Online Application – Dual Credit Students

Dual Credit students only need to complete Mayville State's admissions application once--before the first semester in which dual credit courses are taken. You do not need to submit a new 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 completed and submitted an application to Mayville State University before:

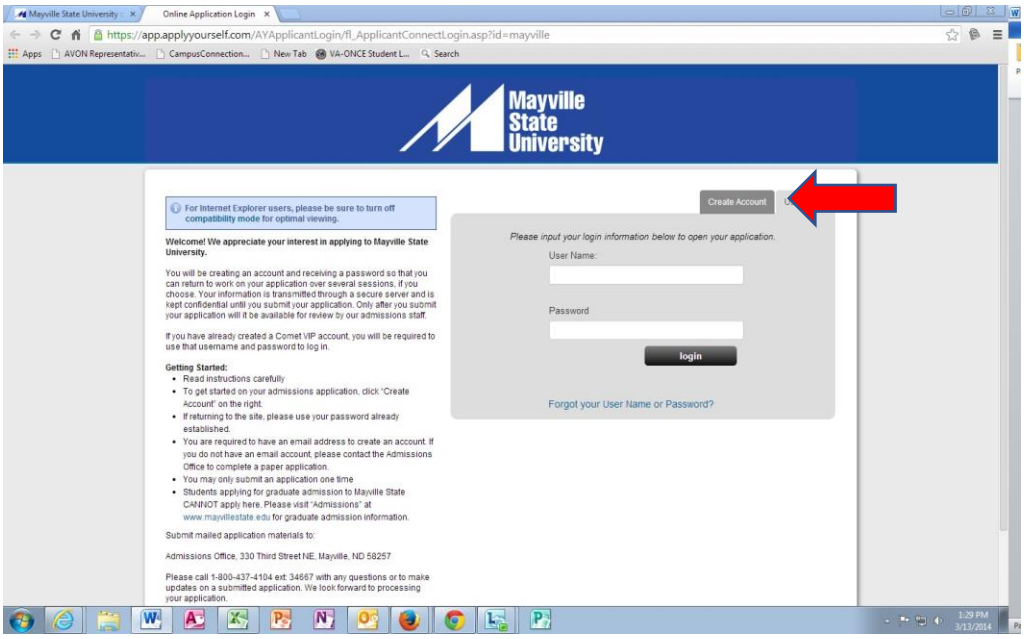
1. Go to https://mayvillestate.edu/msu-online.

2. Scroll down until you see a link "**Apply for Summer or Fall 2021 today!**"— Just above the MSU Online Office Information section. Click on it. This will take you to MSU's application page.

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

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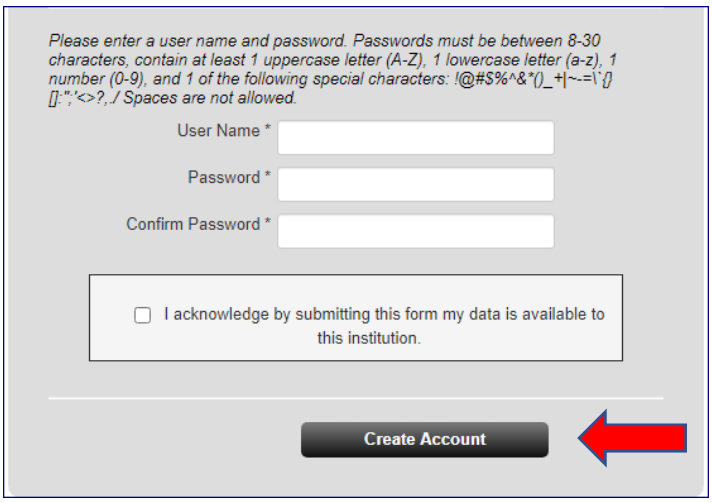
4. If you have never filled out an online MSU application before: Create account.



   a. Fill out your account profile and create a username and password.
      i. **REMEMBER** your username and password. You will need it if you choose to SAVE your application to complete at a different time.

