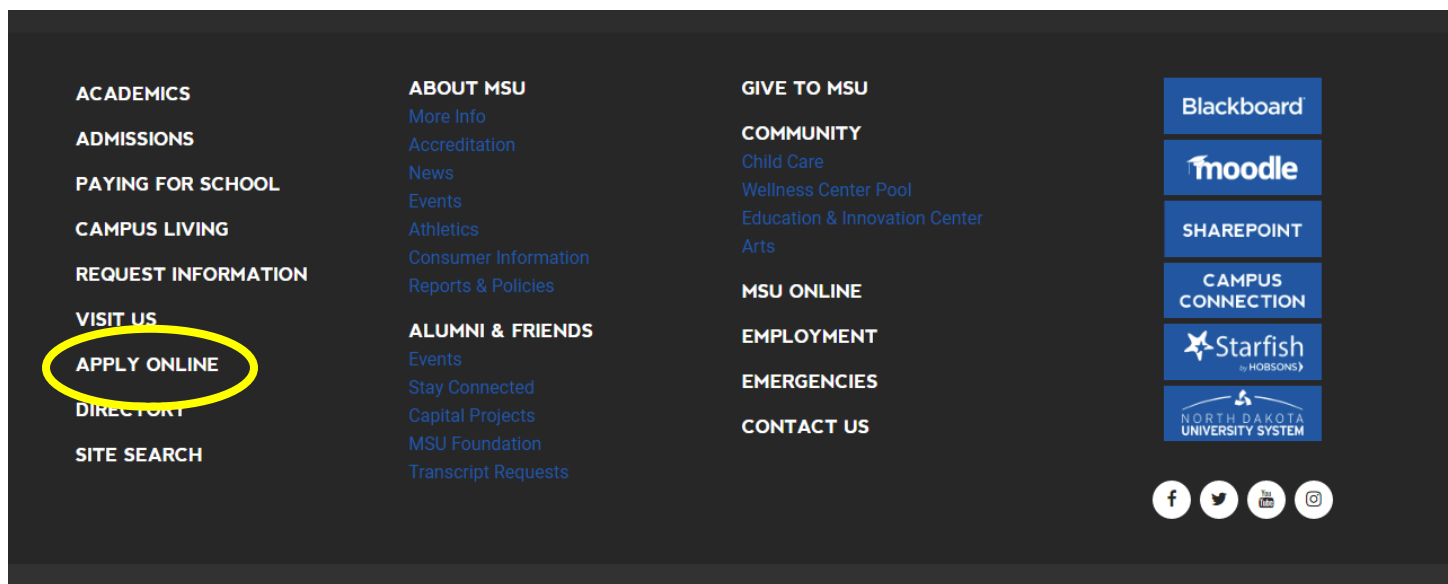# Online Application – Dual Credit Students

Dual Credit students only need to complete Mayville State's Early Entry Student admissions application <u>once</u>-- before the first semester in which dual credit courses are taken. You do not need to submit a new Early Entry Student admissions application for each term.
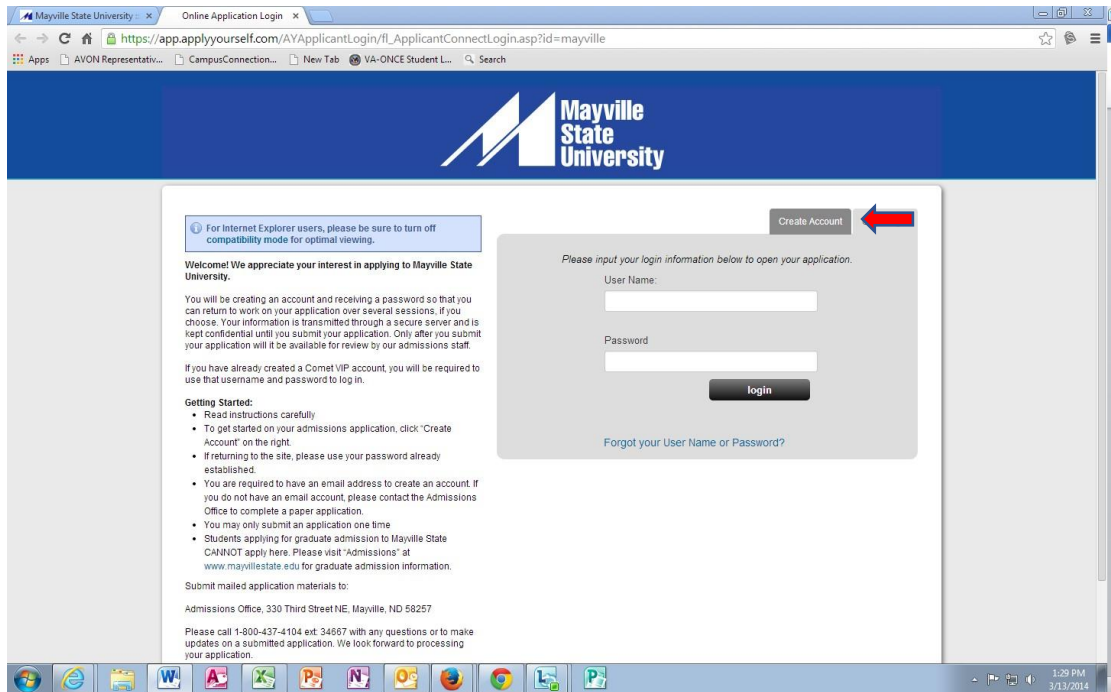
If you withdrew from all dual credit courses or never enrolled after filling out an MSU application in the past, then you need to call the Extended Learning Office at 701.788.4667 to verify your contact information with us.

