Mayville State University

Important Information for All Students

Application and Registration

Pre-registration for summer session classes is required. **Registration will begin on April 5, 2016, and continues until the beginning of each session.** Summer courses and workshops require a minimum number of pre-registered students. Any course may be cancelled due to low enrollment. Students will be informed of any cancellation affecting their enrollment before the beginning of the class.

Procedures:

1. **New Students and Former Students** (those not enrolled at Mayville State University during the Spring Semester of 2016) will need to fill out an **Application for Admission**. If you are a returning student and have been out for one semester or more, you will need to reapply for admission. If you have any questions, please contact the Admissions Office at 701-788-4635 or MaSU.Admissions@mayvillestate.edu. You may:

   - **Apply online** at "Apply Now"
   - **Application Fee**: The $35 application fee is required of all new students with the Application for Admission. This is a one-time fee for new students only.

2. Documentation required by the State Board of Higher Education of North Dakota for new degree seeking students entering Mayville State includes the following:

Transfer Students:

- Official college transcript(s) sent directly from each undergraduate institution attended. An official high school transcript and an official ACT/SAT assessment score are required if earned less than 24 college semester hours.

Freshman:

- An official high school transcript complete with date of graduation

  Applicants without an official high school diploma must submit official GED test score results, in addition to an official high school transcript. If you are still enrolled in high school, please submit a letter from your high school counselor or principal stating you have the ability to complete college-level work.

- An official ACT/SAT assessment score

  Students are exempt from this requirement if 25 years of age or older and/or have earned a minimum of 24 semester hours at a regionally accredited institution.

3. **Non-degree students currently taking classes at MSU** can register through Campus Connection. **Degree-seeking students** should first meet with an advisor and then register through Campus Connection.

4. **Registration is complete upon payment of tuition and fees** in the Business Office by the close of business on the third day of the week in which the class begins.

Extended Learning (Distance/Online) Course Registration:

To register for any of the Extended Learning Courses offered (exception listed below), go to Campus Connection. If you have any questions regarding an Extended Learning course, or how to register for the course, please call 1-800-437-4104, ext. 34667.

To register for BIOL 220/220L or BIOL 221/221L (**Anatomy & Physiology I and II)** click here: Register for online Anatomy & Physiology classes.

Online ordering of course materials and required supplies for all summer courses can be ordered at www.mayvillestatebookstore.com. Online ordering is available May 4 until June 30, 2016. If you have any questions, please call 1-800-437-4104, ext. 34823 to reach the MSU Bookstore.

Tuition, Fees, and Payment

Tuition and fees for all summer courses is charged per credit. Subject to change without notice.

On-Campus Courses:

Residency	Per Credit *
North Dakota	$265.85
Minnesota	$290.50
MT, SD, MB, SK, MHEC	$317.20
All other States/Provinces	$368.55
International	$608.89

Off-Campus courses: Online, Distance, and IVN

$280 per credit *

* Books and instructional materials are NOT included in the prices above. Books and instructional materials are available at www.mayvillestatebookstore.com.

Payment:

Account balances and activities are always available in Campus Connection; additionally statements are mailed out monthly by Mayville State University. Payment can be made by check, credit card, or cash in the Business Office. Credit or Debit Card (Visa, MasterCard or Discover) payments or e-check payments can be made online in **Campus Connection**.

Financial Aid

Students enrolled in six (6) or more credits may be eligible for Student Financial Aid. In order to receive consideration, each student must have on file a completed 2015-2016 Free Application for Federal Student Aid (FAFSA) and an MSU Summer Supplement Financial Aid Application. These forms are available at www.fafsa.ed.gov and www.mayvillestate.edu/prospective-students/paying-school/financial-aid/documentsforms/. Early application is recommended by May 31, 2016. Notices and directions for summer financial aid will be sent by email to all students beginning in April.

In some instances a student enrolled in less than 6 credits may be eligible to receive Federal Pell Grant funding but is not eligible for any other federal funding.

Add/Drop Dates

SUMMER SESSION DROP/ADD DATES						
Session:	**Begin date:**	**End date:**	**Last day to add:**	**Last day to drop without a "W"**	**Last day for 100% refund:**	**Last day to drop:**
Dynamic Session	See course listing	See course listing	Student registering for Dynamic Sessions will have a maximum of one day to drop the class. No refunds will be granted after the first day of class			
First 5-Week	May 23	June 26	May 25	May 25	May 25	June 15
Second 5-Week	June 27	July 31	June 29	June 29	June 29	July 20
8-Week	May 31	July 25	June 4	June 4	June 4	July 6
10-Week	May 23	July 31	May 28	May 28	May 28	July 9

Drop Refund Policy

Refunds are based on number of days in a session.
Students registering for Fast Track courses will have a maximum of one day per week to drop the class. No refunds will be granted after the first day of class in the Fast Track Sessions.