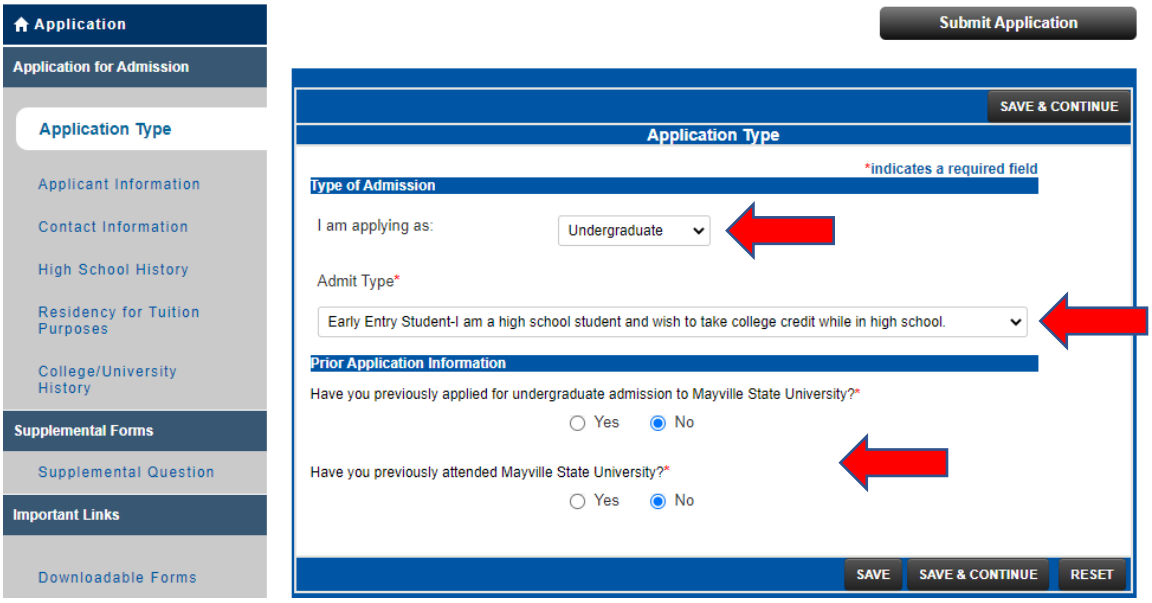
      ii. Once you SUBMIT your application you will not need to access your account again until you want to submit a different kind of MSU application in the future, such as an undergraduate application after high school.

5. Click Create Account and log in if necessary. If the data use agreement form does not appear when you create your password, it will appear later as a dialog box when you log in and go to start or edit your application.

