

**Online and Distance  
Student Handbook  
2023-2024**

# 2023-2024 ACADEMIC CALENDAR

| <b>Fall Semester, 2023</b>   |   |
|------------------------------|---|
| August 21                    | Registration/Classes begin at 4pm*  |
| August 22                    | First full day of classes   |
| August 30                    | Last day to register or add a class   |
| August 30                    | Last day to drop a class without a record                                       |
| September 4                  | Labor Day - no classes  |
| September 6                  | Final bill payment  |
| September 10                 | Application for graduation due for spring (\$35 late charge beginning Sept. 11) |
| September 18                 | Enrollment census date  |
| November 9                   | Last day to withdraw from term or drop with record                              |
| November 10                  | Veterans Day Observed – no classes  |
| November 22-24               | Thanksgiving break - no classes   |
| November 25                  | Classes resume  |
| December 11 - 15             | Final Exam Week   |
| December 19                  | Grades due at 12:00 noon  |
|                              |   |
| <b>Spring Semester, 2024</b> |   |
| January 8                    | Registration/Classes begin at 4pm*  |
| January 9                    | First full day of classes   |
| January 15                   | Martin Luther King, Jr. Day-no classes  |
| January 18                   | Last day to register or add a class   |
| January 18                   | Last day to drop a class without a record                                       |
| January 24                   | Final bill payment deadline   |
| February 4                   | Application for graduation due for summer (\$35 late charge beginning Feb. 5)   |

|                              |   |
|------------------------------|---|
| February 5                   | Enrollment census date  |
| February 19                  | Presidents Day-no classes   |
| March 4 - 8                  | Spring Break  |
| March 29 – April 1           | Easter Break – no classes   |
| March 24                     | Application for graduation due for fall (\$35 late charge beginning March 25) |
| April 5                      | Last day to withdraw from term or drop with record                            |
| May 6 – 10                   | Final Exam Week   |
| May 11                       | Commencement  |
| May 14                       | Grades due at noon  |
| May 30                       | Holiday-Memorial Day  |
|                              |   |
| <b>Summer Sessions, 2024</b> |   |
| May 20                       | Dynamic Sessions begin  |
| May 20                       | Ten-Week Session begins   |
| May 20                       | First-Five-Week Session begins  |
| May 28                       | Eight-Week Session begins   |
| June 24                      | Second Five-Week Session begins   |

# Mayville State University Mission and Purposes

## **Mission**

Mayville State University is dedicated to excellence in teaching, service, and scholarship in dynamic, inclusive, and supportive learning environments that are individually focused. We offer quality undergraduate, and master's programs enriched with practical experiences to prepare all learners for a global economy.

*Approved by SBHE November 2016*

## **Purposes**

- To provide academic programs and services that address contemporary career and workforce opportunities.
- To maintain collaborative relationships with schools, employers, and communities which contribute to the economic growth and social vitality of North Dakota.
- To deliver flexible programs, instruction, and student services to meet the needs of the individual.
- To cultivate an environment that supports creativity, intellectual curiosity, lifelong learning, service, and an appreciation of diversity.

## Welcome to Mayville State University Online & Distance Education!

The Advising Center looks forward to providing you with timely and personalized assistance with your online and distance education courses. As a MSU student, you have access to a variety of support services and resources to help you achieve your educational goals. The Advising Center is within the Enrollment Center and seeks to offer high quality, intentional academic advising to degree-seeking students such that students feel supported along their educational path. The office collaborates with academic divisions and administrative units to support students and faculty advisors in meeting student advising needs by establishing a cohesive advising and student success model at Mayville State University. These services and resources are outlined in this handbook. In addition, this handbook points you to university policies that will help you successfully complete MSU online and distance education courses. Our office is located in Old Main 101 on campus, and we can be reached via email at [MaSUAdvising@mayvillestate.edu](mailto:MaSUAdvising@mayvillestate.edu).

The Center for Teaching and Learning extends Mayville State's promise of personal service to students enrolled in courses delivered online and at a distance. The CTL houses instructional design, academic technology support, online student services and professional development. The office collaborates with academic divisions and administrative units to develop and deliver extended programs and courses, and to provide support for students and faculty engaged in distance learning at Mayville State University. Please contact the Center for Teaching and Learning with any questions you may have. Our office is located the basement of the Library B03 on campus, and we can be reached by telephone at 701.788.4645 or 800.437.4104 ext. 34645, or via e-mail at [CTL@mayvillestate.edu](mailto:CTL@mayvillestate.edu). Best Wishes from the Center for Teaching and Learning student support staff.

