Step-by-Step Application Process for Concurrent Enrollment Students:

1. Click here
2. Click LOGIN.
3. Enter your STARID and PASSWORD.
4. Enter your FIRST NAME, LAST NAME, EMAIL ADDRESS.
5. Enter your SOCIAL SECURITY NUMBER if you know it. If not, leave it blank. You MUST enter your DATE OF BIRTH.
6. Skip veteran's status section by clicking NEXT.
7. Click the appropriate answer for your parent(s)/guardian(s) highest level of education.
8. Enter your citizenship status. If you're unsure, ask your parent or guardian.
9. If you live in Minnesota with a parent or guardian, click YES, you are a resident of Minnesota and enter how many years you've lived in the state.
10. Under PERMANENT ADDRESS, click EDIT and enter your address. Click UPDATE PERMANENT ADDRESS. A box will pop up – select USE SUGGESTED ADDRESS.
11. Enter your HOME or CELL PHONE NUMBER.
12. Click YES under are you currently a high school student.
13. Under high school, select the high school you attend. Under graduation date, enter month and year (ex: 06/2023). Under high school GPA, **ENTER 2.6** unless you know your GPA is higher, then enter it at this time.
14. Skip all three sections of high school prep standards.
15. Click CONTINUE TO CONFIDENTIAL.
16. Enter your demographics on this page.
17. Click the semester that your class starts. If your class starts **September, October, November, or December,** click **FALL SEMESTER**. If your class starts **January, February, March, or April,** click **SPRING SEMESTER.**
18. Under application type, select **POST-SECONDARY ENROLLMENT OPTIONS (PSEO) STUDENT**
19. Click the checkbox that says COMPLETE COURSES, BUT NOT A DEGREE. Click PART TIME STUDENT.
20. Skip academic program by clicking NEXT.
21. Under campus, click **CONCURRENT- COLLEGE IN THE SCHOOLS.**
22. Click NO under have you attended NHCC before.
23. Skip additional application questions by clicking continue to review.
24. Review and scroll to the bottom to click CONTINUE TO SUBMIT APPLICATION.
25. Click both check boxes and enter your STARID PASSWORD. Click SUBMIT SELECTED APPLICATIONS.

You will now see the status of your submitted application. It should say *pending* or *in progress*. NHCC will process your application. **You will not be able to register for your course until your application is processed.**

1. Click here.
2. Click Create STARID.
3. Enter FIRST NAME, LAST NAME, PERSONAL EMAIL ADDRESS. Create password, reenter password, click "I ACKNOWLEDGE" box and click GET MY STARID.
4. You will get your STARID which consists of 2 letter, 4 numbers, 2 letters (ex: ab1234cd). Save your STARID and PASSWORD as this will be your username and password for all logins at NHCC and other MN State institutions.
5. Enter your FIRST NAME, LAST NAME, EMAIL ADDRESS.

6. Enter your SOCIAL SECURITY NUMBER if you know it. If not, leave it blank. You MUST enter your DATE OF BIRTH.
7. Skip veteran's status section by clicking NEXT.
8. Click the appropriate answer for your parent(s)/guardian(s) highest level of education.
9. Enter your citizenship status. If you're unsure, ask your parent or guardian.
10. If you live in Minnesota with a parent or guardian, click YES, you are a resident of Minnesota and enter how many years you've lived in the state.
11. Under PERMANENT ADDRESS, click EDIT and enter your address. Click UPDATE PERMANENT ADDRESS. A box will pop up – select USE SUGGESTED ADDRESS.
12. Enter your HOME or CELL PHONE NUMBER.
13. Click YES under are you currently a high school student.
14. Under high school, select the high school you attend. Under graduation date, enter month and year (ex: 06/2023). Under high school GPA, **ENTER 2.6** unless you know your GPA is higher, then enter it at this time.
15. Skip all three sections of high school prep standards.
16. Enter your demographics on this page.
17. Click the semester that your class starts. If your class starts **September, October, November, or December,** click **FALL SEMESTER.** If your class starts **January, February, March, or April,** click **SPRING SEMESTER.**
18. Under application type, select **POST-SECONDARY ENROLLMENT OPTIONS (PSEO) STUDENT**
19. Click the checkbox that says COMPLETE COURSES, BUT NOT A DEGREE. Click PART TIME STUDENT.
20. Skip academic program by clicking NEXT.
21. Under campus, click **CONCURRENT- COLLEGE IN THE SCHOOLS.**
22. Click NO under have you attended NHCC before.
23. Skip additional application questions by clicking continue to review.
24. Review and scroll to the bottom to click CONTINUE TO SUBMIT APPLICATION.
25. Click both check boxes and enter your STARID PASSWORD. Click SUBMIT SELECTED APPLICATIONS.

You will now see the status of your submitted application. It should say *pending* or *in progress*. NHCC will process your application. **You will not be able to register for your course until your application is processed.**

Application TL;DR Version. Make sure you select the following options when prompted.

1. *Enter DATE OF BIRTH*
2. *Enter address under PERMANENT ADDRESS*
3. *Enter GPA as 2.6 (unless you know your specific GPA)*
4. *Skip High School Prep Standards*
5. *If your class starts September, October, November, or December, click FALL SEMESTER. If your class starts January, February, March, or April, click SPRING SEMESTER*
6. *Under application type, select POST-SECONDARY ENROLLMENT OPTIONS (PSEO) STUDENT*
7. *Select COMPLETE COURSES, BUT NOT A DEGREE and PART TIME STUDENT*
8. *Select campus CONCURRENT – COLLEGE IN THE SCHOOLS*