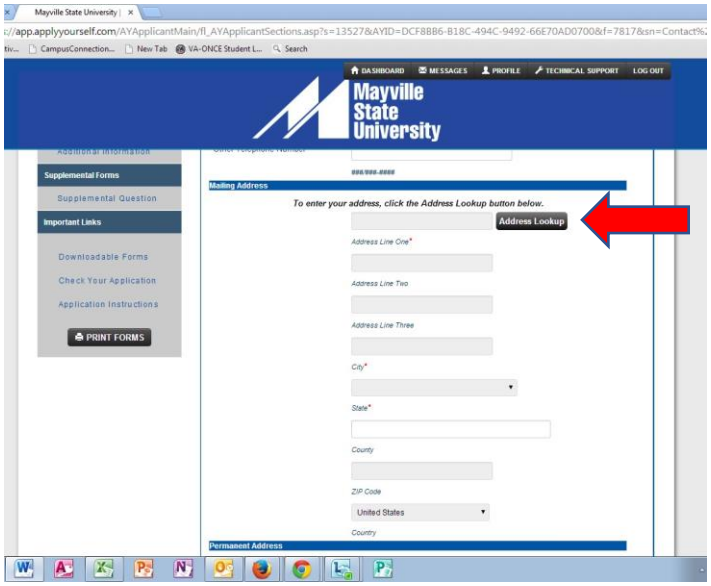


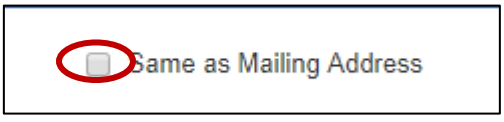
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6. Start application or Edit Application. Here you may need to agree to our data use policy to proceed.
7. Application Type: New dual credit applicants should select that you are applying as an **Undergraduate,** and then for Admit Type, select **Early Entry Student**. You answers to both the questions under Prior Application Information should be "No". If you have previously applied, you do not need to submit a new application. - SAVE & CONTINUE.



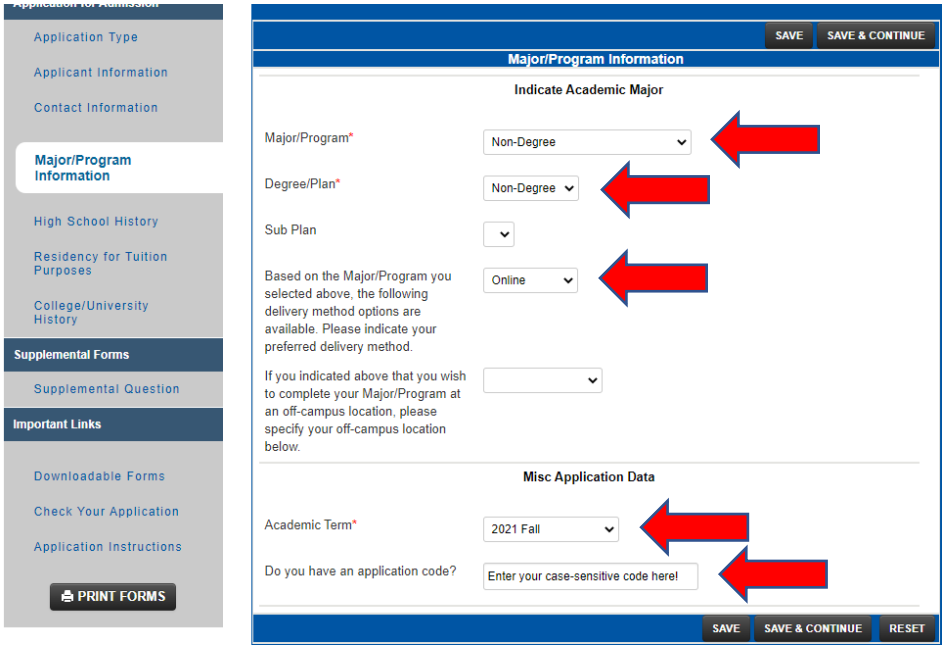
8. Applicant Information: Fill out your personal information. - SAVE & CONTINUE.
9. Contact Information: Fill out your contact information.
   a. <u>Click on Address Lookup</u> to enter mailing and permanent address information. If they are the same, you may click the checkbox under Permanent Address indicating it is the same as your mailing address. Enter parent/guardian information. – SAVE & CONTINUE.





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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. For Academic Term: **Fall 2021 (This is if you are taking Fall 2021 classes; otherwise, enter the correct term in which you plan to begin taking classes.)**
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. High School History: Please use the LookUp function for this, being sure to type out the state name rather than using abbreviations. **Be sure to enter your anticipated graduation month and year.** - SAVE & CONTINUE.