Online learning can consist of both real-time interactions, such as in [Blackboard Collaborate](#) or [Microsoft Teams](#) as well as interactions that occur over extended periods of time, such as in messages or discussions. The important benefit of online learning is that it can span time and distance. You don't have to be in the same place as your instructor to obtain course-related information. With Blackboard Learn, you have access to your course content from anywhere, at any time. You can also interact with your classmates and instructors.

## General Contact Information:

### **ADVISING CENTER**

The Advising Center at Mayville State University seeks to offer high quality, intentional academic advising to students such that students feel supportive along their educational path. The office collaborates with academic divisions and administrative units to support students and faculty advisors in meeting student advising needs by establishing a cohesive advising and student success model.

#### **TERI K. WRIGHT, M.ED.**



[Academic Advising](#)

Director

[Enrollment Center](#)

Assistant Director

Office Location: Old Main 101C

Email: [teri.wright@mayvillestate.edu](mailto:teri.wright@mayvillestate.edu)

Phone: 701-788-5251

Fax: 701-788-4613

### **CONTACT US**

Location: Old Main 101

Phone: 701-788-4613

Email: [Advising@mayvillestate.edu](mailto:Advising@mayvillestate.edu)

### **ENROLLMENT CENTER**

The Mayville State Enrollment Center team members are eager to assist interested future students by promoting the dynamic programs, services, and academic pathways Mayville State has to offer. We aim to assist students in the successful transition from high school to college through a variety of services.

#### **MISTI L. WUORI, M.B.A.; M.M.G.T.**



[Enrollment Center](#)

Director

Location: Old Main 107C

Email: [misti.wuori@mayvillestate.edu](mailto:misti.wuori@mayvillestate.edu)

Phone: 701-788-4631

Fax: 701-788-4656

**CONNIE L. KALDOR, B.S.**



[Enrollment Center](#)

Online Advisor/Transfer Specialist

Location: Old Main 106A

Email: [Connie.Kaldor@mayvillestate.edu](mailto:Connie.Kaldor@mayvillestate.edu)

Phone: 701-788-4720

Fax: 701-788-4818

**CALI DEMARCE**



[Enrollment Center](#)

Online Enrollment Coordinator-LRSC Site

Location: LRSC Office 119

Email: [Cali.demarce@mayvillestate.edu](mailto:Cali.demarce@mayvillestate.edu)

Phone: 701-662-1587

**CONTACT US**

Location: Old Main 107

Phone: 701-788-4842

Email: [recruitment@mayvillestate.edu](mailto:recruitment@mayvillestate.edu)

**CENTER FOR TEACHING AND LEARNING**

The Center for Teaching and Learning houses instructional design, academic technology support, online student services and professional development. The CTL is an academic support center providing resources to support on campus and online teaching and learning at MaSU.

**ROBERT M. DAVIS, M.ED.**



[Center for Teaching and Learning](#)

Academic Technology Specialist

Location: Library B03

Email: [robert.davis.4@mayvillestate.edu](mailto:robert.davis.4@mayvillestate.edu)

Phone: 701-788-4645

**Mayville State Online Program**  
**Options:**

B.S. in Agribusiness

Anatomy & Physiology  
General Biology  
Chemistry Classes  
Physics Classes  
Undergraduate Certificate in Biotechnology

B.S. in Biology  
A.A. in Business Management  
B.S. in Accounting  
B.S. in Business Administration  
B.A.S. in Business Administration  
B.A. in English  
B.S.Ed. in English Education  
B.S.Ed. in Physical Education

Library Minor and Credential

B.S. in Mathematics  
B.S.Ed. in Mathematics Education

B.S. in Nursing online (RN to BSN)  
Master of Science in Nursing Program (MSN)  
Graduate Certificate in Nurse Educator  
Graduate Certificate in Nursing Leadership and Management

Undergraduate Certificate in Special Education  
B.S.Ed. in Special Education

Online Essential Studies (General Education)

A.A. in Early Childhood  
B.A. in Early Childhood (online with required synchronous courses)

B.S.Ed. in Elementary Education (online with required synchronous courses)  
B.S.Ed. in Early Childhood Education (online with required synchronous courses)

Kindergarten Endorsement  
Certificate in Online Digital Teaching (graduate and undergraduate)

A.A. in Liberal Arts: University Studies  
B.U.S. in University Studies

Certificate in Business Studies

Master of Education  
Adult Teaching and Learning Track

Innovative Teaching Practices Track

Special Education Track

Master of Arts in Teaching (MAT)

Graduate Certificate in Educational Studies  
Graduate Certificate in Special Education

**[CLICK HERE TO VIEW THE 2023-2024 ACADEMIC CATALOG](#)**

## **Student Success Advice**

Mayville State University wants you to succeed. These suggestions were made by previous students who were successful in obtaining their degree.

