

# Non-Degree Application Process



If you're interested in taking an online course, first you must apply as a non-degree seeking student.

You will need to complete an application to Mayville State and pay the \$35 application fee. This can be done here.

After you've completed the application, your admission request will be processed as soon as the app fee is applied. When you're admitted, an email will be sent to you with your Student ID number and instructions on claiming your NDUS account.

## ***Getting Started Checklist for Non-Degree Students***

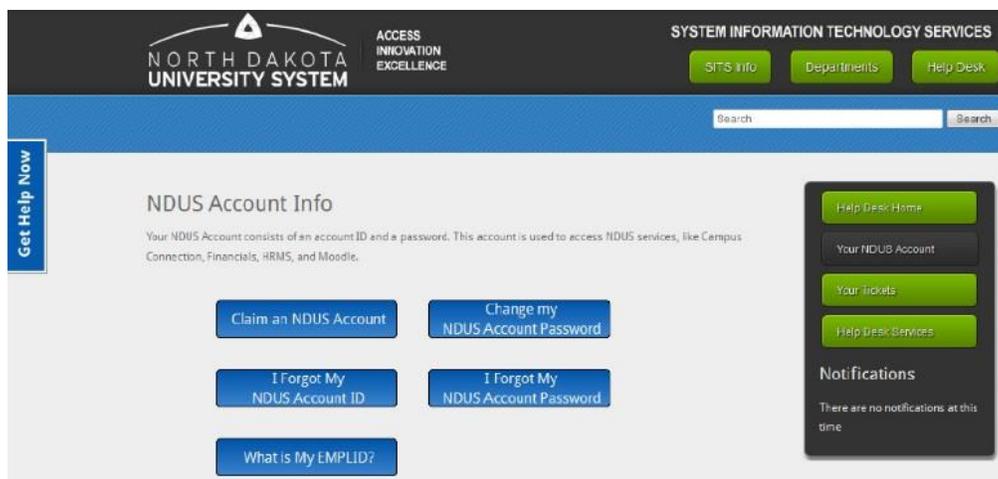
### **1. Apply as a non-degree student at [www.mayvillestate.edu](http://www.mayvillestate.edu) and pay the one-time \$35 application fee.**

- A. At the bottom of the screen click APPLY NOW.
- B. Create Account –If you have never filled out an online application.
- C. Under the Application Type tab-Select “Non-Degree Student” as your type of admission.
- D. When you get to the Major/Program Information tab- Select “Non-Degree” for both major & Degree Plan.
- E. Please select “Online” as your delivery method.

### **2. Watch for an email with your student ID and instructions on claiming your student account.**

### **3. Please follow the steps outlined below to claim your account:**

- A. Go to the website <https://helpdesk.ndus.edu/ndusaccount/>



B. Click the blue button that says Claim an NDUS Account



**PLEASE NOTE:** If you are unsure whether you have claimed your account or if you do not remember what your User ID is, click I Forgot My NDUS Account ID and enter your birthday [separated by slashes] and your student ID number. The next screen will tell you if you have claimed your account. If you have, it will list your User ID. If not it will give you a link to begin claiming your account.

If you do not remember your account password, you can click I Forgot My NDUS Account Password. Enter your User ID and click NEXT. Your challenge questions that were created when you first claimed your account will now appear. You must answer at least three of the questions correctly before it will allow you to reset your password. These answers are case sensitive.

C. Click Begin to start the Acceptable Use Quiz

### Acceptable Use Quiz

Please take a few moments to complete this IT security refresher. The 12 questions should take less than 10 minutes to



Using the account claiming process means you agree to abide by the policies on use of computer facilities of the North I policies by visiting the NDUS Policies and Procedures page.



D. The Acceptable Use Quiz consists of 12 questions. You must answer each question correctly to move on. Answer each question, clicking “Continue >>” after answering correctly or “<< Try Again” if incorrect.

E. When finished, click Continue to claim your account

**Congratulations. You have completed the Acceptable Use Quiz**



F. Enter your Date of Birth mm/dd/yyyy and your EMPLID/Student ID in the respective fields

- mm = The month you were born, use two numbers
- dd = The day you were born, use two numbers
- yyyy = The year you were born, use all four numbers
- make sure you use the / between each

## Account Claim Process

Enter your date of birth and your Empl ID to locate your record.

\*  Date of Birth (mm/dd/yyyy)

\* EMPLID (Do not enter the W.)

G. Click Continue

H. Please answer at least 3 of the authentication questions [in the event you forget your password in the future, you will need to provide the answers to the three questions you choose in this step]

I. Click Continue

J. Create and Confirm a new password

Password

Confirm Password

**Password Policy:**

The password must contain at least 8 characters from three of the following four categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Nonalphanumeric characters `~!@#$%^&*()_+-={}|[]\:"';?.,/`

NO spaces are allowed  
Passwords cannot contain your name or user name

K. Click Change Password

L. The final screen will notify you of your NDUS User ID [example: john.doe]

**If you have any problems with this process, please contact the NDUS Help Desk at 1-866-457-6387 (toll-free in the US and Canada), 24 hours a day, 7 days a week or via email at [ndus.helpdesk@ndus.edu](mailto:ndus.helpdesk@ndus.edu). We recommend that you complete this process as soon as possible to avoid delays in accessing class registration, fee statements, financial aid award statements and your email address.**

### 4. Login to Campus Connection and complete the FOA.

#### *Instructions:*

A. If you attempt to register when the FOA has not been completed (or if you have other holds that will prevent registration), then you will receive an error message.

- B. Go to Campus Connection -> Student Center -> Finances -> Financial Obligation Agreement
- C. Choose the applicable institution, the current term of registration, and click Submit. This step will required for every institution in which you will be enrolling for the upcoming semester.
- D. Review the FOA and then click "Accept"at the bottom of the screen.
- E. Once you have clicked "Accept", a screen appears acknowledging that you have success fully signed the FOA for the institution and term selected.

**5. Register in Campus Connection for the courses you would like to take.**

- A. From the menu on the left, click Student Center.
- B. Under Academics click Enroll.
- C. Choose the appropriate term and click Continue.
- D. 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.
- E. Fill in the Course Subject, Course Number, and Course Career. To show both open and closed classes, uncheck the Show Open Classes Only box.
- F. To choose the class you wish to add to your schedule, click Select Class.
- G. Click Next to add the class(es) to your shopping cart.
- H. To add more classes to your shopping cart click Search.
- I. Repeat this process until all classes have been selected, then click Proceed to Step 2 of 3.
- J. To OFFICIALLY add the classes onto My Class Schedule click Finish Enrolling.
- K. Click on My Class Schedule to confirm. Be sure to print a copy of your schedule to review.

***For assistance with registering, please contact Rhonda Hodges, Non-Degree Admissions at 701-788-4667 in the Extended Learning Office. Jon Nygard, Business Office/Tuition Assistance at 701-788-4757. Dr. Tom Gonnella, Physic Instructor at [tom.gonnella@mayvillestate.edu](mailto:tom.gonnella@mayvillestate.edu).***

- 6. Login to Moodle and complete the Distance Student Orientation. Your class will open in Moodle on the first full day of the semester. Watch for email from the Office of Extended Learning, or visit the website.**

- 7. Work with your Financial Aid Office to complete the Consortium Agreement, if you require the Mayville State University class to be part of your full-time student status. The Mayville State University Financial Aid Office phone is: 701-788-4893.**
  
- 8. Order your books and materials at [www.MayvilleStateBookstore.com](http://www.MayvilleStateBookstore.com).**