

Non-Degree Application Process



If you're interested in taking an online course, first you must apply as a non-degree seeking student.

You will need to complete an application to Mayville State and pay the \$35 application fee. This can be done here: https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=mayville

After you've completed the application, your admission request will be processed as soon as the app fee is applied. When you're admitted, an email will be sent to you with your Student ID number and instructions on claiming your NDUS account.

Getting Started Checklist for Non-Degree Students

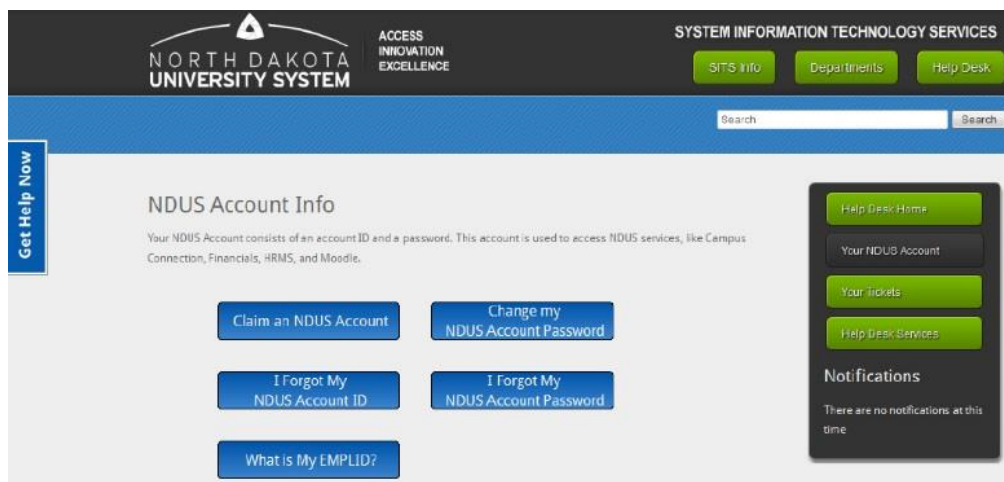
1. Apply as a non-degree student at www.mayvillestate.edu and pay the one-time \$35 application fee.

- A. At the bottom of the screen click APPLY NOW.
- B. Create Account –If you have never filled out an online application.
- C. Under the Application Type tab-Select “Non-Degree Student” as your type of admission.
- D. When you get to the Major/Program Information tab- Select “Non-Degree” for both major & Degree Plan.
- E. Please select “Online” as your delivery method.

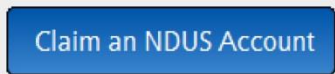
2. Watch for an email with your student ID and instructions on claiming your student account.

3. Please follow the steps outlined below to claim your account:

- A. Go to the website <https://helpdesk.ndus.edu/ndusaccount/>



B. Click the blue button that says Claim an NDUS Account



PLEASE NOTE: If you are unsure whether you have claimed your account or if you do not remember what your User ID is, click I Forgot My NDUS Account ID and enter your birthday [separated by slashes] and your student ID number. The next screen will tell you if you have claimed your account. If you have, it will list your User ID. If not it will give you a link to begin claiming your account.

If you do not remember your account password, you can click I Forgot My NDUS Account Password. Enter your User ID and click NEXT. Your challenge questions that were created when you first claimed your account will now appear. You must answer at least three of the questions correctly before it will allow you to reset your password. These answers are case sensitive.

C. Click Begin to start the Acceptable Use Quiz

Acceptable Use Quiz

Please take a few moments to complete this IT security refresher. The 12 questions should take less than 10 minutes to



Using the account claiming process means you agree to abide by the policies on use of computer facilities of the North I policies by visiting the NDUS Policies and Procedures page.



D. The Acceptable Use Quiz consists of 12 questions. You must answer each question correctly to move on. Answer each question, clicking “Continue >>” after answering correctly or “<< Try Again” if incorrect.

E. When finished, click Continue to claim your account

Congratulations. You have completed the Acceptable Use Quiz




F. Enter your Date of Birth mm/dd/yyyy and your EMPLID/Student ID in the respective fields

- mm = The month you were born, use two numbers
- dd = The day you were born, use two numbers
- yyyy = The year you were born, use all four numbers
- make sure you use the / between each

Account Claim Process

Enter your date of birth and your Empl ID to locate your record.

*  Date of Birth (mm/dd/yyyy)

* EMPLID (Do not enter the W.)

G. Click Continue

H. Please answer at least 3 of the authentication questions [in the event you forget your password in the future, you will need to provide the answers to the three questions you choose in this step]

I. Click Continue

J. Create and Confirm a new password

Password

Confirm Password

Password Policy:

The password must contain at least 8 characters from three of the following four categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Nonalphanumeric characters `~!@#\$%^&*()_+.-={}||[]|:~";?.,/

NO spaces are allowed
Passwords cannot contain your name or user name

K. Click Change Password

L. The final screen will notify you of your NDUS User ID [example: john.doe]

If you have any problems with this process, please contact the NDUS Help Desk at 1-866-457-6387 (toll-free in the US and Canada), 24 hours a day, 7 days a week or via email at ndus.helpdesk@ndus.edu. We recommend that you complete this process as soon as possible to avoid delays in accessing class registration, fee statements, financial aid award statements and your email address.