### **Budget Time**

You must learn to plan your study time properly. This does NOT mean you start to study for a test the night before it is given or start writing that report the day before it is due [otherwise known as the redevye special]. The overused statement "I work best under pressure" is a silly excuse for those who really have no choice. Just remember, your lack of foresight is not going to be your advisor or professor's emergency.

### **Being a Student is a Full Time Job**

You cannot work hard one day a week and hope your grades will be acceptable. Look upon college as a full-time job.

### **There is Nothing Wrong with Being Initially Confused**

Some students get upset when they realize they have not mastered all the facets of being a distance student during their first term. Bear in mind that college is a way of life. You will be learning to cope with it every day, and that is as it should be. If you are worried about your initial confusion, you are normal.

### **Know the University's Academic Rules**

Even if you do not memorize them, have a copy of the MSU Student Catalog or departments ready. Ignorance of what is required is no excuse for failing to perform. Confusion is one thing, but ignorance of rules speaks volumes about a person. Do not become one of those who frequently states, "But nobody told me..."

### **Accept Constructive Criticism**

When a professor critiques your work, he or she is doing you a favor. Such a criticism is not meant to be personal. No matter how competent you may be, all work can be improved upon. Your professor took a lot of time to show you how to improve. How would you feel if a professor did not read the paper or test and simply assigned a grade? If you feel free to criticize some of your professors [and you will], be prepared to understand and accept academic criticism.

### **Develop an Appreciation for the Mastery of Language**

No matter what your major or program of interest, the single most important skill of life success is communication. It is how you communicate that demonstrates the depth of your education, especially in distance education classes.

### **Get to Know Some Professors Before You Graduate**

This is sometimes hard for first-year students, but at least target some faculty you think may be worth knowing before you graduate from MSU. Your professors are the individuals who will evaluate your work, supply references for a future career post or for graduate school and guide your intellectual development. You may find they are invaluable as mentors during the rough periods of your academic life. Do not let a title of Doctor or Professor frighten you; these titles simply recognize their achievement. The vast majority are quite approachable. Their expertise will help you reach the goals or achievements you have set for yourself.

### **Learn to Communicate in the Online Classroom**

There are no dumb questions concerning subject matter. If you **do not** know or **do not** understand

something, chances are that several of your peers do not either. Learning to ask questions is a real skill, and you need to develop it.

### **Be Patient with Yourself**

You will make errors or evident mistakes during your college career. Please be assured that you are not DOOMED. These times are when your advisor or counselor becomes very important.

### **Know Your Academic Situation Prior to Withdrawal Period**

If you have a question or concern about how you are doing in class, contact the professor and discuss it. If you wait until after midterms or until the last minute to "see how things are going" and then experience failure, playing academic catch-up can be a no-win situation. Keep yourself informed. If you are not doing well academically, get help.

### **Safeguard Your Physical and Mental Well-Being**

When exhausted, rest. Eat proper food and know when to relax. No one is going to thank you for working yourself to frazzle or getting ill by ignoring your body and mind's basic needs.

### **Locate and Use University Services**

The University wants you to succeed and will help you by means of its available services. These range from the Learning Support Services to personal counseling; let the University serve you.

## Resources:

### **STUDENT SUCCESS AND SUPPORT SERVICES**

Services in various areas of support are available to any student who would like to enhance his or her academic experience at Mayville State University. Services and resources include study groups, individual tutoring, and referrals to needed services.

#### **KATIE J. RICHARDS, M.ED.**



[Student Success](#)

Director

[Disability Services](#)

Director

[Wellness Center](#)

Instructor

Office Location: Classroom Building 109

Email: [katie.richards.2@mayvillestate.edu](mailto:katie.richards.2@mayvillestate.edu)

Phone: 701-788-4675

#### **CONTACT US**

Location: Old Main 101

Phone: 701-788-4613

Email: [counseling@mayvillestate.edu](mailto:counseling@mayvillestate.edu)

Fax: 701-788-4890

#### **Hours of operation:**

Academic Terms: M-F 9:00 AM – 5:00 PM

Summer: M-F 8:00 AM – 4:30 PM

## **MAYVILLE STATE COUNSELING SERVICES**

Mayville State University Counseling Services provides a confidential setting in which students may explore concerns of a personal or academic nature; makes referrals; and services as consultants for faculty and staff. Students in counseling can explore a variety of concerns which may prevent them from functioning at their optimum levels.

### **HANNA KASTER, M.A.**



### Counseling Services

Counselor

Location: Classroom Building 108D

Email: [hanna.kaster@mayvillestate.edu](mailto:hanna.kaster@mayvillestate.edu)

Phone: 701-788-4772

### **CONTACT US**

Location: Old Main 101

Phone: 701-788-4613

Email: [counseling@mayvillestate.edu](mailto:counseling@mayvillestate.edu)

### **Hours of operation:**

Academic Terms: M-F 8:30 AM – 5:00 PM

Summer: M-F 7:30 AM – 4:00 PM

## **WRITING CENTER**

The Writing Center works with writers at all skill levels during any stage of the writing process.

