

Important Information for All Students

Application and Registration

Pre-registration for summer session classes is required. **Registration will begin on April 1, 2014 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 2014) 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 701-788-4667 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 6 until June 27, 2014. 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:

<u>Residency</u>	<u>Per Credit *</u>
North Dakota.....	\$258.07
Minnesota	\$278.85
MT, SD, MB, SK, MHEC.....	\$304.75
All other States/Provinces	\$351.50
International	\$570.11

Off-Campus courses: Online, Distance, and IVN

\$265 per credit *

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

Payment:

Mayville State uses electronic billing (e-bill) for processing statements. **Statements will not be mailed.** Payment can be made by check, credit card, or cash in the Business Office. Credit Cards (Visa, MasterCard or Discover) 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 **2013-2014 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 <http://www.mayvillestate.edu/prospective-students/paying-school/financial-aid/documentsforms/>. Early application is recommended and these forms must be received by **May 31, 2014**. Notices and directions for summer financial aid will be sent by email to all students beginning in April.

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:
Fast Track	See course listing	See course listing	Student registering for Fast Track Sessions will have a maximum of one day to drop the class. No refunds will be granted after the first day of class			
First 4-Week	May 27	June 21	May 28	May 28	May 28	June 13
Second 4-Week	June 23	July 21	June 24	June 24	June 24	July 12
6-Week	May 27	July 7	May 29	May 29	May 29	June 24
8-Week	May 27	July 19	May 30	May 30	May 30	July 2
10-Week	May 27	August 1	June 1	June 1	June 1	July 13

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 on May 22 and May 23 to conduct physical inventory.

Online ordering will open on May 6 until June 27, 2014. 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 are starting and ending on various dates. The last day for 'buybacks' is July 31, 2014.

Please check our Web site, 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.

Food Service

The Mayville State Dining Services is located in the Campus Center. The Comets Landing Snack Bar will serve a variety of food from May 27 through July 7 from 8:00 a.m. to 2:00 p.m.

Housing/Residence Hall

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

Residence Hall	Full Summer (May 13 - Aug. 12)	Per Week
Berg Hall Single	\$1,000.00	\$100.00
Berg Hall Double	\$750.00	\$75.00

If you plan to stay in a residence hall, you will need to complete a [Housing Application](#) and pay a \$30 non-refundable reservation fee.

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 and Juniors

High school students now classified as sophomores and juniors may enroll as special students or earn dual credit during the Summer Session. To qualify, the student must rank in the upper one-fourth of the class, have a 3.0 GPA, and be recommended by his/her high school principal or superintendent.

Information regarding dual credit may be obtained from your high school principal.

Kindergarten Endorsement

Kindergarten endorsement is available only 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)
- EC 337 – Special Needs in ECE (3)
- EDUC 436 – Kindergarten Methods (2)

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 Web Site: <http://www.nd.gov/espb/about/rules.html>.

Middle School Endorsement

Courses are available for a Middle School endorsement. All courses will be offered online during Summer Session 2013.

- EDUC 426—Reading in the Content Area (3)
- EDUC 430—Foundations of the Middle School (3)
- EDUC 435—Middle School Methods and Materials (3)

Reading Credential

Students may work for the North Dakota Reading Credential that is required for all remedial reading teachers. This credential is offered completely online with classes available this summer session.

The following applicable courses are offered online during Summer Session:

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

The following applicable course is available online during Fall and Spring semesters:

- EDUC 351 - Remedial Reading Practicum (2)