

Normandale Community College, 9700 France Ave S, Bloomington, MN 55431

Course: VACT 1900 “Foundations of Vacuum Science” – 2 credits

Instructor: Dr. Ruth Robinson, Normandale faculty in Chemistry

Course delivery method: Fully online (NO in-person class meetings with the instructor)

Course delivery dates: Course starts on Monday, March 12, 2018 and ends by May 11, 2018

Course cost: Approximately \$375 - \$400

Course materials: A \$10.00 workbook with 3-ring punches is used with this course; students supply the 3-ring binder. Students MUST have access to a computer system in order to access the various course resources (i.e., the Learning Management System with electronic files, videos, applications, and other items). Students taking the VACT 1900 for credit ARE REQUIRED to complete assigned homeworks, scan completed homework, and upload homework to a course dropbox and complete quizzes.

Course pre-requisites: None; some basic mathematics skills (e.g., addition, multiplication) are assumed

Instructions to Register as an Individual Visiting Student in Normandale Community College’s Spring Semester 2018 VACT 1900 “Foundations of Vacuum Science” course

STEP 1: Use the following link to **Create a Minnesota State StarID Account**

<https://eservices.minnstate.edu/student-portal/prospect/createAccount?campusid=156&return=http%3A%2F%2Feservices.minnstate.edu%2Feservices%2Flogin.html%3Bjsessionid%3D2151A56AC68F347ABE21A4C2342559D2%3Fcampusid%3D156>

STEP 2: The link goes to the following page. Add **Personal information** as requested in the fields provided on this page. NOTE: PLEASE supply a personal email address, NOT A WORK EMAIL ADDRESS.

The screenshot shows a web browser window displaying the Normandale Community College website. The main content area is titled "Create a MnSCU StarID account". On the left, there is a sidebar menu with "Student e-services" selected. The main form has four tabs: "Personal Information", "Contact", "Citizenship", and "Residency". The "Personal Information" tab is active, showing a form with the following fields: "First name" (with a red error message: "First name is required. Please enter."), "Middle name", "Last name", "Suffix" (with a dropdown menu showing "Jr., Sr., etc."), "Birthday" (with a calendar icon), "Social Security Number" (with an example: "123456789"), and "Email" (with an example: "example@website.com").

STEP 3: Select Next. Add **Contact** information as requested in the fields provided on this page.

The screenshot shows a web browser window with the URL <https://eservices.minnstate.edu/student-portal/prospect/createAccount?campusid=156>. The browser tabs include 'Mail - Nancy...', 'Inbox (2,799)', 'Normandale...', 'Visiting Stud...', 'Student Port...', 'Student Port...', 'Student Port...', 'Programs & ...', 'Register - St...', 'Course Deta...', and 'Student P...'. The Normandale Community College logo is visible at the top left. A sidebar on the left lists 'Student e-services' with links for 'Find a course', 'Campus links', 'Normandale Home', 'Payments & Billing Office', 'Continuing Ed (non-credit)', 'Registration Holds', and 'Textbook Information'. The main content area is titled 'Create a MnSCU StarID account' and includes a list of links: 'What is a StarID account?', 'I already have a MnSCU StarID', and 'I have questions about information privacy'. Below this is a form with four tabs: 'Personal Information', 'Contact', 'Citizenship', and 'Residency'. The 'Contact' tab is active. The form fields include: 'Country' (dropdown menu with 'United States of America' selected), 'Address 1' (text input with placeholder 'Street address'), 'Address 2' (text input), 'City' (text input), 'State or Province' (dropdown menu with 'Minnesota' selected), 'Zip' (text input with '+4' to its right), 'County' (dropdown menu), 'Phone' (text input with placeholder 'Example: 6125551212'), and 'Mobile' (text input with placeholder 'Mobile phone, if different than above').

STEP 4: Select Next. Add **Citizenship** information as requested in the fields provided on this page.

The screenshot shows the same web browser window as in Step 3. The browser tabs and URL are identical. The Normandale Community College logo is visible at the top left. The sidebar on the left is the same. The main content area is titled 'Create a MnSCU StarID account' and includes the same list of links. Below this is the same form with four tabs: 'Personal Information', 'Contact', 'Citizenship', and 'Residency'. The 'Citizenship' tab is active. The form fields include: 'Are you a US Citizen?' with radio buttons for 'Yes' and 'No'. At the bottom of the form are two buttons: 'Previous' and 'Next'. Below the form, there is a footer section with the Minnesota State Colleges and Universities system logo and contact information for Normandale Community College: '7100 France Avenue South, Bloomington, MN 55431, Phone: (612) 368-8200, An equal opportunity employer and educator'. The Windows taskbar at the bottom shows the system tray with the date '2/22 PM 2/6/2018' and a battery level indicator at '99%'.

