

How Do I...

Please claim your account at: <https://ndus.rightanswers.com/portal/ss/> . Remember your User Name and Password because you will need it.

Register for classes in Campus Connection ...

1. Talk to your advisor.
2. Go to www.mayvillestate.edu .
3. Click on the blue circle with the "C" in the upper right to access Campus Connection.
4. Enter your Username and Password.
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 and click the ">>" at the right .
9. Click on the course and choose the correct section.
10. Click **Next**.
11. 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.
12. Select either **Enroll** or **Add to Shopping Cart**.
13. 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 help, contact your advisor or Academic Records, 1.800.437.4104 ext. 34774.

Access My Mayville State Email ...

Every student enrolled at MSU is issued an institutional 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 .
2. Click on the blue circle with the email icon in the upper right.
3. Enter your Username and Password.
4. Choose whether or not you wish to stay signed in.
5. Outlook will now open.
6. If you have difficulty logging in or accessing your university email, contact the MSU Help Desk at service.desk@mayvillestate.edu or 800-437-4104 (ext. 4739).

Get My Books ...

1. Go to the MSU Bookstore website at: www.mayvillestatebookstore.com
2. You will create a Bookstore account and then can search for your book requirements and order through the Bookstore.

View/Print My Class Schedule ...

1. Go to www.mayvillestate.edu.
2. Click on the blue circle with the "C" in the upper right to access Campus Connection.
3. Enter your Username and Password.
4. Click on the **Manage Classes** tile.
5. From the left menu, select **My Weekly Schedule**.
6. You may now view your schedule in a list format or in a weekly calendar format. Be sure to select an appropriate date range. Select **Printer Friendly Page** at the bottom right, and then click the print button on your browser toolbar.

Access My Courses in Blackboard (Bb)

*****Note:** Courses will be available in Blackboard on the first day of the term.

1. Go to 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.
4. Once logged in, click on courses on the left hand side of the page.

Drop an MSU Course (before the last day to add) ...

1. Talk to your advisor.
2. Click on the blue circle with the "C" in the upper right to access Campus Connection.
3. Enter your Username and Password.
4. Click on the **Manage Classes** tile
5. Click **Drop** from the left menu.
6. Click on the course from your schedule that you want to drop.
7. Click **Drop Selected Classes**.
8. Click **Finish Dropping**.
9. Then click on **Yes**

Drop an MSU Course (after the last day to add) ...

1. Talk to your advisor.
2. Complete a **Registration Action Form**.
3. Obtain required signatures.
4. Email the completed form to records@mayvillestate.edu

Withdraw to Zero credits ...

1. Go to www.mayvillestate.edu
2. Click on the blue circle with the "C" in the upper right to access Campus Connection.
3. Enter your Username and Password.
4. Go to **eforms**
5. Click on **Cancel/Withdraw to Zero**
6. Read the instructions page
7. Complete the form and submit it.

Register for a Collaborative Course ...

1. Go to www.mayvillestate.edu.
2. Click on the blue circle with the "C" in the upper right to access Campus Connection.
3. Click on the **eforms** tile.
4. Choose the **Collaborative Request** on the left side
5. Select **Mayville State University** as your home institution.
6. Read the **Collaborative Student Agreement**.
7. Click on **Next**
8. Complete the form in full. **Select the Add option under Action**. Be very careful when entering the information for your class. You will need to include the name of the host institution, the term, the catalog number, the class number, class title, the number of credits, and the delivery method. **Always enter your MSU email address for collaborative requests**.
9. Click in the **Submit** on the bottom.
10. You will receive an email indicating the form has been submitted. **This does not guarantee enrollment**. A separate email will be sent to you once your request has been reviewed and processed.

Drop a Collaborative Course ...

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 the name of the host institution, the term, the catalog number, the class number, the number of class credits and the delivery method. **Always enter your MSU email address for collaborative requests.**
3. Click **Submit**
4. Enter your Username and Password and again **Submit**.

View My Finances ...

1. Go to www.mayvillestate.edu.
2. Click on the blue circle with the "C" in the upper right to access Campus Connection.
3. Enter your Username and Password.
4. Click on the **Financial Account** 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.
2. Click on the blue circle with the "C" in the upper right to access Campus Connection.
3. Enter your Username and Password.
4. Click on the **Financial Aid** tile.

Download Adobe to Complete Fillable Forms ...

1. Open Windows using Google Chrome, Mozilla Firefox or Explorer.
2. Go to <https://get.adobe.com/reader/>
3. Unselect the top 2 boxes under McAfee
4. Select the box **Install the Acrobat Reader Chrome Extension** under Get More Out of Acrobat
5. Select Adobe Acrobat Reader DC and click on the **Download Acrobat Reader** blue box.

Common Forms – (Ask your advisor...)

1. **Registration Action Form** is used to help the enrollment process.
2. **Substitution or Waiver of Academic Requirements** is used for substitutions and waivers.
3. **Petition for Independent Study** is used when a needed course isn't available in a particular term.
4. **Incomplete Grade Request Form** is used to request an extension on completing a course.
5. **Major, Minor, Certificate, Advisor Change** is used to change the declared major, etc., in Campus Connection.
6. **Graduation Application** is used to apply for graduation.

Questions?

Contact the MSU Advising Center

Old Main 101

701-788-5251

1-800-437-4104 ext. 35251

advising@mayvillestate.edu