

# How Do I...

To register, view class schedules, access account and financial aid information, you must first [Claim Your Account](#).

## Register in Campus Connection

1. Talk to your advisor.
2. Go to the [MSU homepage](#).
3. Click on the blue circle with the "C" in the upper right to access Campus Connection.
4. Enter your Username and Password. Your *Username* is the same as your login for ConnectND. Your password is identical to the password you use for ConnectND.
5. Click on the **Manage Classes** title.
6. Click **Class Search and Enroll** from the left menu.
7. Choose the appropriate term and institution.
8. Type the catalog number (e.g., MATH 103) in the **Search for Classes** box.
9. Click the **>>** at the right end of the search box.
10. Click on the course when it comes up to find available course sections.
11. Choose the section you want.
12. Click **Next**.
13. Review your class preferences, then click **Accept**. For full classes, you can turn on the waitlist option if you wish, and you will be notified if the class opens up.
14. Depending on what you want to do, select either **Enroll** or **Add to Shopping Cart** to enroll later.
15. Click **Next**.
16. Click **Submit**, then **Yes**.
17. To view your shopping cart, click **Shopping Cart** from the left menu. To enroll in any of the classes in your cart, select the desired course/s.
18. Click **Enroll**, then **Yes**. The enrollment will be processed if there are no holds and all prerequisites have been met.
19. For additional registration instructions/information contact Academic Records, 1.800.437.4104, ext. 34774.

## Register for a Collaborative Course

1. Go to the [MSU homepage](#).
2. Click on the blue circle with the "C" in the upper right to access Campus Connection. 
3. Click on the **eforms** tile.
4. Choose the **Collaborative Request** on the left side
5. Select **Mayville State University** as your home institution.
6. Read the **Collaborative Student Agreement**.
7. Click on **Next**
8. Complete the form in full. **Select the Add option under Action.** Be very careful when entering the information for your class. You will need to include what institution you are taking the class from, the term, the catalog number, the class number, class title, the number of credits, and the delivery method. **ALWAYS use your MSU email address for collaborative requests.**
9. Click in the **Submit** on the bottom.
10. You will receive an email indicating the form has been submitted. **This does not guarantee enrollment.** A separate email will be sent to you once your request has been reviewed and processed.

## Drop a Collaborative Course

1. Talk to your advisor.
2. Follow the process above for registering for a collaborative course, only **select the Drop option under Action**, rather than the Add option. Be very careful when entering the information for your class. You will again need to include 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.**
3. Click **Submit**.
4. Enter your Username and Password and again **Submit**.

## Drop an MSU Course (before the last day to add)

1. Talk to your advisor.
2. Click on the blue circle with the “C” in the upper right to access Campus Connection.
3. Enter your Username and Password. Your Username is the same as your login for ConnectND. Your password is identical to the password you use for ConnectND.
4. Click on the **Manage Classes** tile.
5. Click **Drop** from the left menu.
6. Click on the course from your schedule that you want to drop.
7. Click **Drop Selected Classes**.
8. Click **Finish Dropping**.
9. Then click **Yes**.

## Drop an MSU Course (after the last day to add)

1. Talk to your advisor.
2. Complete a **Registration Action Form**.
3. Obtain required signatures.
4. Email the completed form to the [Records Office](#).

## Withdraw to Zero credits

1. Go to the [MSU homepage](#).
2. Click on the blue circle with the “C” in the upper right to access Campus Connection.
3. Enter your Username and Password. Your Username is the same as your login for ConnectND.
4. Go to **eforms**
5. Click on **Cancel/Withdraw to Zero**
6. Read the instructions page
7. Complete the form and submit it.

## Access My Mayville State Email

Every student enrolled at MSU is issued an institutional email address. This is your official email for MSU communications. 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 the [MSU homepage](#).
2. Click on the blue circle with the email icon (it looks like an envelope) in the upper right.
3. Enter your Username and Password. Your *username* is the same as your login for Connect ND. Your password is identical to the password you use for Connect ND.
4. Choose whether you wish to stay signed in.
5. Outlook will now open.

## Get My Books

1. Go to the [MSU Bookstore](#).
2. You will need to create a bookstore account and then you can search for your book requirements and order your books.

## Access My Courses in Blackboard (Bb)

\*\*\*Note: Courses will be available in Blackboard on the first day of the term.

1. Go to the [MSU homepage](#) (be sure to use Google Chrome or Fire fox).
2. Click the blue circle with “Bb” at the top right of the page.
3. Enter your Username and Password. Your username and password are identical to your NDUS User ID which was given to you when you went through the claim process.
4. Once logged in, click on courses on the left-hand side of the page

## **View my Financial Aid**

1. Go to the [MSU homepage](#).
2. Click on the blue circle with the “C” in the upper right to access Campus Connection.
3. Enter your Username and Password.
4. Click on the **Financial Aid** tile.

## **View/Print my Class Schedule**

1. Go to the [MSU homepage](#).
2. Click on the blue circle with the “C” in the upper right to access Campus Connection.
3. Enter your Username and Password. Your *Username* is the same as your login for ConnectND. Your password is identical to the password you use for ConnectND.
4. Click on the **Manage Classes** tile.
5. From the left menu, select **My Weekly Schedule**.
6. You may now view your schedule in a list format or in a weekly calendar format. Be sure to select an appropriate date range.
7. Select Printer Friendly Page at the bottom right, and then click the print button on your browser toolbar.

## **View my Finances**

1. Go to the [MSU homepage](#).
2. Click on the blue circle with the “C” in the upper right to access Campus Connection.
3. Enter your Username and Password. Your *Username* is the same as your login for ConnectND. Your password is identical to the password you use for ConnectND.
4. Click on the **Academic Records** tile.
5. Under **Finances** you can view your:
  - ◆ Account Summary (by Institution/Term)
  - ◆ Total Due Charges (Account Balance)
  - ◆ Student Account Detail

## **Download Adobe to Complete Fillable Forms ...**

1. Open Windows using Google Chrome, Mozilla Firefox or Explorer.
2. Go to the [Adobe Reader download page](#).
3. Unselect the top 2 boxes under McAfee
4. Select the box **Install the Acrobat Reader Chrome Extension** under Get More Out of Acrobat
5. Select Adobe Acrobat Reader DC and click on the **Download Acrobat Reader** blue box.

## **Common Forms – (ask your advisor...)**

1. Registration Action Form is used to help the enrollment process.
2. Substitution or Waiver of Academic Requirements is used for substitutions and waivers.
3. Petition for Independent Study is used when a needed course isn't available.
4. Incomplete Grade Request Form is used to request an extension on completing a course.
5. Major, Minor, Certificate, Advisor Change is used to change any of these.
6. Graduation Application is used to apply for graduation.

## **Questions?**

**Contact the MSU Advising Center**

**701-788-5251**

**1-800-437-4104 ext. 35251**

**[Office of Advising](#)**

12/31/2025