If you have never <u>completed</u> an application to Mayville State University before:

1. Go to www.mayvillestate.edu.

2. At the bottom of the screen click APPLY ONLINE.

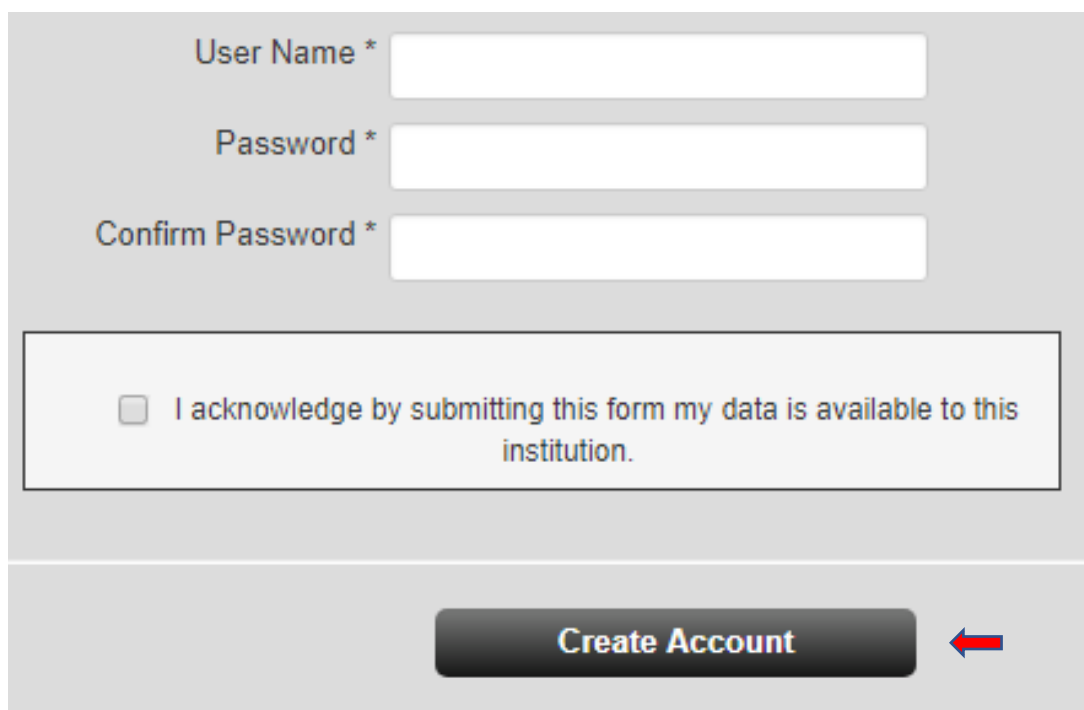|			
ACADEMICS	**ABOUT MSU**	**GIVE TO MSU**	Blackboard
ADMISSIONS	More Info	**COMMUNITY**	moodle
PAYING FOR SCHOOL	Accreditation	Child Care	SHAREPOINT
CAMPUS LIVING	News	Wellness Center Pool	CAMPUS CONNECTION
REQUEST INFORMATION	Events	Education & Innovation Center	Starfish by HOBSONS
VISIT US	Athletics	Arts	NORTH DAKOTA UNIVERSITY SYSTEM
APPLY ONLINE	Consumer Information		
DIRECTORY	Reports & Policies	**MSU ONLINE**	
SITE SEARCH	**ALUMNI & FRIENDS**	**EMPLOYMENT**	
	Events	**EMERGENCIES**	
	Stay Connected	**CONTACT US**	
	Capital Projects		
	MSU Foundation		
	Transcript Requests		

