

# Mayville State University

## **Online and Distance Student Handbook 2021-2022**

# 2021-2022 ACADEMIC CALENDAR

Fall Semester, 2021	
August 23	Orientation/Registration
August 23	Classes begin at 4:00 pm*
August 24	First full day of classes
September 1	Last day to register or add a class
September 1	Last day to drop a class without a record
September 6	Labor day-no classes
September 8	Final bill payment
September 12	Application for graduation due for spring (\$25 late charge beginning Sept. 13)
September 20	Enrollment census date
November 11	Veterans Day-no classes
November 12	Last day to withdraw from term or drop with record
November 24-26	Thanksgiving-no classes
November 29	Classes resume
December 13-17	Final Exam Week
December 21	Grades due at 12:00 noon
Spring Semester, 2022	
January 10	Orientation/Registration
January 10	Classes begin at 4:00 p.m.*
January 11	First full day of classes
January 17	Martin Luther King, Jr. Day-no classes
January 20	Last day to register or add a class

January 20	Last day to drop a class without a record
January 26	Final bill payment deadline
February 6	Application for graduation due for summer (\$25 late charge beginning Feb. 7)
February 7	Enrollment census date
February 21	Presidents Day-no classes
March 14-18	Spring Break
March 21	Classes resume
March 27	Application for graduation due for fall (\$25 late charge beginning March 28)
April 8	Last day to withdraw from term or drop with record
April 15-18	Easter Break- no classes
April 19	Classes resume
May 9-13	Final Exam Week
May 14	Commencement
May 17	Grades due at noon
May 30	Holiday-Memorial Day
<b>Summer Sessions, 2022</b>	
May 16	Dynamic Sessions begin
May 23	Ten-Week Session begins
May 23	First-Five-Week Session begins
May 23	Eight-Week Session begins
June 27	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 Center for Teaching and Learning 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. 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. 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)

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 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. The Office of Extended Learning serves high school students enrolled in dual credit college courses, non-degree students taking online courses, and online degree seeking students in the following programs:

Master of Arts in Teaching (MAT)  
B.S.Ed. in Early Childhood Education  
B.A. in Early Childhood (online with required synchronous courses)  
A.A. in Early Childhood  
B.S.Ed. in Elementary Education (online with required synchronous courses).  
B.S.Ed. in Special Education  
B.S.Ed. in Mathematics Education  
B.S. in Mathematics  
Certificate in Online Digital Teaching (graduate and undergraduate)  
Library Minor and Credential Kindergarten Endorsement  
B.S. in Accounting  
B.S. in Business Administration (online with required synchronous courses)  
B.A.S. in Business Administration  
A.A. in Business Management  
Certificate in Business Studies  
Master of Science in Nursing (MSN)  
B.S. in Nursing online (RN to BSN)  
Graduate Certificate in Nurse Educator

Graduate Certificate in Nursing Leadership and Management  
B.U.S. in University Studies  
A.A. in Liberal Arts: University Studies  
Online Essential Studies (General Education)  
Anatomy & Physiology, General Biology, and Chemistry Classes  
Physics Classes

## **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 redeye 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 haven't 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 the 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 is quite approachable. Their expertise will help you attain 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’s 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.

## Technology Requirements for Online Students

General Requirements	
On-Campus Courses	<b>Laptop or tablet</b> computer with an integrated <b>front-facing webcam</b> , <b>HDMI</b> output, <b>speakers</b> , and <b>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 8.1 or newer ( <b>Windows 10 preferred</b> )
Processor	1.6 GHZ or faster Intel i5
Memory	4 GB RAM ( <b>8 GB RAM preferred</b> )
Storage	256 GB hard drive
Video	1280 x 800 resolution or higher
Browser	One of: Chrome, Firefox, Edge (version 79 or greater)

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 10.10 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	One of: Chrome, Firefox, Safari
Additional Software	Microsoft Silverlight 3 or newer