### **MATTHEW BERGLUND**



### Esports

Director

### Writing Center

Director

### Division of Liberal Arts

Instructor

Office Location: MSU Library

Email: [matthew.berglund.1@mayvillestate.edu](mailto:matthew.berglund.1@mayvillestate.edu)

Phone: 701-788-4899

Fax: 701-788-4748

## Technology Requirements for Online Students

| General Requirements   |   |
|--|---|
| On-Campus Courses  | <b>Laptop or tablet</b> computer with an integrated <b>front-facing webcam, HDMI output, speakers, and microphone</b> |
| Distance Courses   | Computer with <b>Webcam</b> and <b>headset with microphone</b> .  |
| <b>Chromebooks, Chrome OS devices, iPads, and mobile devices such as iOS or Android phones or tablets do not meet the technology requirements.</b> |   |

| Windows PC (Preferred) |  |
|------------------------|--|
| Operating System       | Windows 10 or Windows 11                   |
| Processor              | Intel i5 or i7                             |
| Memory                 | 8 GB RAM (16 GB RAM preferred)             |
| Storage                | 256 GB solid state drive                   |
| Video                  | 1280 x 800 resolution or higher            |
| Browser                | Chrome, Edge, Firefox (up-to-date version) |

| Mac **  |  |
|---|--|
| ** Certain online applications, hardware drivers, or software packages may not function correctly or be compatible with Mac computers. Courses may require the purchase of additional software for Mac computers. |  |
| Operating System  | Mac OS X version 10.15 or newer              |
| Processor   | Intel processor                              |
| Memory  | 4 GB RAM or more                             |
| Storage   | 40 GB free hard disk space or more           |
| Video   | 1280 x 800 resolution or higher              |
| Browser   | Chrome, Firefox, Safari (up-to-date version) |

| Additional Recommendations/Requirements |  |
|---|--|
| General                                 | Windows-based PC (Recommended)   |
| Software                                | Some courses require the use of Microsoft Office applications. <a href="#">Microsoft Office (Word, Excel, PowerPoint, etc.) is available to all Mayville State students.</a> |

## **INFORMATION TECHNOLOGY SERVICES**

**DEAN R. KOSTUCK, B.S.**



[Information Technology Services](#)

Service Desk Manager

Office Location: Library B06

Email: [dean.kostuck@mayvillestate.edu](mailto:dean.kostuck@mayvillestate.edu)

Phone: 701-788-4723

Fax: 701-788-4748

### **Hours of operation:**

Academic Terms: M-F 8:00 AM – 4:30 PM

Summer: M-F 7:30 AM – 4:00 PM

### **CONTACT US**

Location: Library

Phone: 1-800-437-4104, Ext. 34739

Email: [service.desk@mayvillestate.edu](mailto:service.desk@mayvillestate.edu)

# INSTRUCTIONAL TECHNOLOGIES AND CONTACT INFORMATION

| Program                                       | Description   | Contact Person                   |
|---|---|----------------------------------|
| Articulate 360 Storyline                      | Develop interactive training courses for any device with Storyline 360. This e-learning authoring software lets you easily build online and mobile training.  | Chris Gonnella                   |
| Blackboard Ally                               | Blackboard Ally is a revolutionary product that integrates seamlessly into the Learning Management System and focuses on making digital content more accessible by providing students with alternative formats to easily download in each course.   | Chris Gonnella                   |
| Blackboard Collaborate Ultra                  | Blackboard Collaborate Ultra is a web conferencing tool offered by NDUS (North Dakota University System). Bb Collaborate Ultra delivers an updated, easy-to-use and accessible, synchronous web conferencing interface enabling more collaboration choices to support your pedagogical goals.   | Robert Davis<br>Chris Gonnella   |
| <a href="#">Blackboard</a> Learn              | Blackboard is MSU's Learning Management System (LMS) used for online teaching, learning community building, and knowledge sharing. Faculty, staff, and students can access Blackboard at <a href="http://online.mayvillestate.edu">online.mayvillestate.edu</a> using their ConnectND credentials. An alternate address is <a href="http://blackboard.ndus.edu">blackboard.ndus.edu</a> . | Robert Davis<br>Chris Gonnella   |
| Classroom Technologies and Networked Printers | Each classroom or lab contains instructional technologies, such as computers, projectors, and Promethean boards. Several network-shared printers are available for student use. Instructions have been provided in most of the rooms and on most of the networked printers. Feel free to contact the Service Desk for help as needed.   | Dean Kostuck                     |
| Infobase Learning                             | Infobase, formerly Hoonuit, is an online training resource with hundreds of videos and hands-on tutorials that are available 24/7 to Mayville State students, faculty, and staff using their ConnectND credentials.   | Chris Gonnella<br>Robert Davis   |
| Interactive Video Network (IVN)               | Some classes use internet-based, two-way interactive video to provide real-time collaboration with other students and professionals at multiple locations. The North Dakota Interactive Video Network (IVN) is a high-quality system used mainly for course delivery.   | MSU Service Desk<br>Dean Kostuck |
| <a href="#">Office 365</a>                    | All employees and registered students have access to Office 365 and its components, including Word, Excel,  | MSU Service Desk                 |

