

Online Application Tutorial for Non-Degree Students

Hello! We're excited that you are considering taking online, non-degree courses with Mayville State University. Please use this tutorial to complete the online application. If you have applied in the past and have any trouble, please contact the Office of Extended Learning by phone at 800.437.4104 ext. 34667 or 701.788.4667, or send an email to <u>ExtendedLearning@mayvillestate.edu</u>, and we'll be happy to help in any way we can.

- 1. Go to <u>https://mayvillestate.edu/index.php?cID=222</u>.
- 2. Scroll down until you see a link "Apply Now!"— in the first paragraph on the page. Click on it. This will take you to MSU's application page.

APPLYING DOESN'T MEAN YOU'RE SAYING "YES" TO US. BUT IT GIVES US THE CHANCE TO SAY "YES" TO YOU.

Thank you for visiting our Web site and considering Mayville State University as your future school. We accept applications on a rolling basis throughout the year - <u>Apply Now!</u>

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

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

Mayville State University × Online Application Login ×		
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Apps 🗋 AVON Representativ 🗋 CampusConnection 🗋 N	lew Tab 🔞 VA-ONCE Student L 🔍 Search	
	Mayville State University	
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(Or where the second se		Create Account D
compatibility mode for o	ers, please be sure to turn off ptimal viewing.	
	r interest in applying to Mayville State Please input your login information below to open y	your application.
University.	User Name:	
You will be creating an account can return to work on your app	nt and receiving a password so that you plication over several sessions, if you	
	ansmitted through a secure server and is mit your application. Only after you submit	
	able for review by our admissions staff.	
If you have already created a C use that username and passy	Comet VIP account, you will be required to	
Getting Started:	login	
 Read instructions careful 		
 To get started on your adr Account on the right. 	missions application, dick "Create Forgot your User Name or Password?	2
 If returning to the site, pleasestablished. 	ase use your password already	
	an email address to create an account. If	
you do not have an email Office to complete a pape	account, please contact the Admissions	
 You may only submit an a 	application one time	
 Students applying for grait CANNOT apply here. Pleat 	duate admission to Mayville State ase visit "Admissions" at	
www.mayvillestate.edu fo	r graduate admission information.	
Submit mailed application ma	terials to:	
Admissions Office, 330 Third 5	Street NE, Mayville, ND 58257	
	xt: 34667 with any questions or to make cation. We look forward to processing	
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- a. Fill out your account profile and create a username and password.
 - i. **REMEMBER** your username 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 or a new nondegree application after not attending for a term.
- 5. Click Create Account.

Mayville State University :: × / Online Application Login ×		
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	Mayville	
	Mayville State University	
	University	
	Create Account	-
For Internet Explorer users, please be sure to furn off compatibility mode for optimal viewing.		_
Welcome! We appreciate your interest in applying to Mayville State University.	Please input your login information below to open your application.	
You will be creating an account and receiving a password so that you	User Name:	
can return to work on your application over several sessions, if you choose. Your information is transmitted through a secure server and is		
kept confidential until you submit your application. Only after you submit your application will it be available for review by our admissions staff.	Password	
If you have already created a Comet VIP account, you will be required to use that username and password to log in.		
Getting Started:	login	
Read instructions carefully To get started on your admissions application, click "Create		
Account" on the right. • If returning to the site, please use your password already	Forgot your User Name or Password?	
established. • You are required to have an email address to create an account. If		
you do not have an email account, please contact the Admissions Office to complete a paper application.		
 You may only submit an application one time 		
 Students applying for graduate admission to Mayville State CANNOT apply here. Please visit "Admissions" at 		
www.mayvillestate.edu for graduate admission information. Submit mailed application materials to:		
Admissions Office, 330 Third Street NE, Mayville, ND 58257		
Please call 1-800-437-4104 ext: 34667 with any questions or to make		
updates on a submitted application. We look forward to processing your application.		
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- 6. Start application or Edit Application.
- 7. Under **Type of Admission**, select Undergraduate and under **Admit Type**, select Non-Degree Student. **Answer the prior application information questions according to what is accurate for you**. SAVE & CONTINUE.

Application for Admission	
	SAVE & CONTINUE
Application Type	Application Type
	*indicates a required field
Applicant Information	Type of Admission
Contact Information	I am applying as: Undergraduate V
Major/Program Information	Admit Type*
High School History	Non-Degree Student-I wish to enroll in a limited number of courses. I will not be receiving a degree or finant
College/University History	Prior Application Information Have you previously applied for undergraduate admission to Mayville State University?*
Residency for Tuition Purposes	Yes No
	Have you previously attended Mayville State University?*
Safety and Security Information	Ves 💿 No
Supplemental Forms	

- 8. Fill out your personal (Applicant) information. SAVE & CONTINUE.
- 9. Fill out your contact information.
 - a. Use Address Lookup to complete your mailing and permanent addresses. If they are the same, you may click the checkbox under Permanent Address indicating it is the same as your mailing address. SAVE & CONTINUE.

