



Important Information for All Students

Application and Registration

Pre-registration for summer session classes is required. **Pre-registration will begin on April 8, 2009. Registration for classes will continue until the beginning of each session.** Summer courses and workshops require a minimum number of pre-registered students. Any course may be cancelled due to low enrollment. Students will be informed of any cancellation affecting their enrollment before the beginning of the class.

Procedures:

1. **New Students and Former Students** (those not enrolled at Mayville State University during the Spring Semester of 2009) will need to fill out an **Application for Admission** and pay the \$35.00 application fee. If you are a returning student and have been out for one semester or more, you will need to reapply for admission. You do not pay an application fee again. If you have any questions, please contact the Admissions Office at 701-788-4763 or ExtendedLearning@mayvillestate.edu. You may:
 - **Apply online**, or
 - Print the **Application for Admission** and mail to:
*Mayville State University
Office of Admissions
330 Third Street NE
Mayville, ND 58257-1299*
2. **If you are currently taking classes at MSU**, you can register online or by meeting with your advisor.
3. **Registration is complete upon payment of tuition and fees** in the Business Office by the close of business on the third day of the week in which the class begins.
4. **Application Fee:** The \$35 application fee is required of all new students with the Application for Admission form. This is a one-time fee.
5. Documentation required by the State Board of Higher Education of North Dakota for new degree seeking students entering Mayville State includes the following:
 - Verification of Baccalaureate Degree
OR
 - Official college transcript(s) sent directly from each institution attended
OR
 - An official high school transcript complete with date of graduation
Applicants without an official high school diploma must submit official GED test score results.
 - An official ACT/SAT assessment score
Students are exempt from this requirement if 25 years of age or older and/or have earned a minimum of 24 semester hours at a regionally accredited institution.

Extended Learning Course Registration:

To register for any of the Extended Learning Courses offered, you are required to go to our web site at www.mayvillestate.edu and under "Academics" click on "online and distance learning" to complete the registration process. If you have any questions regarding a Extended Learning course, or how to register for the course, please call 1-800-437-4104, ext. 34667.

Course materials and required supplies for Extended Learning Courses can be ordered at www.mayvillestatebookstore.com. If you have any questions, please call 1-800-437-4104, ext. 34823 to reach the MSU Bookstore.

Tuition, Fees, and Payment

On-Campus Courses:

<u>Residency</u>	<u>Per Credit</u>
North Dakota	\$235.59
Minnesota	\$242.97
MT, SD, MB, SK, MHEC	\$277.09
All other States/Provinces	\$318.59
International	\$512.84

* Books and instructional materials are NOT included in the prices above.

Tuition for all summer courses is charged per credit. Subject to change without notice.

Online Courses and Courses at Lake Region State College:

\$253 per credit *

* Books, instructional materials, and laptop fees are NOT included in the prices above.

Mayville State uses electronic billing (e-bill) for processing statements. **Statements will not be mailed.** Payment can be made by check, credit card, or cash in the Business Office. Credit Cards (Visa, Mastercard or Discover) payments can be made online in Campus Connection.

Financial Aid

Students enrolled in six (6) or more credits may be eligible for Student Financial Aid. In order to receive consideration, each student must have on file a completed **2008-2009 Free Application for Federal Student Aid (FAFSA)** and a **MSU Summer Supplement Financial Aid Application**. These forms are available at www.fafsa.ed.gov and <http://www.mayvillestate.edu/summerschool/2009SummerApp.pdf>. Early application is recommended and these forms must be received by **May 31, 2009**. Notices and directions for summer financial aid will be sent by email to all students beginning in April.

Add/Drop Dates

SUMMER SESSION DROP/ADD DATES				
Session:	Begin date:	Last day to add:	Last day to drop:	End date:
Fast Track and courses at LRSC	See course listing	Student registering for Fast Track Sessions will have a maximum of one day to drop the class. No refunds will be granted after the first day of class.		See course listing
First 4-Week	June 1	June 2	June 18	June 26
Second 4-Week	June 29	June 30	July 16	July 27
6-Week	June 1	June 3	June 26	July 10
10-Week	May 25	May 23	July 10	July 31

Drop Refund Policy

Refunds are based on number of days in a session.

Students registering for Fast Track courses will have a maximum of one day per week to drop the class. No refunds will be granted after the first day of class in the Fast Track Sessions.

Bookstore

The Mayville State Bookstore is located in the Campus Center. If you are an off-campus student and need to place a book order, please contact the Bookstore at 701-788-4823 with the class information and arrangements for payment. Or you can place your order online at www.mayvillestatebookstore.com.

Food Service

The Mayville State Dining Services is located in the Campus Center. The Comets Landing Snack Bar will serve a variety of food from June 1 through July 10 from 8:00 a.m. to 2:00 p.m.

Housing/Residence Hall

Residence Halls are available during the summer session at the following rates:

Full summer	\$900.00	Per Week.....	\$ 75.00
6-Weeks.....	\$450.00	Per Day	\$ 15.00

Students will be housed in Berg Hall and Birkelo Hall. If you plan to stay in a residence hall, you will need to complete a **Housing Application**.

Check-in: Make arrangements for check-in times through the Housing Office at 701-788-4842 or Campus Programming 701-788-4697. Resident students must provide their own towels, pillow, linen, study lamp, small rugs, or anything else that will make the room comfortable. If you have any questions, please contact Darcie Ellertson at 800-437-4104 ext. 34697 or D_Ellertson@mayvillestate.edu.

Office Hours

Summer office hours are Monday through Friday from 7:30 a.m. to 4:00 p.m. If you have general questions or need more information, please call 1-800-437-4104.

Academic Information

High School Juniors

High school students now classified as juniors may enroll as special students or earn dual credit during the Summer Session. To qualify, the student must rank in the upper one-fourth of the class and be recommended by his/her high school principal or superintendent. Information regarding dual credit may be obtained from your high school principal.

Kindergarten Endorsement

Kindergarten endorsement is available only to licensed North Dakota elementary teachers, by completing the following courses:

- EC 210 - Introduction to ECE (3)
- EC 211 - Observation, Assessment and Interpretation Techniques (2)
- EC 313 – Language/Literacy in ECE (3)
- EC 337 – Special Needs in ECE (3)
- EDUC 436 – Kindergarten Methods (2)

Current Mayville State students who wish to teach kindergarten must complete the Early Childhood Education minor, Educ 436 – Kindergarten Methods, and enroll in five (5) S.H. of kindergarten student teaching.

Note: ESPB administrative rules are available on the ESPB Web Site:

<http://www.nd.gov/espb/licensure/majorequivreq.html>.

Middle School Endorsement

Courses are available for a Middle School endorsement. For course dates contact the Education Division at 701-788-4827.

- EDUC 426—Reading in the Content Area (2)
- EDUC 430—Foundations of the Middle School (3)
- EDUC 435—Middle School Methods and Materials (3)

Reading Credential

Students may work for the North Dakota Reading Credential that is required for all remedial reading teachers.

The following applicable courses are offered during Summer Session:

- EDUC 350 - Remedial Reading (3)
- EDUC 351 - Remedial Reading Practicum (2)
- ENGL 426 - Reading in the Content Area (3)