3. If you have already set up your account profile in the past and need to finish: Log in with your user credentials.

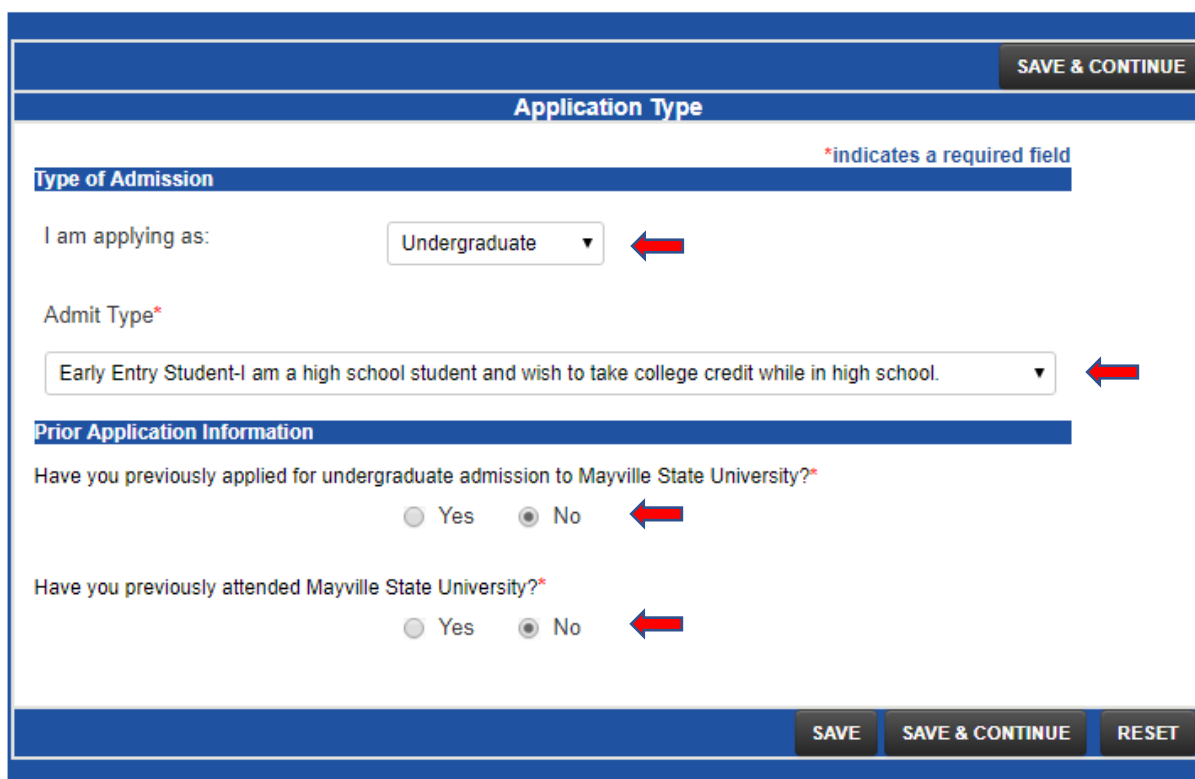4. If you have never filled out an online MSU application before: Create account.

    a. Fill out your account profile and create a username and password.

        i. **REMEMBER** your user name and password. You will need it if you choose to SAVE your application to complete at a different time.

        ii. Once you submit your application you will not need to access your account again until you want to submit a different kind of MSU application in the future, such as an undergraduate application after high school.

5. Click Create Account.

6. Start application or Edit Application.
7. **Application Type**: Apply as Undergraduate, with admit type Early Entry Student.

8. **Applicant Information**: Fill in your information, then click SAVE & CONTINUE.

9. **Contact Information:**
   a. Enter email, phone numbers, and use Address Lookup to complete your mailing address. Then SAVE & CONTINUE.

10. **Major/Program Information**:

   a. For BOTH major program and degree plan: Choose NON-DEGREE. Leave the box for Sub Plan empty.
   b. For delivery method: choose Online or On Campus (On-Campus includes dual credit classes at your high school or by ITV.)
   c. FALL 2019
   d. SAVE & CONTINUE

11. **High School History**: Complete, then SAVE & CONTINUE.

12. **College/University History**: Complete, then SAVE & CONTINUE.

13. **Residency for Tuition Purposes:** Complete, then SAVE & CONTINUE.

14. **Safety and Security Information:** Complete. In the "Do you have an application code?" box, type in the case-sensitive code **Comet** now through May 31 to apply to Mayville free of charge—your application fee will be waived as part of Mayville State Mania! Finally, Save & Continue.

Have you been dismissed or suspended from a college or university for disciplinary reasons within the last 5 years? (This EXCLUDES suspension based on academic performance)*

["Dismissed for disciplinary reasons" means a permanent separation from an institution due to conduct or behavior. "Suspended for disciplinary reasons" means a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period but not permanently.]

○ Yes   ◉ No

Do you have an application code?   Comet ⬅

SAVE & CONTINUE   RESET

15. Feel free to **Preview** your application in PDF Format, then proceed to confirmation.

16. **Confirmation**: IMPORTANT
    a. The student applying for school is the person who has to sign the application! (not parents or other individuals)
    b. Sign and **SUBMIT APPLICATION!**

Application Status: Ready for Submission

Congratulations, Shaylee! All required questions have been completed. *Please note that this refers only to the minimum number of questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your Application.*

Please review the print version of your Application before you submit by clicking on the link below. If you experience difficulty viewing the document, please contact technical support. (Adobe Acrobat Reader is required to view this file. Download Reader)

📄 **PREVIEW APPLICATION IN PDF FORMAT**

Step 1: Confirmation

Be sure that you have carefully reviewed your responses and that you have answered all of the questions accurately. You cannot change your answers through this form once they are submitted. Please contact the Admissions Office at 1-800-437-4104 if you need to update your application record.

Please Note: Your application has not been submitted until you reach the page titled "Submission Complete."

⬅ ☐ I have read and understand the above information and wish to submit this Application at this time. Please note: The Application is not submitted until you see the words "Submission Complete!"

CONTINUE