|               |   |                                      |
|---------------|---|--------------------------------------|
|               | PowerPoint, OneNote, Skype for Business, Outlook, and SharePoint.   | Dean Kostuck                         |
| OneDrive      | Microsoft cloud storage provided to all MSU students and employees. Save your files and photos to OneDrive and access them from any device, anywhere.   | MSU Service Desk                     |
| Pexip         | Pexip is a video conferencing service that allows users to connect with IVN classrooms using only a web browser. Users may also connect using a mobile device.  | MSU Service Desk<br>Dean Kostuck     |
| ProctorU      | ProctorU is an online proctoring service that allows students to take exams online while ensuring the integrity of the exam for the institution by authenticating their identities and monitoring the exam in real time.  | Robert Davis                         |
| Qualtrics     | Qualtrics is an easy-to-use, full-featured, web-based tool for creating and conducting surveys online. Qualtrics can be accessed using ConnectND credentials.   | MSU Service Desk<br>Chris Gonnella   |
| Read & Write  | MSU students, faculty, and staff have free access to Read & Write, an award-winning literacy software tool that can help students improve reading, writing, research, and study skills. The software is designed to help individuals of all ages, abilities, and learning styles. | Katie Richards                       |
| Respondus 4.0 | Tool for creating and managing exams that can be printed to paper or published to Blackboard.   | Robert Davis<br>Chris Gonnella       |
| Safe Assign   | Instantly fix plagiarism, grammatical errors, and other writing issues. Easily Improve Any Text. Eliminate Grammar Errors. AI Writing Assistant. Find and Add Sources Fast. Fix Punctuation Errors  | Robert Davis                         |
| SharePoint    | SharePoint provides a single point of access to email, a personal calendar, custom technical support documents, MSU news and information, file storage, software downloads, and more.   | MSU Service Desk                     |
| Net Tutor     | You will find an assortment of tutoring services that you can access.   | Katie Richards                       |
| Taskstream    | Taskstream is a customizable, electronic portfolio, assessment management and performance-based tool. The Nursing and Education Divisions utilize Taskstream extensively.   | Nursing:<br>Collette<br>Christoffers |

|             |  |                                |
|-------------|--|--------------------------------|
|             |  | Education:<br>Kayla Smith      |
| Teams       | Microsoft Teams is a hub for team collaboration in Microsoft 365 that integrates the people, content and tools teams need to be more engaged and productive.   | MSU IT Service Desk            |
| VoiceThread | VoiceThread is a web-based, asynchronous communication tool that can be used to enhance and “humanize” the online experience. With VoiceThread, students and faculty can narrate a presentation with audio and/or video, transform discussion forums from text only to audio/video and comment individually on a topic via text, voice or video.   | Chris Gonnella<br>Robert Davis |
| YuJa        | YuJa is a lecture and content capture software that was chosen by NDUS to provide service for its 11 campuses. YuJa enables faculty, staff, and students to record presentations, lessons, training, exam proctoring, and more. The recorded content is searchable, provides for notetaking, can be streamed live, and can be used on mobile devices. YuJa integrates with Blackboard. Direct address to YuJa without going through Blackboard is <a href="http://mayvillestate.yuja.com">mayvillestate.yuja.com</a> | Robert Davis<br>Chris Gonnella |
| Zoom Rooms  | Zoom Room classroom spaces provide enhanced technologies for teaching hybrid style classes where some students need to participate remotely. In-room cameras, microphones, and speakers allow the off-site students to participate in the classroom experience in a similar manner as those in the room. A list of Zoom Rooms on campus is provided below.   | MSU IT Service Desk            |
| Zoom        | Zoom is the leader in modern enterprise video communications. Zoom has an easy, reliable cloud platform for video and audio conferencing, collaboration, chat, and webinars across multiple devices and room systems. Access Mayville State’s Zoom portal via <a href="http://mayvillestate.zoom.us">mayvillestate.zoom.us</a> .   | MSU IT Service Desk            |

### **Installing Microsoft Office and Other Self-Help Articles**

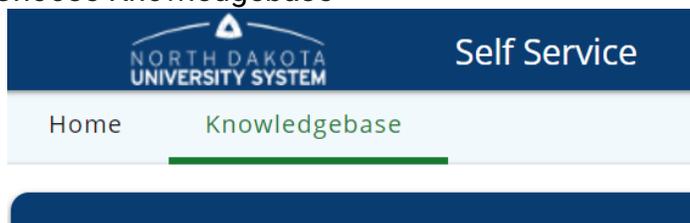
Mayville State University offers Microsoft Office Professional to all current students, faculty, and staff at no cost. Included in the suite are Microsoft Word, Excel, Access, PowerPoint, OneNote, Outlook and Publisher.