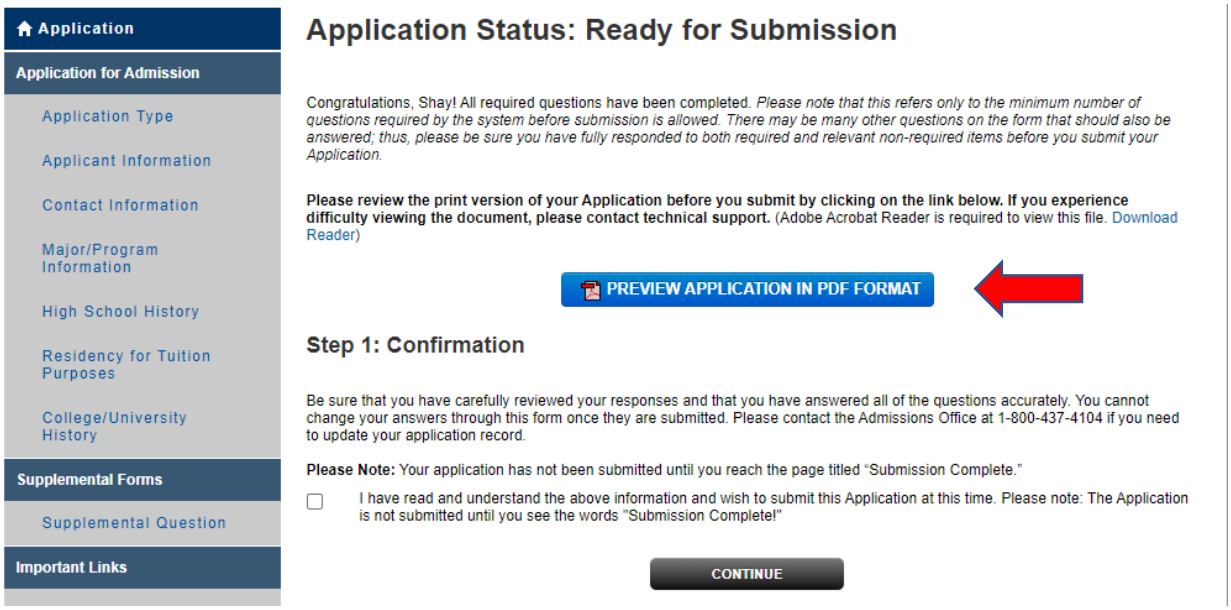
12. Residency for Tuition Purposes: Complete. - SAVE & CONTINUE.

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

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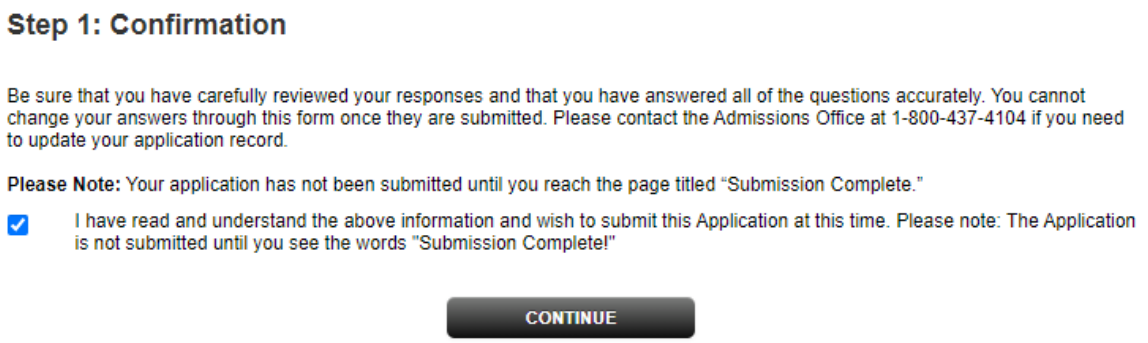
13. It is time to preview your application! Click the blue button to preview the application pdf file.



14. After you have had a chance to preview your application before submission, "**X**" out of the preview window (upper right corner). If corrections need to be made, select from the lefthand menu the tab containing the information to be corrected. Make your corrections. - SAVE & CONTINUE.