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>

# 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 Robert Davis
Blackboard Collaborate Ultra	Blackboard Collaborate Ultra is a web conferencing tool offered by NDUS. Bb Collaborate Ultra delivers an updated, easy-to-use and highly accessible, synchronous web conferencing interface enabling more collaboration choices to support your pedagogical goals.	Robert Davis Chris Gonnella
<a href="#">Blackboard</a> Learn	Blackboard is MSU's Learning Management System (LMS) that is used for online teaching, learning community building, and knowledge sharing. Faculty, staff, and students can access Blackboard at <a href="https://online.mayvillestate.edu">online.mayvillestate.edu</a> using their ConnectND credentials. An alternate address is <a href="https://blackboard.ndus.edu">blackboard.ndus.edu</a> .	Robert Davis
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  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 primarily for the delivery of courses.	MSU Service Desk  Dean Kostuck
<a href="#">Office 365</a>	All employees and registered students have access to Office 365 and its components, including Word, Excel, PowerPoint, OneNote, Skype for Business, Outlook, and SharePoint.	MSU Service Desk  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  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.	Jeni Peterson
Qualtrics	Qualtrics is an easy-to-use, full-featured, web-based tool for creating and conducting surveys online. Qualtrics can be access using ConnectND credentials.	Ashley Kulland  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  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
Smarthinking	Smarthinking is an on-demand online tutoring program. Students have 10 hours of free access of live tutors from within each course shell via the Smarthinking icon.	Katie Richards
Taskstream	Taskstream is a customizable, electronic portfolio, assessment management and performance-based tool. The Nursing and Education Divisions utilize Taskstream extensively.	Nursing: Taylor Jorgeson  Education: 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	Chris Gonnella

	<p>"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.</p>	Robert Davis
YuJa	<p>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></p>	Robert Davis
Zoom Rooms	<p>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.</p>	MSU IT Service Desk
Zoom	<p>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>.</p>	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:

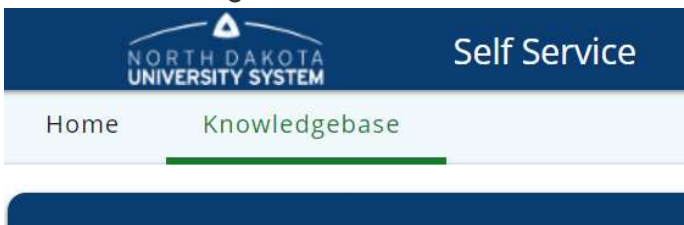
<https://mayvillestate.edu/student-resources/information-technology-services/>

Click on the self help button



Self-Help Articles

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)



# 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.

## Access Online Collaborative Courses from Other Institutions?

1. Go to [www.mayvillestate.edu](http://www.mayvillestate.edu) (through Google Chrome or Firefox).
2. Click the blue circle with the "Bb" to open up Blackboard.
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. All of your online courses will be located in Blackboard. Each institution from which you are taking a course will be assigned its own link (upper right). To see all of your classes, go to the Courses link.

## Drop a Collaborative Course from Another Institution?

1. Talk to your advisor.
2. Follow the process above for registering for a collaborative course, only **select the Drop option under Action**, rather than the Add option. Be very careful when entering the information for your class. You will again need to include what institution you are taking the class from, the term, the catalog number, the class number, the number of class credits and the delivery method. **ALWAYS** enter your MSU email address when registering collaboratively.
3. Click **Submit**
4. Enter your Username and Password and again **Submit**.

## 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/>.

## View my Finances?

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. Under **Finances** you can view your:
  - ◆ Account Summary (by Institution/Term)
  - ◆ Total Due Charges (Account Balance)
  - ◆ Student Account Detail

## View my Financial Aid?

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 **Financial Aid** tile.

## Get my Books?

For classes you take from Mayville State, you will set up an ordering profile and order your books from the MSU Bookstore website at <http://www.mayvillestatebookstore.com>.