STEP 5: Select **Next**. Add **Residency** information as requested in the fields provided on this page.

The screenshot shows a web browser window with the URL <https://eservices.minnstate.edu/student-portal/ prospect/createAccount/campusid=156>. The page header features the Normandale Community College logo. A sidebar on the left lists "Student e-services" including "Find a course", "Campus links", "Normandale Home", "Payments & Billing Office", "Continuing Ed (non-credit)", "Registration Holds", and "Textbook Information". The main content area is titled "Create a MnSCU StarID account" and includes a "Residency" tab. The "Residency" section contains a dropdown menu for "What is your state of residence?" set to "Minnesota", and input fields for "Years" and "Months" lived in the state. A green "Submit" button is visible. Navigation buttons for "Previous" and "Next" are at the bottom of the form. The footer includes contact information for Normandale Community College and a statement of being an equal opportunity employer.

STEP 6: Select the green **Submit** button.

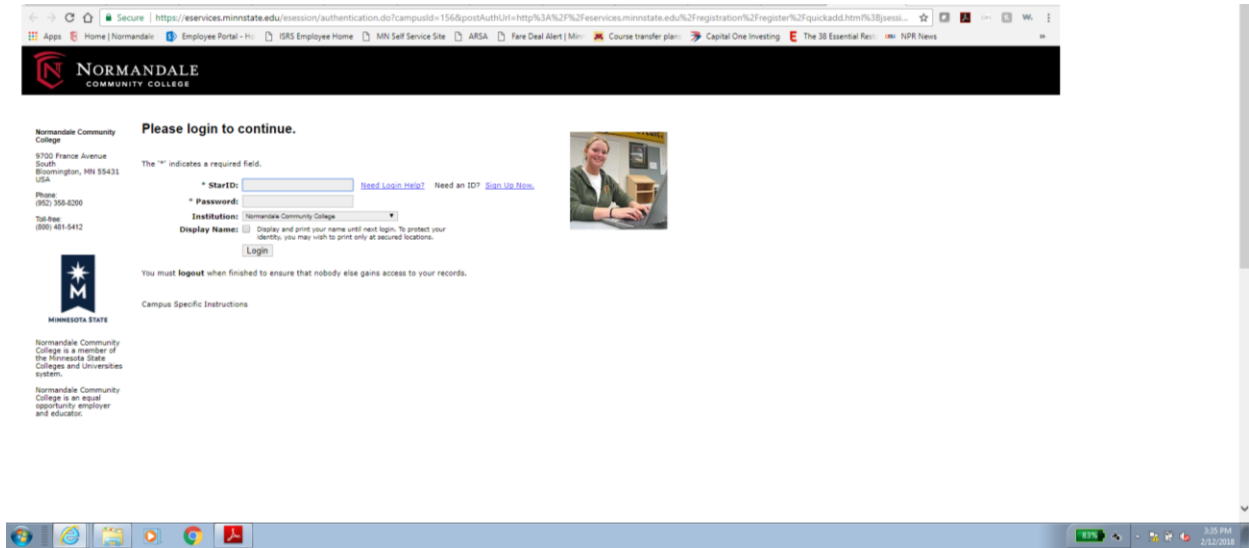
STEP 7: Instructions for activating your Minnesota State (Normandale Community College) StarID account will be sent to the email address provided in STEP 2.

STEP 8: Check your email **IMMEDIATELY** for the message with the instructions to activate your Minnesota State StarID account. Follow the instructions provided. **NOTE:** You have limited time to use the code provided to complete the StarID activation process. You will be instructed to create a password as part of activating your account. **WRITE DOWN YOUR StarID AND THE PASSWORD YOU SELECTED.**