Mayville State University ×		
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tiv 📋 CampusConnection 📋 New Tab 🔞 VA-ONCE Stude	int L Q. Search	
	Mayville State University	
Additional Information	Inspirante Hamilton	
Supplemental Forms Mailing Av	495.995.4465	
Supplemental Question	To enter your address, click the Address Lookup button below.	
Important Links	Address Lookup	
	Address Line Cre*	
Downloadable Forms		
Check Your Application	Address Line Two	
Application Instructions		
	Address Line Three	
PRINT FORMS		
	Cro*	
	Stere"	
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	Z/P Code	
	United States	
	Country	
Permase	ant Address	Same as Mailing Address
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10. For your Major/Program Information:

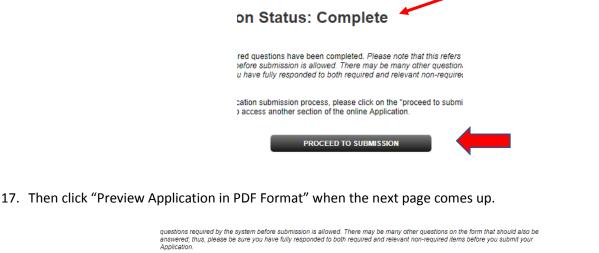
Application for Admission				
Application Type			SAVE	SAVE & CONTINUE
		Major/Program Information		
Applicant Information			*indica	ites a required field
	Major/Program Information			
Contact Information	Major/Program*	Non-Degree 🔻		
Major/Program Information	Degree/Plan*	Non-Degree 🔻		
High School History	Sub Plan			
College/University History	Based on the Major/Program you s indicate your preferred delivery me	elected above, the following delivery meth thod. *	od options are availa	able. Please
Residency for Tuition Purposes		Online		
Supplemental Forms	If you indicated above that you wis your off-campus location below.	h to complete your Major/Program at an of	f-campus location, p	lease specify
Supplemental Question		•		
Non-Degree Course Interest	Academic Term*	2020 Summer •		
Important Links	Do you have an application code?	Enter your case-sensitive code here!		
Downloadable Forms			•	
Check Your Application			SAVE SAVE & C	ONTINUE RESET

- 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, whichever is accurate for you.
- c. For Academic Term: SUMMER 2020
- d. If you have a special code to waive the application fee, you may enter it in the box at the end of this tab section. Where you are asked if you have an application code, enter the code in response. Be aware that the code may be case-sensitive!
- e. SAVE & CONTINUE
- 11. Complete the High School history tab SAVE & CONTINUE.
- 12. Indicate if you have any other College History SAVE & CONTINUE.
- 13. Complete Residency tab SAVE & CONTINUE.

If you have any questions or need assistance as you apply, please call us at the Office of Extended Learning—we're here to help!

701.788.4667

- 14. Complete the Supplemental Information tab if you want to. SAVE & CONTINUE.
- 15. Complete the Non-Degree Course Interest tab. SAVE & CONTINUE
- 16. Time to preview your application! Under the Important Links tab, select "Check Your Application". You will be taken to a page that states: "Check Application Status: Complete". **Do not be fooled by the word "Complete"!** You are not actually finished. Click on "Proceed to Submission".



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

- 18. "X" out of the preview window. If corrections need to be made, select from the lefthand menu the tab containing the information to be corrected. Make your corrections. SAVE & CONTINUE.
- 19. Preview again following instructions 16-18.
- 20. If no further corrections need to be made, and your application appears as it should, click the checkmark box under the Confirmation step to agree with what is being submitted on your application. CONTINUE.

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."

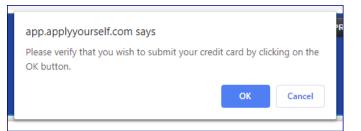
I have read and understand the above information and wish to submit this Application at this time. Please note: The Application is not submitted until you see the words "Submission Complete!"

CONTINUE

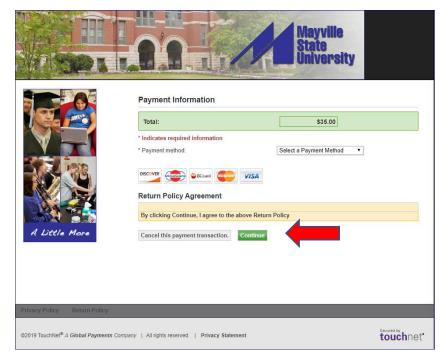
21. You may be brought to the Application Fee Payment page. There is a **one-time application fee** to Mayville State University. If you have not previously applied or you do not have an application code to waive the application fee, you will be asked to pay the one-time application fee of **\$35** prior to submitting your application, which can be paid here by selecting "Credit Card" as your payment method. – PAY AND CONTINUE

Step 2: Application Fee Payment	
Review Applicati	on Fee
\$35	
Select Payment I	Method
Credit Card	
Please note that paying y	e payment method indicated above and continue with the process of submitting your Application rour Application fee DOES NOT submit your Application. You must complete and submit the ture page to fully submit your Application.
	PAY AND CONTINUE

22. When prompted to verify that you wish to pay by credit card, click **OK**.



23. Payment Information: You may now enter your payment information. - CONTINUE



(Instructions continue to next page)

- 24. Last step! Signature page--IMPORTANT
 - a. The student applying for admission is the person who must sign the application not parents, spouses, or other individuals on behalf of the student.
 - b. Sign and SUBMIT APPLICATION!

Thank you! We look forward to processing your application soon!