New Student Orientation Handbook
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ACCESS YOUR ACCOUNTS

You are able to access all of your accounts through three links on the Metropolitan State University’s homepage. Move your mouse cursor over the three red buttons on the picture of homepage below to find out what you can access through each link.

Need help logging in? Contact IT Student Services!

In addition to these self-service tools, there are many other offices on campuses devoted to helping you navigate Metropolitan State.
eSERVICES

eServices is your one-stop shop for most of the University’s services. From eServices, you can search for classes, load your course cart, register, accept your financial aid package, and change your contact information.

After you enter your student ID an password, you will be taken to the “Find Courses” page that looks like the image below. This next section will discuss the main things you can do from the menu running down the left side of the screen. Roll your mouse cursor over the red buttons to find out what is in each menu.
REGISTRATION RESOURCES

Registration Resources

Registration Resources is an online PDF which provides information on how to read the class schedule. It also contains information on:

- Programs by college
- Campus maps and directions
- Counseling, tutoring, and other student services

Academic/Events Calendar

Academic/Events Calendar shows important university dates in chronological order (or use the filters at the top of the page to search) including:

- Start and end of every semester
- Add, drop and withdraw dates
- Tuition payment deadlines
- University holidays

Records & Registration FAQ

Records & Registration FAQ in Ask Us! displays frequently asked questions like:

- When and how to register
- Adding, dropping or withdrawing from a course
- Registration holds and error codes
- Registration planning checklist
- Using the wait list
- Grading methods

Ask Us! also allows you to submit a question or chat online with Gateway Student Services.

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HOW TO REGISTER

As a new student, you are able to register as soon as your registration window opens if there are no holds on your account. For future semesters, your registration window can be found by logging in to eServices (under Courses & Registration → Registration Window).

Steps to register online:

1. Click on the eServices link at the top of the Metropolitan State home page
2. Use your student ID number and password to log into eServices
3. Search for the classes that you wish to take.
4. Click the Add to Your Cart button (Shopping cart with a green +). The course is now saved in your Course Cart
5. Click on Find a Course to go back to the Find Course search page

6. Repeat steps 3–5 until you all the classes you want to register for are in your Course Cart.

7. Click on the “Continue to Registration” link
8. Click on the boxes you want to register for next to the class titles.

9. Click on “Register for Checked Courses”

You will also use eServices to modify your registration (such as adding, dropping, or withdrawing from courses). Check the Academic/Events Calendar for add/drop/withdraw deadlines every term. Metropolitan State staff cannot modify your class schedule for you; students are responsible for all aspects of their registration.
FINANCIAL AID

Financial aid is funding intended to help you pay for education-related expenses (tuition and fees, room and board, books, etc.). Your financial aid offer is typically based on your calculated need for extra funding, but there are scholarships and other options that do not always require demonstrated need for financial assistance.

Need-based funding options

Federal education loans

It’s recommended that you borrow federal first because federal loans are cheaper, widely-available, and have better repayment terms. Federal loans have fixed rates. They also do not require a co-signer. Types of federal loans include Stafford, and PLUS loans.

Grants

Grants are based on need and do not need to be repaid. If you are eligible for any grants, they will be figured into your financial aid award.

Student employment / Work study

Student employment or work study is an on-campus job through which you are paid using state/federal aid (and sometimes campus funds). Typically, your earnings are used for indirect educational expenses, and not applied to your tuition and fees. Funds are applied through financial aid, but you will need to find a job on campus first.

Non-need based funding

Private loans

Private loans offer variable interest rates (and they usually only go up), and typically require a creditworthy co-signer. Choosing a lender is your responsibility, and should be made with caution. Private loans should only be considered as a borrowing option after you’ve used up all your federal loan eligibility.
Scholarships

Scholarships are similar to grants in that they do not need to be paid back, but they are based on specific requirements that vary from scholarship to scholarship.

The first step

The first step in applying for financial aid is to complete the FAFSA (Free Application for Federal Student Aid). Filing a FAFSA is the only way to apply for federal financial aid, and you may also qualify for grants or other financial opportunities.

Remember that any loans you take out during your education will need to be repaid after graduation.
HOW TO BE A SUCCESSFUL STUDENT

You wouldn't drive a car without lessons first, would you? Or expect to play tennis well without lessons?

Yet, many assume that studying for college courses is a natural skill. In addition to commitment and academic preparation, being a successful student requires good study skills. These skills include things like:

- **Note taking**
- **Test taking**
- **Time management**
- **Lynda.com**
- **Active listening**
- **Critical thinking**
- **Stress management**
- **How to study**

Successful students share many traits, such as:

1. **Attend classes regularly and be on time.**
   If you must miss a class meeting due to legitimate unavoidable reasons, tell the instructor ahead of time and follow-up with classmates to get assignments.

2. **Turn in assignments on time and be sure your assignments look professional and reflect pride in your work.**
   If you have questions, contact the instructor.

3. **Be polite, respectful and attentive in class even when the material doesn't particularly interest you.**

4. **Read your syllabus carefully to understand course assignments and**
your responsibilities.
Monitor your course progress and success so that you know where you stand in the course and act accordingly to improve your standing. Seek out professors during office hours to ask about grades, discuss comments on papers, get clarification on course assignments, or check on your progress in the course.

5. **Take advantage of support services including tutoring, counseling, advising and other student services.**

6. **Be proactive and take responsibility for you and your actions.**
Be aware of the information that you need, such as degree requirements, timelines and deadlines, policies and procedures and support services. Ask questions and know who to ask or where to go with your questions.

7. **Get involved on campus to develop leadership and networking skills to enrich your college experience.**

Learn More Study Skills and Strategies

Utilizing tutoring services is another strategy for success. As previously mentioned, the [Center for Academic Excellence](#) provides tutoring in writing, mathematics, and sciences. Check their website for a list of services and locations.