Bookstore

The Mayville State Bookstore is located in the Campus Center on Stan Dakken Drive at the northeast corner of campus. Bookstore hours are 8:00 am to 3:00 pm Monday-Friday. The bookstore is tentatively set to be closed May 19 and May 20 for inventory.

Online ordering will be open May 4 until June 30, 2016. To place your order go to: www.mayvillestatebookstore.com or from the Mayville State home page, choose "Quick Links" and "Bookstore."

The bookstore will buy back books throughout the summer session since classes end on various dates. The last day for 'buybacks' is August 1, 2016. Rental books are also due by August 1, 2016.

Please check our website, digital message boards on campus, or 'like' us on *Facebook* for additional information.

If you have questions, please contact us at bookstore@mayvillestate.edu, 701-788-4823, or 800-437-4104, ext 34823.

Dining Services

The Mayville State Dining Services Cafeteria and Comets Landing Snack Bar are located in the Campus Center. Availability during summer sessions is being determined.

Housing/Residence Hall

Residence Halls are available during the summer session at the following rates:

Residence Hall	Full Summer (May 15 - Aug. 19)	Per Week	Per day
Berg Hall Single	$1,836.00	$165.00	$30.00

If you plan to stay in a residence hall, you will need to complete a **Housing Application** Go to Campus Connection, click on Self Service, and use the Housing Application link to get into your "My Housing" account. Under Applications, select the Summer process. You will need to pay the $25 application fee (card or e-check) at the end of the process.

Check-in: Make arrangements for check-in times through the Student Life Office at 701-788-4697 or 701-788-4822 Resident students must provide their own towels, pillow, linen, study lamp, small rugs, or anything else that will make the room comfortable. If you have any questions, please contact Student Life at student.life@mayvillestate.edu or 800-437-4104 ext. 34697.

Office Hours

Summer office hours are Monday through Friday from 7:30 a.m. to 4:00 p.m. If you have general questions or need more information, please call 1-800-437-4104.

Academic Information

High School Sophomores, Juniors, and Seniors

High school students now classified as sophomores, juniors, or seniors may enroll as early entry students or earn dual credit during the Summer Session. To qualify, the student must have a 3.0 GPA and be recommended by his/her high school principal or counselor. Information regarding dual credit may be obtained from your high school principal.

Kindergarten Endorsement

Kindergarten endorsement is available to licensed North Dakota elementary teachers, by completing the following courses:

EC 210 - Introduction to ECE (3)
EC 211 - Observation, Assessment and Interpretation Techniques (3)
EC 313 – Language/Literacy in ECE (3)
EDUC 436 – Kindergarten Methods (2)
SPED 337 – Special Needs in ECE (3)

Current Mayville State students who wish to teach kindergarten must complete the Early Childhood Education minor, EDUC 436- Kindergarten Methods, and enroll in five (5) S.H. of kindergarten student teaching.

Note: ESPB administrative rules are available on the ESPB Website: *http://www.nd.gov/espb/licensure/majorequivreq.html.*

Middle School Endorsement

Endorsement for teaching in middle school is available on a voluntary basis to teachers licensed to teach elementary grades 1-6 or to specialty areas licensed to teach grades 1-12. Elementary teachers licensed to teach grades 1-6 must complete the middle school endorsement to teach in grades 7-9. The middle school endorsement is mandatory for teachers licensed for grades 7-12 to qualify for work with grades 5-6 in the subject field(s) of their licensure. All courses will be offered online during Summer Session 2016.

EDUC 426—Reading in the Content Area (3)
PSYC 255—Child and Adolescent Psychology (3)
EDUC 430—Foundations of the Middle School (3)
EDUC 435—Middle School Methods and Materials (3)
Field experience in an approved middle school setting, 20 clock hours, or student teaching in a middle school setting, 5 semester hours.

Title I Certificate of Completion

Elementary Education students completing this certificate can apply to the North Dakota Department of Public Instruction for a Reading Credential Elementary (Grades K-6). Secondary Education students in English, Social Studies, or Science completing this certificate can apply to North Dakota DPI for a Secondary Generalist Credential (Grades 7-12). Students must complete the three required courses listed below:

EDUC 350 - Remedial Reading (3)
EDUC 351 - Remedial Reading Practicum (2)
ENGL 426 - Reading in the Content Area (3)

It is the student's responsibility to apply for the credential. Applications should be submitted simultaneously with the teacher certification application. The application for a Title I credential can be downloaded at: www.dpi.state.nd.us.