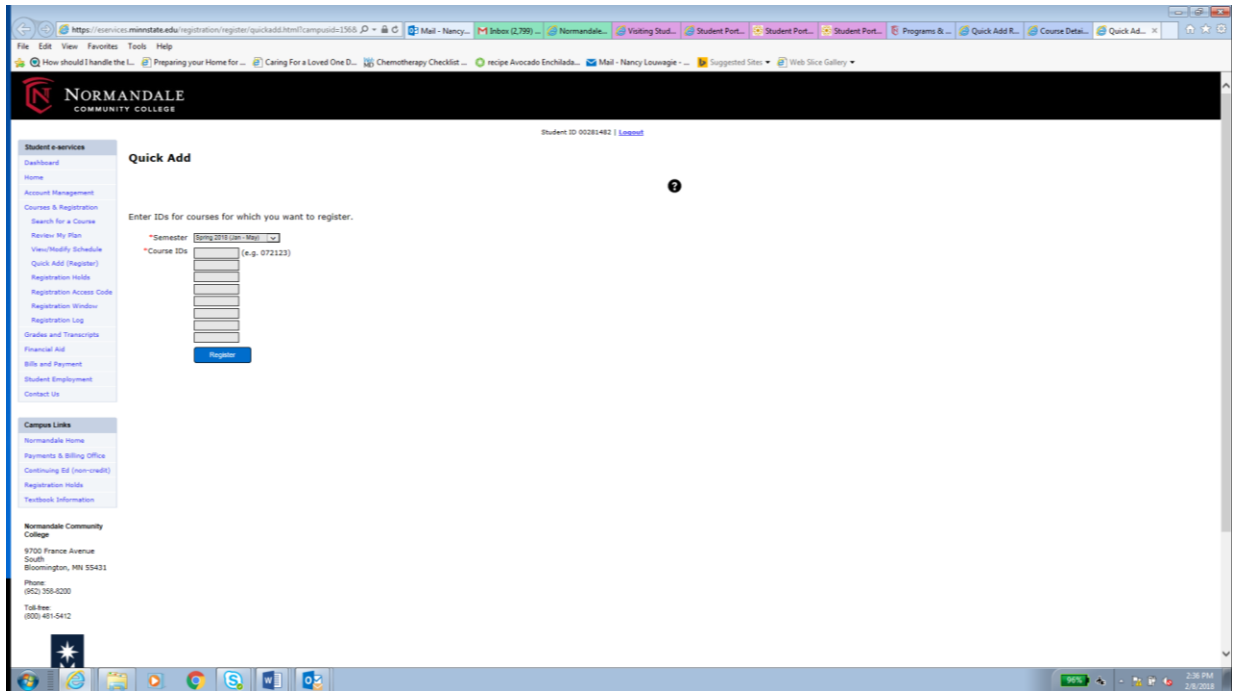
STEP 9: After your Minnesota State StarID account is activated, register for the Normandale Community College VACT 1900 "Foundations of Vacuum Science" Course using the following link:

<https://eservices.minnstate.edu/registration/register/quickadd.html?campusid=156&functionId=3009>

STEP 10: The link goes to the following page. Enter your **StarID** and your **Password**; confirm the Institution identified is Normandale Community College. Select **Login**.



STEP 11: In the Course IDs field enter the number **001532**. Select **Register**.



STEP 12: CONFIRM that course selected is VACT 1900 “Foundations of Vacuum Science”. Enter your StarID password. Select Register.

The screenshot shows the registration page for Normandale Community College. The page title is "Spring 2018" and the user is logged in as "Student ID 00281492". The progress bar indicates the user is at the "Register" step. The course table below shows the selected course:

ID #	Subj #	Sec Title	Dates	Days	Time	Cr/Hr	Method	Instructor	Delivery Method	Loc
001532	VACT 1900	01 Foundations of Vacuum Science	03/12 - 05/11	n/a	Arranged	2.0	Normal	Robinson, Ruth	Completely Online-Asynchronous	9

Below the table, there is a "Register" button and a "Enter your StarID password and register:" field. The page also includes a sidebar with navigation links and contact information for Normandale Community College.

STEP 13: You will receive a billing notification instructing you to pay for the course. You will be dropped from the course if payment is not received by the due date indicated.

IF you will have difficulties paying for the course, please contact Normandale Community College STEM-Ed Advisor, Tim Lapanne, at 952-358-9079 (Timothy.Lapanne@normandale.edu).

STEP 14: Once you are successfully enrolled in the VACT 1900 course, please contact Nancy Louwagie at Nancy.Louwagie@normandale.edu and Tim Lapanne at Timothy.Lapanne@normandale.edu for instructions on how to order a copy of the VACT 1900 workbook.