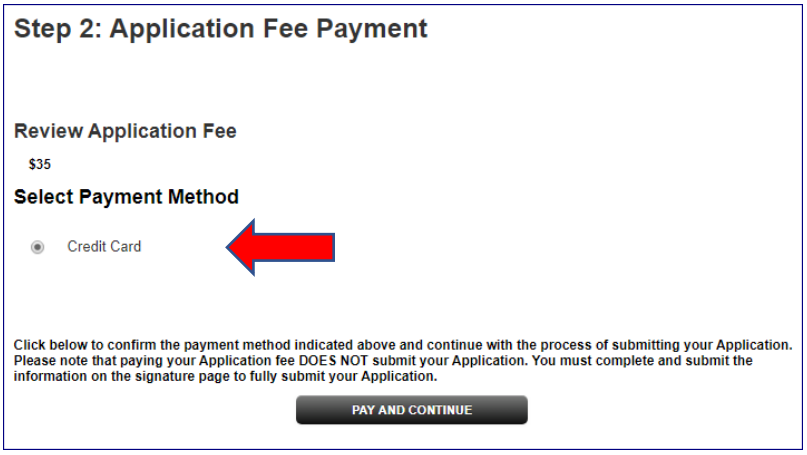
15. Preview again following instructions 13-14.

16. 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.

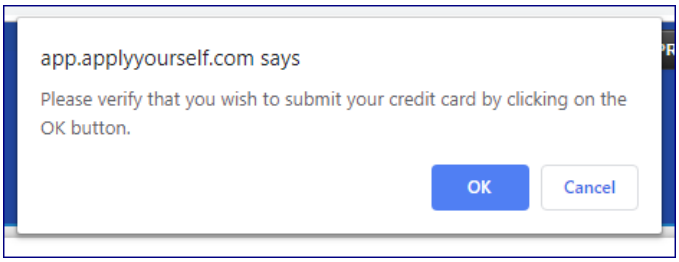


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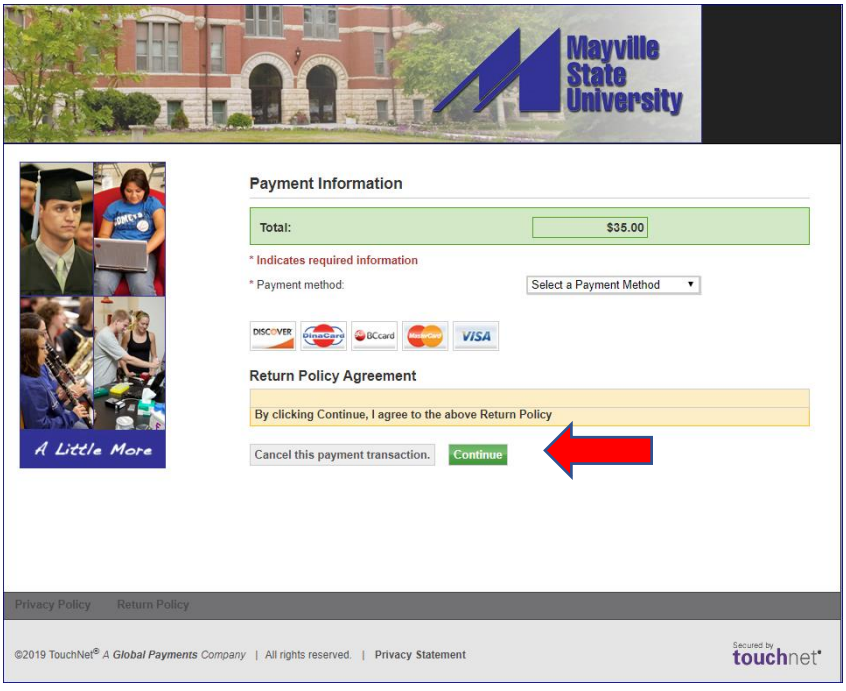
17. You may be brought to the Application Fee Payment page. There is a **one-time, non-refundable application fee** to Mayville State University. If you did not have an application code that waived the application fee, you will be asked to pay the one-time application fee of **$35** prior to submitting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



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



19. Payment Information: You may now enter your payment information. – CONTINUE



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

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