The MSU service desk offers a number of self-help guides on their website:  
<https://mayvillestate.edu/student-resources/information-technology-services/>

Click on the self-help button



Choose Knowledgebase



And search for the technology guide that meets your needs.

For additional help you may contact the IT service desk  
Phone: 1-800-437-4104, ext. 34739  
Email: [service.desk@mayvillestate.edu](mailto:service.desk@mayvillestate.edu)

## Additional Self-Help Guides

# How Do I...

TO REGISTER, VIEW CLASS SCHEDULES, ACCESS ACCOUNT AND FINANCIAL AID INFORMATION  
YOU MUST FIRST CLAIM YOUR ACCOUNT AT <https://helpdesk.ndus.edu/ndusaccount>

### Check my Mayville State Email?

Every student enrolled at MSU is issued an institution email address. This is your official email for MSU communications. Keep in mind you are expected to check your MSU email at least three times per week and can access it anywhere.

1. Go to the MSU homepage at [www.mayvillestate.edu](http://www.mayvillestate.edu).
2. Click on the blue circle with the email icon (it looks like an envelope) in the upper right.
3. Enter your Username and Password. Your *username* is the same as your login for Connect ND. Your password is identical to the password you use for Connect ND.
4. Choose whether or not you wish to stay signed in.
5. Outlook will now open.

### Register for an MSU Distance Learning Course?

1. Talk to your advisor.
2. Go to [www.mayvillestate.edu](http://www.mayvillestate.edu).
3. Click on the blue circle with the "C" in the upper right to open up Campus Connection.
4. Enter your Username and Password. Your *Username* is the same as your login for [ConnectND](#). Your password is identical to the password you use for [ConnectND](#).
5. Click on the **Manage Classes** tile.
6. Click **Class Search and Enroll** from the left menu.
7. Choose the appropriate term and institution.
8. Type the catalog number (e.g., MATH 103) in the **Search for Classes** box.
9. Click the >> at the right end of the search box.
10. Click on the course when it comes up to find available course sections.
11. Choose the section you want. Click **Next**.
12. Review your class preferences, then click **Accept**. For full classes, you can turn on the waitlist option if you wish, and you will be notified if the class opens up.
13. Depending on what you want to do, select either **Enroll** or **Add to Shopping Cart** to enroll later. Click **Next**.
14. Click **Submit**, then **Yes**.
15. To view your shopping cart, click **Shopping Cart** from the left menu. To enroll in any of the classes in your cart, select the desired course/s.
16. Click **Enroll**, then **Yes**. The enrollment will be processed if there are no holds and all prerequisites have been met.
17. For additional registration instructions/information contact Leslie Durkin, 1.800.437.4104 ext.34774.

### View/Print my Class Schedule?

1. Go to [www.mayvillestate.edu](http://www.mayvillestate.edu).
2. Click on the blue circle with the "C" in the upper right to open up Campus Connection.
3. Enter your Username and Password. Your *Username* is the same as your login for [ConnectND](#). Your password is identical to the password you use for [ConnectND](#).
4. Click on the **Manage Classes** tile.
5. From the left menu, select **My Weekly Schedule**.
8. You may now view your schedule in a list format or in a weekly calendar format. Be sure to select an appropriate date range.
9. Select **Printer Friendly Page** at the bottom right, and then click the print button on your browser toolbar.

### Access my Online Courses from Mayville State University Using Blackboard (Bb)?

**Note:** Courses will be available in Bb after 12:00 p.m. on the first day of the term.

1. Go to [www.mayvillestate.edu](http://www.mayvillestate.edu) (through Google Chrome or Firefox).
2. Click the blue circle with "Bb" at the top right of the page.
3. Enter your Username and Password. Your username and password are identical to your NDUS User ID which was given to you when you went through the claim process.
4. Once logged in, click the **My MASU** tab on the top of the page. You will see a list of your courses.

