How Do I…

TO REGISTER, VIEW CLASS SCHEDULES, ACCESS ACCOUNT AND FINANCIAL AID INFORMATION YOU MUST FIRST CLAIM YOUR ACCOUNT AT https://helpdesk.ndus.edu/ndusaccount

Register for a MSU Extended Learning Course?

1. Talk to your advisor.
2. Go to www.mayvillestate.edu
3. Click **my student portal** at the bottom of the page.
4. Enter your Username and Password. Your *User Name* is the same as your login for ConnectND preceded by NDUS\. Your password is identical to the password you use for ConnectND and Moodle.
5. Click on **CampusConnection**
6. Enter your User ID and Password from the account claim process.
7. From the menu on the left, click **Student Center.**
8. Under **Academics** click **Enroll.**
9. Choose the appropriate term and click **Continue.**
10. If you know the class number you may enter it **OR** if you don't know the class number click the **Class Search** button then click **Search.**
11. Fill in the *Course Subject*, *Course Number*, and *Course Career*. To show both open and closed classes, uncheck the *Show Open Classes Only* box.
12. To choose the class you wish to add to your schedule, click **Select Class.**
13. Click **Next** to add the class(es) to your shopping cart.
14. To add more classes to your shopping cart click **Search.**
15. Repeat this process until all classes have been selected, then click **Proceed to Step 2 of 3**.
16. To OFFICIALLY add the classes onto *My Class Schedule* click **Finish Enrolling**.
17. Click on **My Class Schedule** to confirm. Be sure to print a copy of your schedule to review.
18. For additional registration instructions/information contact Leslie Durkin, 1-800-437-4104 ext. 34774.

Questions? Call the Office of Extended Learning at 1.800.437.4104 ext. 34667.

Drop a MSU Extended Learning Course?

1. Talk to your advisor.
2. After talking to your advisor, send an email to your instructor and records@mayvillestate.edu stating your name, Student ID number, Catalog number (i.e. ENGL 120) and name of the course you wish to drop. You **cannot** drop a course in CampusConnection on your own after classes have started.
3. For a complete withdrawal of all courses, contact Katie Richards, Director of Student Success at 1.800.437.4104 ext. 34675 or by email at katie.richards.2@mayvillestate.edu.

Check my Mayville State Email?

Every student enrolled at MSU is issued an institution email address which you will be notified of. Keep in mind you are expected to check your MSU email at least three times per week and can access it anywhere.

1. Go to www.mayvillestate.edu and Click **my student portal** at the bottom of the page.
2. Enter your Username and Password. Your *user name* is the same as your login for ConnectND preceded by NDUS\. Your password is identical to the password you use for ConnectND and Moodle.
3. Click **Email**.

Register for a Collaborative Course at Another Institution?

1. Go to www.mayvillestate.edu
2. Click **my student portal** at the bottom of the page.
3. Enter your Username and Password. Your *user name* is the same as your login for ConnectND preceded by NDUS\. Your password is identical to the password you use for ConnectND and Moodle.
4. Click on **Collaborative Registration** on the left menu.
5. Read the first page, and then click on **Online Collaborative Course Request Form.**
6. Enter your User ID and Password as required. Make sure you update your contact information.
7. Be very careful when entering the information for your class. You will need to know what institution you are taking the class from, the term, the catalog number, the class number, the number of class credits and the delivery method. ALWAYS enter your MSU email address when registering collaboratively.
8. Read the registration terms and then type your full name for the electronic signature.
9. Click **Submit Request**.
10. You will then see your class listed with the status of *Pending*. Once you have been registered in the course in ConnectND, you will see the status change to *Confirmed*.

Drop a Collaborative Course at Another Institution?

1. Talk to your advisor.
2. Go to www.mayvillestate.edu
3. Click **my student portal** at the bottom of the page.
4. Enter your Username and Password. Your *user name* is the same as your login for ConnectND preceded by NDUS\. Your *password* is identical to the password you use for ConnectND and Moodle.
5. Click on **Collaborative Registration** on the left menu.
6. Read the first page and then click on **Online Collaborative Course Request Form**.
7. Enter your User ID and Password as required.
8. Find the class you would like to drop. On the far right, click the *Drop* link. You will need to confirm that you want to drop the class.
9. You will then see your class listed with the status of *Drop Pending*. Once you have been withdrawn from the course in ConnectND, you will see the status change to *Dropped*.

Submit a Proctor?