4. Login to Campus Connection and complete the FOA.

Instructions:

- A. If you attempt to register when the FOA has not been completed (or if you have other holds that will prevent registration), then you will receive an error message.
- B. Go to Campus Connection -> Student Center -> Finances -> Financial Obligation Agreement
- C. Choose the applicable institution, the current term of registration, and click Submit. This step will be required for every institution in which you will be enrolling for the upcoming semester.
- D. Review the FOA and then click "Accept" at the bottom of the screen.
- E. Once you have clicked "Accept", a screen appears acknowledging that you have successfully signed the FOA for the institution and term selected.

5. Register in Campus Connection for the courses you would like to take.

- A. From the menu on the left, click Student Center.
- B. Under Academics click Enroll.
- C. Choose the appropriate term and click Continue.
- D. If you know the class number you may enter it OR if you don't know the class number click the Class Search button then click Search.
- E. Fill in the Course Subject, Course Number, and Course Career. To show both open and closed classes, uncheck the Show Open Classes Only box.
- F. To choose the class you wish to add to your schedule, click Select Class.
- G. Click Next to add the class(es) to your shopping cart.
- H. To add more classes to your shopping cart click Search.
- I. Repeat this process until all classes have been selected, then click Proceed to Step 2 of 3.
- J. To OFFICIALLY add the classes onto My Class Schedule click Finish Enrolling.
- K. Click on My Class Schedule to confirm. Be sure to print a copy of your schedule to review.

If you need assistance with registering, please contact Shay Thorsgard, Non-Degree Admissions in Extended Learning Office at (shay.thorsgard@mayvillestate.edu) or 701-788-4667. For tuition and payments questions, Lois Karlstad in the Business Office, at 701-788-4758. Please contact for Physics course questions: Dr. Tom Gonnella, Physics Instructor, at tom.gonnella@mayvillestate.edu .

6. Login to Blackboard and complete the Student Orientation. Your class will open in Blackboard on the first full day of the semester. Alissa Perkins, Blackboard Specialist in Extended Learning Office at (alissa.perkins@mayvillestate.edu) or 701-788-4645. Watch for email from the Office of Extended Learning or visit the website.

Instructions: Accessing and Logging into Blackboard (Bb)

To gain access to Blackboard, one of Mayville State's Learning Management systems, you must have successfully claimed your NDUS User ID. Claim your account at: <https://helpdesk.ndus.edu/ndusaccount>.

Google Chrome and Mozilla Firefox are the preferred browsers to use when accessing Blackboard.

You may access Mayville State's Blackboard home page at <https://online.mayvillestate.edu>. Please bookmark this page so that it can be easily accessed in the future.

To login, enter your username and password. Your Blackboard Username is identical to your NDUS User ID which was given to you when you claimed your account.

A screenshot of the Blackboard login interface. The title is 'My Blackboard Login'. There are links for 'Change Text Size' and 'High Contrast Setting'. The text says 'You are not logged in. Please enter your credentials and click the Login button below.' There are two input fields: 'USERNAME' with 'jane.doe' entered, and 'PASSWORD' with a masked password. A 'Login' button is at the bottom left, and a 'Forgot Your Password?' link is at the bottom right.

Once you are logged in, click the **My MASU** or **Courses** tab at the top of the page. Each course you are enrolled in for the current semester will be listed*. To go to a course's page, click on the desired course name from the list. If you have forgotten your username or password, please go to <https://helpdesk.ndus.edu> for assistance.

**Please Note: Your courses may not be listed until the first day of classes*



Please login to Blackboard one week prior to the start of classes to ensure any problems are addressed.

Your courses will be listed and available in Blackboard by 9:00am (CT) on the first day of classes. If you have a problem accessing your courses at that time or have any other questions, please contact Alissa Perkins, Distance Programs Support Specialist, at 1.800.437.4104 ext. 34645 or alissa.perkins@mayvillestate.edu.

We also recommend that you take some time to practice working with Blackboard and learn about being a student at Mayville State University in the **Student Orientation Course** located in your list of courses in Blackboard. This **optional** course will be available at least one week prior to the start of the semester. It is not required and there is no cost associated with the **Student Orientation Course**.

- 7. Work with your Financial Aid Office to complete the Consortium Agreement, if you require the Mayville State University class to be part of your full-time student status. The Mayville State University Financial Aid Office phone is: 701-788-4893.**
- 8. Order your books and materials at www.MayvilleStateBookstore.com.**
- 9. If you have any further questions, please feel free to contact Shay Thorsgard at the MSU Office of Extended Learning at 701-788-4667 or toll free at 800-437-4104, ext. 34667. You may also send e-mail to shay.thorsgard@mayvillestate.edu.**