### Submit a Proctor?

1. Go to <https://www.mayvillestate.edu/msu-online/submit-proctor/>
2. Click **SharePoint** at the bottom of the page.
3. Enter your Username and Password. Your user name is the same as your login for [ConnectND](#) preceded by NDUS\ . Off-campus students sometimes only need their first last. Your password is identical to the password you use for Connect ND.
4. Click **Sites** in the upper right-hand menu navigation.
5. Click the **Departments and Offices** tile.
6. Click **Extended Learning** from the site menu.
7. Click on **Submit Proctor** from the left-hand menu.

### Drop an MSU Distance Learning Course?

1. **Please note: You cannot drop a course in Campus Connection on your own after classes have started.**
2. Talk to your advisor.
3. After talking to your advisor, go to: <https://mayvillestate.edu/academics/academic-records/>.
4. Click on "DROPPING & WITHDRAWING" from the blue menu to the right. **Carefully read through the information** provided there **BEFORE** you submit a Registration Action Form or the Cancellation/Withdrawal Form to **make sure you are following the correct steps for what you need to do and understand the effects of your decision.**
5. Collaborative policy and processes will apply to drops and withdrawals by students enrolled collaboratively.

# How Do I...

## Register for a Collaborative Course at Another Institution?

1. Go to [www.mayvillestate.edu](http://www.mayvillestate.edu).
2. Click Academics, and then Academic Records.
3. Click **Collaborative Registration** on the right in the blue box.
4. Under the Collaborative Registration Process: Click the hyperlink **Collaborative Registration form**.
5. Read the Collaborative Student Agreement.
6. Click **Agree to Collaborative Policies and Go to Form**.
7. Sign in with your [ConnectND](#) Username and Password.
8. Fill in the form, answer all the questions. **Select the Add option under Action**. Be very careful when entering the information for your class. You will need to include what institution you are taking the class from, the term, the catalog number, the class number, class title, the number of credits, and the delivery method. **ALWAYS use your MSU email address for collaborative requests**.
9. Click **Submit**.
10. Enter your Username and Password, then again **Submit**.
11. You will receive an email immediately after you submit letting you know your *submission* was successful. **This does not guarantee enrollment**. A separate email will be sent to you once your submission has been reviewed and processed.

## View my Grades\*\*

1. Go to [www.mayvillestate.edu](http://www.mayvillestate.edu)
2. Click on the blue circle with the "C" in the upper right to open up Campus Connection.
3. Enter your Username and Password. Your *Username* is the same as your login for [ConnectND](#). Your password is identical to the password you use for [ConnectND](#).
4. Click on the **Academic Records** tile.
5. From the menu on the left, select **View Grades**.
6. Click on the term/institution for which you want to view grades.
7. Once you choose the term, your classes and grades for that term will show once they have been posted. If there is not a grade, you should check it again in a few days.  
\*\*Grades will usually be available to view on Campus Connection one week after a term ends.

## View my Degree Progress?

The Academic Advisement Report (ARR) is a tool available to all MSU students and advisors. The ARR allows students and advisors to see degree progress at any time during the student's academic career. This tool enables both students and advisors to plan schedules, access summaries of degree requirements already completed and requirements still needed to graduate. Information on how to access and use the ARR can be found here:

<https://mayvillestate.edu/msu-online/distance-student-services/>.

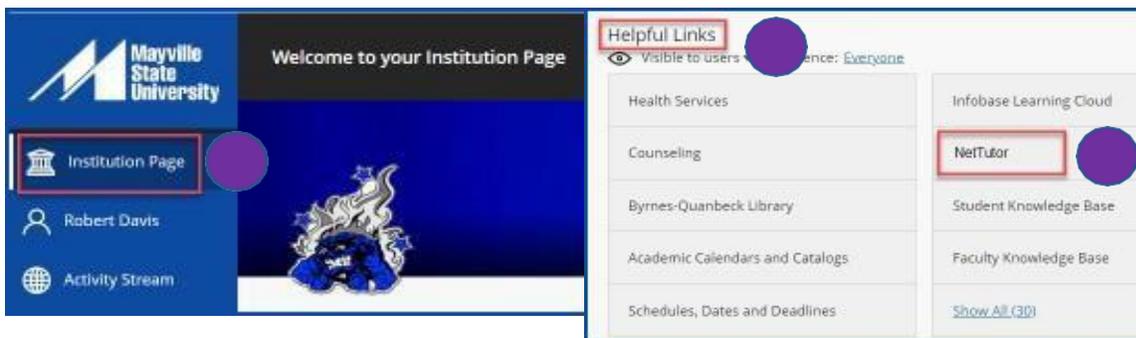
# NET TUTOR

There are three locations within Blackboard where you can access the Net Tutor portal, the Institution Page under Helpful Links, the Student Blackboard Orientation and Knowledge bases within your courses.

