE YET - KEEP GOING!

Applications

- A box that says **Riverland Community College** will appear on the screen. **Check the little box** next to the Riverland application and then **enter your StarID password in the box marked “Verify StarID Password”**.
- Click **“Submit Selected Applications”**
- From here students will be brought to the **Application Status Page** where they can see the status of the application listed as either **“Processing”** or **“Pending”** and the date it was submitted.

That is, it! You should be all set with the application part!
However, this does not mean that you are registered for your College Now courses.

College Now online registration is a separate step and will need to be completed with your Concurrent High School Instructor or Counselor once the application, high school transcript, and course placement scores have been received and processed. College Now registration should occur prior to first day of the concurrent course.

Please allow at least 1-2 business days for the PSEO application to be processed before attempting to register for concurrent courses.