1. Go to www.mayvillestate.edu
2. Click **my student portal** at the bottom of the page.
3. Enter your Username and Password. Your *user name* is the same as your login for ConnectND preceded by NDUS\. Your password is identical to the password you use for ConnectND and Moodle.
4. Click on **Submit Proctor** from the left-hand menu.

Mayville State University

8/5/2015

How Do I…

View/Print my Class Schedule?

1. Go to www.mayvillestate.edu
2. Click **my student portal** at the bottom of the page.
3. Enter your Username and Password. Your *user name* is the same as your login for ConnectND preceded by NDUS\. Your password is identical to the password you use for ConnectND and Moodle.
4. Click on **Campus Connection**.
5. Enter your User ID and Password from the account claim process.
6. Click on **Student Center.**
7. Under **Academics,** click the drop down arrow and select *Class Schedule*.
8. Click the **>>** button and select the appropriate term.
9. Click **Continue.**
10. You can also view your schedule in a calendar view if you prefer.
11. Select **Printer/Friendly Page** at the bottom and click the print button on your browser toolbar.

View my Finances?

1. Go to www.mayvillestate.edu
2. Click **my student portal** at the bottom of the page.
3. Enter your Username and Password. Your *user name* is the same as your login for ConnectND preceded by NDUS\. Your password is identical to the password you use for ConnectND and Moodle.
4. Click on **CampusConnection**
5. Enter your User ID and Password from the account claim process.
6. From the menu on the left click on **Student Center**.
7. Under **Finances** you can view your:
   a. Account Summary by Term
   b. Total Due Charges
   c. Student Account Detail
   d. Financial Aid Information
   e. Financial Aid Award

View my Grades? *

1. Go to www.mayvillestate.edu
2. Click **my student portal** at the bottom of the page.
3. Enter your Username and Password. Your *user name* is the same as your login for ConnectND preceded by NDUS\. Your password is identical to the password you use for ConnectND and Moodle.
4. Click on **CampusConnection**
5. Enter your User ID and Password from the claim account process.
6. Click on **Student Center**
7. Under **Academics** click the drop down arrow and select **Grades.**
8. Click on the term you want to view and continue.
9. Once you choose the term, your Official grade will show once it has been posted. If there is not a grade, you should check it again in a few days.
   ***** Grades will usually be available to view on CampusConnection one week after a term ends.

Access my Online Courses from Mayville State University?

1. Go to www.mayvillestate.edu (Firefox should be the browser used to do this.)
2. Click the blue "m" at the bottom of the page.
3. Click **Login.**
4. Enter your Username and Password. Your username is identical to your NDUS User ID which was given to you when you went through the claim process. Your Password will also be identical to what you created in the password creation portion of the claim process.
   Here's an example:
   Moodle Username: jane.doe
   NDUS User ID: jane.doe
   Moodle Password: Comets2016
   NDUS Password: Comets2016
5. Once logged in, click the **My Courses** link in the title bar of the page. Links to your courses will be listed. Click on the course name to go to its main page.

Access my Online Courses from Other Collaborative Institutions?

Each institution uses a different software system for their online classes. It is best to call the institution you are taking the class from and talk to someone in their distance education office to find out the specific information for that institution.

Get my Books?

MSU-BASED STUDENTS: for classes you take from Mayville State, you will order your books from the MSU Bookstore website at http://www.mayvillestatebookstore.com.
You will need to create your profile before you can complete your order.
LRSC-BASED STUDENTS: you can opt to have books shipped to the MSU Program Coordinator's office at LRSC. For your collaborative courses from Lake Region State College, you will pick up your books from the Lake Region State College Bookstore. For your collaborative courses from another institution, you will need to contact that institution and make arrangements to have your books mailed from there.

View my Degree Progress?

The Academic Advisement Report (ARR) is a tool available to all MSU students and advisors. The ARR allows students and advisors to see degree progress at any time during the student's academic career. This tool enables both students and advisors to plan schedules, access summaries of degree requirements already completed and requirements still needed to graduate.

Full instructions on how to access and use the ARR can be found here: http://www.mayvillestate.edu/current-students/academic-information/academic-records/student-resources/

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1410 University Ave
Williston, ND 58801
Local: 701.774.6234
alissa.renner@mayvillestate.edu

MSU Program Coordinator
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Devils Lake, ND 58301
1.800.443.1313 ext. 21587
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samantha.eastman@mayvillestate.edu

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