1. Got to [Http://online.mayvillestate.edu/](http://online.mayvillestate.edu/)
2. Login using your user.name and password

## Institutional Page

1. When you log into Blackboard you will land on the Institutional Page
2. Scroll to the bottom of the Institutional Page and you will find the Help Net Tutor will be on the right column.



## Student Blackboard Orientation and Knowledge base and Courses

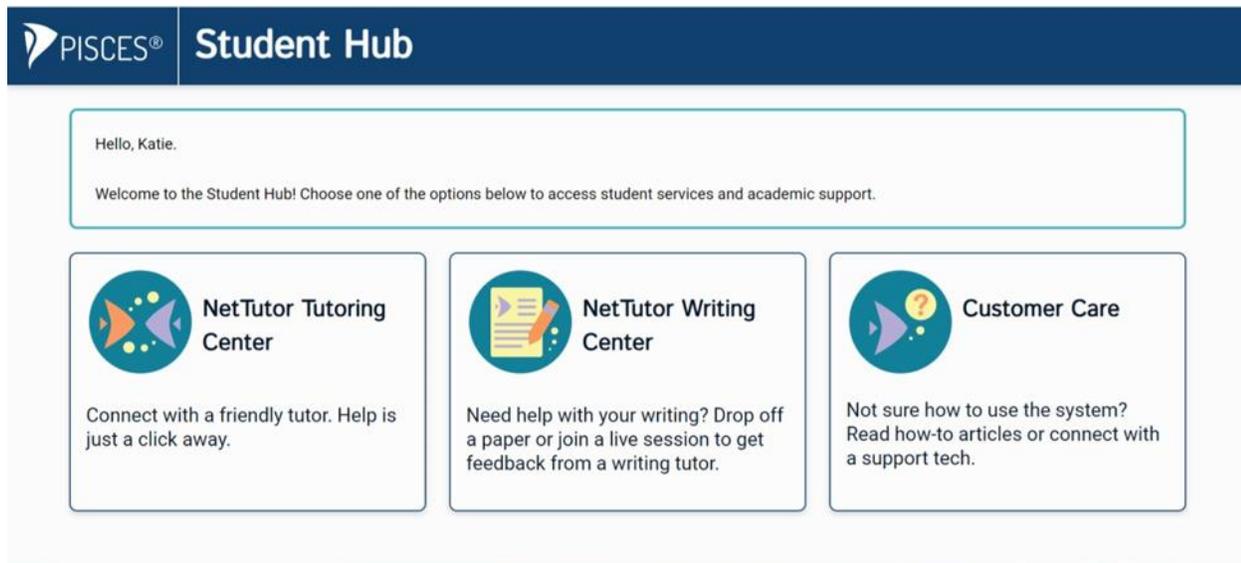
Whether you are in the Blackboard Orientation or your Net Tutor you can be in your Course's Menu. If you do not see the Net Tutor link in your course, please ask your instructor to make it available.



# NET TUTOR

## For Students

Once you go into blackboard to work on Net Tutor you will then be directed to this page. You can click on Tutoring Center (for an assortment of Academic Areas) or Writing Center for what you need.



The screenshot shows the Net Tutor Student Hub interface. At the top, there is a dark blue header with the PISCES logo and the text "Student Hub". Below the header, a white box contains a greeting: "Hello, Katie." and a welcome message: "Welcome to the Student Hub! Choose one of the options below to access student services and academic support." Below this, there are three main service tiles. The first tile is for the "NetTutor Tutoring Center", featuring a circular icon with a fish and a star, and the text: "Connect with a friendly tutor. Help is just a click away." The second tile is for the "NetTutor Writing Center", featuring a circular icon with a document and a pencil, and the text: "Need help with your writing? Drop off a paper or join a live session to get feedback from a writing tutor." The third tile is for "Customer Care", featuring a circular icon with a question mark and a fish, and the text: "Not sure how to use the system? Read how-to articles or connect with a support tech."

**Tutoring Center:** You will find an assortment of tutoring services that you can access. Choose the one that you will need help on with the course/s you are working on.

**Tutoring Writing Center:** You will find that they will ask you to explain what you would like them to review and will need to be specific on if it is in MLA or APA format. If you are handing in paper for corrections, please allow 24 hour turnaround time. They may be quicker, but the guarantee is 24 hours.

**Making an appointment:** You will also see that you can connect with a tutor by scheduling an appointment. With this there will be guidelines that if you miss the appointment or do not cancel it before the 24 designated time, you will lose access to Net Tutor. To gain access back you will need to contact [studentsuccess@mayvillestate.edu](mailto:studentsuccess@mayvillestate.edu)

All students will have unlimited access time to tutoring through Net Tutor. If you have questions or concerns, you may reach out to [studentsuccess@mayvillestate.edu](mailto:studentsuccess@mayvillestate.edu)