Non-Degree Undergraduate Student Instructions

- **Review the Mayville State Online and Distance Student Handbook.**

DO YOU WANT TO ENROLL AS A NONDEGREE SEEKING STUDENT?

Use this checklist as your guide to become admitted and successfully enrolled in Mayville State University's classes. If you have questions about any step in the process, please contact the Office of Admissions:
admissions@mayvillestate.edu
PHONE: 701-788-4763.

1.You can get started now by Applying for Admission online at www.mayvillestate.edu.
You do not need to submit academic transcripts for admission as a non-degree seeking student. However, for courses that have prerequisites you may need to submit an unofficial copy of your academic transcript to MSU Admissions before we can assist in enrolling you in the course/s. If you are not sure whether your transcript is needed or not, contact the Office of Admissions.

Apply Now :: Mayville State University :: Mayville, ND

2. Claim Your Account
The next steps in becoming a non-degree seeking student in online courses with Mayville State are to claim your NDUS student account and to sign the Financial Obligation Agreement (FOA) for the term. Information on how to claim your account and sign the FOA will be provided in your admissions notification email; you can also follow the links and instructions below.

**CLAIM YOUR ACCOUNT
First things first! Before you do anything else, please take a moment and claim your account by clicking the link below.
Click here for detailed instructions on claiming your Campus Connection User Account.

1. To view the list of NDUS Account Information and options, type the following URL in your browser window: https://helpdesk.ndus.edu/ndusaccount/
2. To claim your account, click the "**Claim an NDUS Account**" button.
3. Input your EMPLID and 8-digit birthdate in the fields provided. (For more information, click the link "What is my EMPLID?")

**When you applied to be a student for any of the colleges and universities in the North Dakota University System, you were assigned a unique ID number called an EMPLID.
*You should have received TWO email messages from the NDUS Help Desk (NDUS.HelpDesk@NDUS.edu).
*check your in box, deleted items, or SPAM/Junk Mail Folders.

4. Click "Continue"
5. Check "**I agree**" then click "**Continue**" to proceed.
6. CREATE A NEW PASSWORD
   Next, you will be prompted to input a new password. As your password is being processed in the system, this dialog box appears: "this process may take several minutes, please be patient."
7. A dialog box indicating that you have successfully changed your password appears. Click the "Continue" button to proceed to the next steps.
8. Next, you will be prompted to select three security questions. These questions will be used to grant you access to your NetIQ account in the event you forget your password.
9. Click "**Save Answers**" to continue. A *Thank You* message appears.

Until you claim your account you will not be able to self-register, view your class schedule in Campus Connection, view/pay student charges, access classes in Blackboard, and so on.

3. Sign the Financial Obligation Agreement (FOA)
You must complete the student Financial Obligation Agreement (FOA) each semester prior to registering for classes. Please review these FOA instructions for more information.
1. Click on the *Student Self Service* Tile in Campus Connection
2. Student Self Service allows you to view all student specific information.
   a. Click on Financial Obligation Agreement.
3. Choose the Institution and Term you are completing.
4. Read the agreement information and Accept.
5. You have completed the agreement, click OK to continue.

4. Register for Courses
Once you have claimed your account and signed the FOA, you will be able to register for the course(s) in which you'd like to enroll. For courses that have prerequisites, you may need to submit an unofficial copy of your academic transcript to Emily Rice (emily.g.rice@mayvillestate.edu) and then we can assist in enrolling you in the course/s.
   a. Go to www.mayvillestate.edu
   b. Click on the blue circle with the "C" in the upper right to open Campus Connection
   c. 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.
   d. Click on the **Manage Classes** tile.
   e. Click on **Class Search and Enroll** from the left menu.
   f. Choose the appropriate term and institution.
   g. Type the catalog number (e.g., MATH 103) in the **Search for Classes** box.
   h. Click the >> at the right end of the search box.
   i. Click on the course when it comes up to find available course settings.
   j. Choose the section you want. Click **Next**.

k. 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.
l. Depending on what you want to do, select either **Enroll** or **Add to Shopping Cart** to enroll later. Click **Next**.
m. Click **Submit**, then **Yes**.
n. 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.
o. Click **Enroll**, then **Yes**. The enrollment will be processed if there are no holds and all prerequisites have been met.
p. If there are prerequisites to enroll in the course, please work with an academic advisor to complete a Registration Action Form. Please reach out to kaycee.e.koster@mayvillestate.edu or misti.wuori@mayvillestate.edu.

5. Order Textbooks
After registering for your courses, please go to www.mayvillestatebookstore.com to set up your ordering profile. You will be able to do this 72 hours after registration. Search for books and materials for your course, and place orders.

6. As a Mayville State student, you will be given an official Mayville State email account. You will receive access to your university email account within 24 hours of registration. **Please log in to give your university email a test run at least one week prior to the start of classes.** You may be prompted to set up DUO Authentication for added security when accessing your email account.

