Graduate Non-Degree Application Process

If you have completed a bachelor’s degree and are interested in continuing your education with an online graduate or graduate certificate course, first you must apply as a Graduate Non-Degree seeking student.

After you’ve completed the application, your admission request will be processed as soon as the application 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 and registering for classes.

Getting Started Checklist for Graduate Non-Degree Students

1. Apply as a graduate non-degree student at [https://mayvillestate.edu/admissions/apply-now/](https://mayvillestate.edu/admissions/apply-now/) and pay the one-time $35 application fee. If you received your undergraduate degree from a college or university outside of the NDUS system, you must provide an official transcript that includes the award date for your degree.

   A. At the bottom of the page click “APPLY NOW!”

   B. Create Account – If you have never filled out an online application with Mayville State.
C. Under the Application Type tab - Select “Graduate - Masters” as your type of admission.
   a. Under Admit Type* - Select “Graduate Certificate Student.”
b. **All graduate students** will also see a Supplemental Form that they need to fill out that will print out as a fourth page of their application.

<table>
<thead>
<tr>
<th>Masters of Art in Teaching</th>
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</thead>
<tbody>
<tr>
<td>I have already spoken with an advisor in the education division at Mayville State University.</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
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<table>
<thead>
<tr>
<th>Graduate Certificate for Online Teaching</th>
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<tbody>
<tr>
<td>I have earned a Bachelor’s degree in:</td>
</tr>
<tr>
<td>Year Degree was awarded?</td>
</tr>
<tr>
<td>Institution degree was awarded?</td>
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<table>
<thead>
<tr>
<th>Graduate Non-Degree Student</th>
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<tbody>
<tr>
<td>Course Interest:</td>
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<thead>
<tr>
<th>Graduate Returning Student</th>
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<tbody>
<tr>
<td>Did you attend classes at any institution after you left Mayville State University?</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
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<tr>
<th>If so, where?</th>
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D. When you get to the Program/Degree Plan-Select “Online Digital Teaching.”

E. Degree/Plan- Select “Certificate Online Digital Teaching.”

F. 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/](https://helpdesk.ndus.edu/ndusaccount/)
B. Click the blue button that says Claim an NDUS Account

1. Watch the video.

C. Input your Emplid (student ID #) and 8-digit birthdate in the fields provided.
   Click “Continue”

To confirm your identity, please enter the following information. Your information will be used to locate and activate your user account.

What is my EMPLID?

Be sure to complete the process, or your account will not be activated properly.

Emplid:

Birthdate (mm/dd/yyyy):

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 “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.

D. Check “I Agree” then click “Continue” to proceed.

```
Your Login ID is: your_username

The use of North Dakota University System computing and networking resources are governed by 1202.1 Acceptable Use of Information Technology Resources Policy. By clicking "I Agree" you acknowledge and agree to abide by NDUS Policy 1202.1.
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E. Click “Begin” to start the Acceptable Use Quiz

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Acceptable Use Quiz

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

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

G. When finished, click “Continue to claim your account”

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Congratulations. You have completed the Acceptable Use Quiz

Continue to claim your account »
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H. 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.)

Click “Continue.”

I. 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]

Click “Continue.”

J. Create and Confirm a new password

Click “Change Password.”

K. 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. 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 Financial Obligation Agreement (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 successfully 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 the section 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 “Class Search” and 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. Go 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 Shay Thorsgard, Non-Degree Admissions in Extended Learning Office at (shay.thorsgard@mayvillestate.edu) or 701-788-4667. Lois Karlstad, Business Office/Tuition Assistance at 701-788-4758. Please contact for specific course questions. Dr. Lonn (matthew.lonn@k12.nd.us) (Graduate Certificate for Online Teaching only) or Dr. Dulski-Bucholz (andrea.dulskibucholz@mayvillestate.edu).
6. Login to Blackboard and complete the Student Orientation. Your class will open in Blackboard on the first full day of the semester. Alissa Perkins, Blackboard Specialist in Extended Learning Office at (alissa.perkins@mayvillestate.edu) or 701-788-4645. Watch for email from the Office of Extended Learning, or visit the website.

Instructions: Accessing and Logging into Blackboard (Bb)

To gain access to Blackboard, one of Mayville State’s Learning Management systems, you must have successfully claimed your NDUS User ID. Claim your account at: https://helpdesk.ndus.edu/ndusaccount.

Google Chrome and Mozilla Firefox are the preferred browsers to use when accessing Blackboard.

You may access Mayville State’s Blackboard home page at https://online.mayvillestate.edu. Please bookmark this page so that it can be easily accessed in the future.

To login, enter your username and password. Your Blackboard Username is identical to your NDUS User ID which was given to you when you claimed your account.

Once you are logged in, click the My MASU or Courses tab at the top of the page. Each course you are enrolled in for the current semester will be listed*. To go to a course’s page, click on the desired course name from the list. If you have forgotten your username or password, please go to https://helpdesk.ndus.edu for assistance.

*Please Note: Your courses may not be listed until the first day of classes

8. If you have any other questions or need assistance, please contact Shay Thorsgard at the Office of Extended Learning, 701-788-4667 or shay.thorsgard@mayvilles.edu.