

How do I...?



Register for a MSU Extended Learning course

1. Go to www.mayvillestate.edu
2. Under Academics **click** Online & Distance Learning
3. **Click** on **Register** (found in the middle of the page)
4. You will then search for courses. You may search for all courses if you wish or just the one you want. You do not have to fill out all the choices but be sure to choose the correct semester. Scroll down, **click** Search for Courses.
5. You will then see online/distance courses listed.
6. Choose the appropriate course – you may then click View Details or Add to Cart. You **must** click Add to Cart to register.
7. If you are interested in more classes, you may **click** the Search More Classes button.
8. Once you have all the items you want in your cart, **click** register now.
9. If you are a returning student from the previous semester and know your id – choose that option. Your ID number should begin with a zero **NOT** the W. If you enter the id correctly, your name will be at the top of the next page.
10. If this is the **first** time you have taken a course at Mayville State or you sat out a semester from Mayville State University, please choose I have not yet applied.
11. You will be prompted to fill out a non-degree application; follow the directions.
12. Once you submit you will be asked to verify your order.
13. You must **click Finalize Your Order** to submit your order.
14. Questions? Call the Office of Extended Learning at 1-800-437-4104 ext. 34763.

Drop a MSU Extended Learning course

1. Talk to your advisor.
2. After talking to your advisor, send an email to ExtendedLearning@mayvillestate.edu stating your name, your student id number, and the Catalog number (i.e. ENGL 120) and name of the course you would like to drop. You cannot drop the course in ConnectND on your own.

Register for a collaborative course at another institution

1. Go to www.mayvillestate.edu
2. Under Academics **click** Online & Distance Learning
3. Click on “Collaborative Registration” on the left menu
4. Read the first page, then **click** on Request / View courses Now.
5. Enter your user name and password as required. Make sure you update your contact information.
6. Make sure you are very careful when entering the information for your class. You will need to know what institution you are taking the class from, which term, the catalog number, the class number, how many credits the class is and the delivery method.
ALWAYS enter your Mayville State email address when registering collaboratively.
7. Read the registration terms and then **type your full name for the electronic signature**
8. Finally, **click** Submit Request.
9. 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 that the status has changed to confirmed.

Drop a collaborative course at another institution

1. Talk to your advisor.
2. Go to www.mayvillestate.edu
3. Under Academics **click** Online & Distance Learning
4. Click on “Collaborative Registration” on the left menu
5. Read the first page, then **click** on Request / View courses Now.
6. Enter your user name and password as required.
7. 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.
8. 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 that the status has changed to dropped.

View my class schedule

1. Go to www.mayvillestate.edu
2. **Click** on MyMSU Portal at bottom of page.
3. Enter your user name and password.
4. On the right hand side, **click** on Campus Connection (ConnectND).
5. Enter your User ID and Password. Your user id is your Student ID number, with a capital W at the beginning.
6. **Click** on Enrollment
7. Under Enrollment, you can choose either view My Class Schedule or view My Weekly Schedule.
8. If you choose view My Weekly Schedule, you will be able to set the date and days of the week. (Make sure you set the date to a week during the semester you want to view. If you have a night class, you might want to change the ending time to 8:00 PM).
9. Then **click** on refresh calendar.
10. Your schedule is ready to print and help you stay organized.
11. If you choose view Class Schedule, you can print it out in a printer friendly format.

View my Finances

1. Go to www.mayvillestate.edu
2. **Click** on MyMSU Portal to bottom of page.
3. Enter your user name and password.
4. On the right hand side, **click** on Campus Connection (ConnectND).
5. Enter your User ID and Password. Your user id is your Student ID number, with a capital W at the beginning.
6. **Click** on Campus Finances.
7. Here you can view
 - a. Your Account Summary by Term
 - b. Your Total Due Charges
 - c. Student Account Detail
 - d. Your Financial Aid Information
 - e. Your Financial Aid Award

Where do I get my books?

For the classes you take from Mayville State University, you will order your books from the Mayville State Bookstore website at: www.mayvillestatebookstore.com. You will need to create a login name the first time you use this website. LRSC-based students 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 Grades (Usually available to view on Campus Connection one week after the term ends)

1. Go to www.mayvillestate.edu
2. **Click** on MyMSU Portal at bottom of page.
3. Enter your user name and password.
4. On the right hand side, **click** on Campus Connection (ConnectND).
5. Enter your User ID and Password. Your user id is your Student ID number, with a capital W at the beginning.
6. **Click** on Enrollment.
7. **Click** on View My 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.

Where do I access my online courses from Mayville State University?

1. Go to www.mayvillestate.edu
2. At the bottom of the homepage, **Click** on either D2L or Moodle. Most classes are in Desire2Learn (D2L), but a few classes are in Moodle. Check with your instructor if you are unsure which to use.
3. Enter your user name and password. Your user name is the same as your user name for the My MSU Portal.
4. Look for the term you are enrolled in and **click** the Plus (+) sign beside it.
5. **Click** the course you want to view.

Where do I access my online courses from other collaborative institutions?

Each institution uses a different software system for their online classes. For example, Mayville State University uses Desire2Learn; Lake Region State College uses E-College / Ecompanion. 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.

Office of Worldwide Learning
330 Third Street NE
Mayville, ND 58257
1-800-437-4104 ext. 34763
ExtendedLearning@mayvillestate.edu

MSU Program Coordinator
1801 College Drive N
Devils Lake, ND 58301
1-800-443-1313 ext. 1587
Local: 701-662-1587
J_Lonski@mayvillestate.edu