It is critical that you can frequently access your Mayville State email. Important information about your admission, registration, student financial account, and more will be sent ONLY through your Mayville State email account. Faculty members expect you will communicate ONLY with your Mayville State email address regarding questions about your online and on-campus classes.

Please be sure to check your Mayville State University email account at least 5 times per week at a MINIMUM.
1. Go to MSU homepage at www.mayvillestate.edu
2. Click on the blue circle with the mail 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 ConnectND.
4. Choose whether or not you wish to stay signed in.
5. Outlook will now open.

If you have any questions or issues accessing your Mayville State email, contact MSU Information Technology Services.

7. Please take some time to practice Blackboard and learn about being a Mayville State University student in the **Student Orientation** course located in your list of courses within Blackboard. **It is not required and there is no cost associated with the Student Orientation.** However, you are encouraged to take some time to work through the orientation and prepare for classes to begin.

NOTE: Courses will be available in Bb after 12:00 p.m. on the first day of the term.
1. Go to www.mayvillestate.edu
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 the **My MASU** tab on the top of the page. You will see a list of your courses.

Log into Blackboard at: https://online.mayvillestate.edu. Click here for instructions on logging into your Mayville State Blackboard account.

MSU Blackboard Support Specialist
Robert Davis: Robert.Davis.4@mayvillestate.edu

8. Contact the Business Office with questions about payments and payment plans for tuition and fees charged. 1-800-437-4104 ext. 34757.

Tuition and Fees
Mayville State University's online tuition and fee rate is the same for in-state and out-of-state students. For the 2024-2025 academic year tuition and fees for undergraduate online courses are $330.19/semester hour credit (subject to change without notice). Books and materials are additional. Graduate online classes follow a different tuition and fee structure.

You can access your account through Campus Connection.
1. Go to www.mayvillestate.edu
2. Click on the "C" icon in the upper right-hand corner or Campus Connection in the lower right-hand corner.
3. Log in with your NDUS/Campus Connection credentials. If you do not know your Campus Connection username and/or password, call the Campus Connection Help Desk at 1-866-457-6387.
4. Once logged in, click on your **Financial Account tile**.
5. From the menu on the left, you can select what you would like to do, such as view your account balance or make a payment online (here is where you could also set up a payment plan).

Payment options:
*Credit Card

*Mail Payment: Check Only
MSU Business Office
330 3rd St. NE
Mayville, ND 58257

*Pay in Person
MSU Business Office, Campus Center

*Phone in credit card payment
701-788-4757

IMPORTANT--You will be responsible for total tuition and fees due for courses in which you are enrolled unless you take the steps necessary to officially drop classes by the established drop dates. To officially drop or withdraw, you MUST follow the procedures established by the

Academic Records Office. Withdrawal and refund dates vary by the courses enrolled. Please check your Campus Connection schedule for details specific to your courses. **Complete refunds (100%) for dropped classes are only available in the first few days or so of the term.** After the 100% refund period, an individual class that is dropped will NOT receive a refund. Total withdrawal from all Mayville State classes will follow the tuition refund schedule available from the Business Office.

9. ANATOMY AND PHYSIOLOGY ONLINE COURSE INFORMATION

Looking for online classes for anatomy and physiology? Mayville State University offers Anatomy and Physiology I and II courses that include a completely online lab and meet the requirements of many nursing programs.

Please note the online labs are actual labs, not virtual labs. Dissection with specimens is required and virtual dissection is not an option. There will be no exceptions. You may enroll in the lecture and lab courses, just the lecture course, or just the lab course.

Mayville State's Anatomy & Physiology courses are NOT self-paced. Courses follow the semester schedule and have assignments and exams due throughout the semester. Courses are asynchronous with no required class meeting times.

****Anatomy and Physiology I and lab** (BIOL 220/BIOL 220L) is intended to provide students pursuing an allied health field with the ability to list and describe the roles of the organ systems and their processes in the maintenance of life.

****Anatomy and Physiology II and lab** (BIOL 221/BIOL 221L) focuses on interrelationships between different organ systems and their homeostatic functions. It requires in-depth application of topics related to cellular function and metabolism and of organ systems studied during Biology 220/220L.

https://mayvillestate.edu/msu-online/programs/online-science-lab-classes/anatomy-and-physiology-classes/

Mayville State University offers both BIOL 220/L and BIOL 221/L each fall, spring, and summer semester. You must register and complete the courses within the semester timeframe. Students may take both BIOL 220/L and BIOL 221/L in the same semester with instructor consent only, given upon submission of a signed Registration Action Form and unofficial transcript/s showing previously completed biology coursework graded "C" or better. To access the appropriate agreement for the term in which you plan to take anatomy and physiology, visit our A&P Registration page.

For More information, please contact the Office of Admissions
admissions@mayvillestate.edu