Steps to Register

Welcome to Century College!

Follow the Steps Below to Register for Courses:

1. **Review your program information to see what courses you need.**
   - a. Click on the link for your program.
   - b. Scroll to the bottom of the program information to see a Sample Plan for what to take each semester.

   NOTE: Have transfer credits? Check your [Degree Audit Report](#) to see how your courses transferred and what requirements they meet. If you’re not seeing your credits or have questions about how your credits are transferring, contact Transfer Student Services/DARS Office (W2240) at [dars@century.edu](mailto:dars@century.edu) or 651-779-3908.

2. **Review your course placement based on your ACCUPLACER, ACT, SAT, or MCA scores.**
   Your course placement scores determine in which courses you start for reading, English, and mathematics. Please review your applicable placement scores in the chart linked above.

   If you have no placement scores, [please sign-up for an ACCUPLACER test](#).

   NOTE: Transfer courses may waive placement score requirements or courses. Please contact Transfer Student Services/DARS Office (W2240) at [dars@century.edu](mailto:dars@century.edu) or 651-779-3908 to determine course placement based on transfer coursework.

3. **Consider how many credits to take.**
   - a. Consider all your life obligations when planning your credit load. You should plan to spend 1 hour in class per credit and plan to spend approximately 2 to 3 hours of study time per credit. We recommend keeping your combined class/study and work hours at 60 or below.
   - b. Financial aid may require you to register for a certain number of credits to be eligible. Register for at least 6 credits to be eligible for student loans.
   - c. To complete an associate degree in 2 years, students need to average 15 credits per semester. A student may register for a maximum of 18 credits without additional permission.

4. **Register in eservices using your Star ID and password.**
   - a. [Registration Video Tutorial](#)
   - b. Many courses have prerequisites, courses or test scores that need to be completed prior to taking the course. These are listed for each course in eServices and are included in the course description. Before registering for a course, please ensure that all course prerequisites have been met.
   - c. If you receive an error message when registering for courses, please contact the department listed. If no department is listed, please contact the Records Office at [records@century.edu](mailto:records@century.edu) or 651-779-3299.

Need help? Want to review your course schedule? Have other questions? Please sign up for Drop-In Advising hours with the Advising, Counseling, and Career Center. We are here to help you!

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