Mayville State University
Online & Distance Student Handbook
2020-2021
NOTE ON NAVIGATING THROUGH THIS HANDBOOK

To navigate easily through this pdf handbook, download and save it to your computer. Next, reopen the pdf using Adobe Reader and look for the bookmarks icon in the bar to the upper left side of the screen. The bookmarks icon looks like this:

When you click on that icon, you should see a bookmarked list of topics that appears similar to this:

To move from topic to topic, click on the bookmark icons. There will be an arrow pointing to the bookmark icon if there are subtopics bookmarked under that “parent” topic. Click on the arrow to see the subtopics. When you do, the parent topic’s arrow changes so that it is pointing downward. Clicking on the downward arrow will collapse the subtopics once again under their parent topic.
### 2020-2021 ACADEMIC CALENDAR

#### Fall Semester 2020
- **August 24**: Orientation/Registration
- **August 24**: Classes begin at 4:00 pm*
- **August 25**: First full day of classes
- **September 2**: Last day to register or add a class
- **September 2**: Last day to drop a class without record
- **September 7**: Labor Day – No classes
- **September 9**: Final bill payment
- **September 13**: Application for graduation due for spring ($25 late charge beginning Sept. 14)
- **September 21**: Enrollment census date
- **November 11**: Veterans Day-no classes
- **November 13**: Last day to withdraw from term or drop with record
- **November 25-27**: Thanksgiving-no classes
- **November 30**: Classes resume
- **December 14-18**: Final Exam Week
- **December 22**: Grades due at 12:00 noon

#### Spring Semester 2021
- **January 11**: Orientation/Registration
- **January 11**: Classes begin at 4:00 p.m.*
- **January 12**: First full day of classes
- **January 18**: Martin Luther King, Jr. Day-no classes
- **January 21**: Last day to register or add a class
- **January 21**: Last day to drop a class without a record
- **January 27**: Final bill payment deadline
- **February 7**: Application for graduation due for summer ($25 late charge beginning Feb. 10)
- **February 8**: Enrollment census date
- **February 15**: Presidents Day-no classes
- **March 15-19**: Spring Break
- **March 22**: Classes resume
- **March 28**: Application for graduation due for fall ($25 late charge beginning March 29)
- **April 2-5**: Easter Break- no classes
- **April 6**: Classes resume
- **April 9**: Last day to withdraw from term or drop with record
- **May 10-14**: Final Exam Week
- **May 15**: Commencement
- **May 18**: Grades due at noon
- **May 31**: Holiday-Memorial Day

#### Summer Sessions 2021
- **May 17**: Fast Track Sessions begin
- **May 24**: Ten-Week Session begins
- **May 24**: First-Five-Week Session begins
- **May 24**: Eight-Week Session begins
- **June 28**: 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 Office of Extended Learning staff look 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 Office of Extended Learning with any questions you may have. Our office is located in Old Main 104 on campus, and we can be reached by telephone at 701.788.4667 or 800.437.4104 ext. 34667, or via e-mail at ExtendedLearning@mayvillestate.edu.

Best Wishes!

The Office of Extended 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 Elementary 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.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

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Suggestions for Consideration

These are just some ideas for your consideration; Mayville State University wants you to succeed. These suggestions were made by previous students who were successful in obtaining their degree. Apply these ideas to yourself and your progress through college studies will be enhanced.

Login to Class Frequently
New students often hear that in college, “you can go to class anytime you want.” NOT TRUE. Yes, some classes can be boring but not everything in life is entertaining. College studies are not a matter of you or anyone being entertained. Learn to handle the “grunt work”, and then you will be demonstrating a pattern of good work habits that can only enhance your achievement.

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 red-eye 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.

Realize that 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. So if you are worried about your initial confusion, you are only acting very normal. Being “normal” is a state you work for—do not assume it will happen.

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
Bear in mind that 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. Indeed, if your work is heavily “red-lined,” 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.
Suggestions for Consideration

Get to Know Some Professors Before you Graduate
This is sometimes hard for first-year students, but you can 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. Should you be fortunate enough to develop a bond of friendship, you will find they are invaluable as mentors during the rough periods of your academic life. It is true that you may think negatively about some of the faculty as you progress. This would be true at any college or university. But the vast majority is quite approachable. Do not let a title of Doctor or Professor frighten you; these titles simply recognize their achievement. 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.

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.

It Doesn’t Help to Blame Others for Your Academic Incompetence
If you are not doing well academically, get help. Very few students get through college without some assistance. So what if it takes you a little longer to learn the material or even graduate?

Locate and Use University Services
The University does want 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

<table>
<thead>
<tr>
<th>General Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-Campus Courses</strong></td>
</tr>
<tr>
<td><strong>Distance Courses</strong></td>
</tr>
<tr>
<td><strong>Download Speed</strong></td>
</tr>
</tbody>
</table>

*Chromebooks, Chrome OS devices, iPads, and mobile devices such as iOS or Android phones or tablets do not meet the technology requirements.*

## Windows PC (Preferred)

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Windows 8.1 or newer <em>(Windows 10 preferred)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>1.6 GHZ or faster Intel i5</td>
</tr>
<tr>
<td>Memory</td>
<td>4 GB RAM <em>(8 GB RAM preferred)</em></td>
</tr>
<tr>
<td>Storage</td>
<td>256 GB hard drive</td>
</tr>
<tr>
<td>Video</td>
<td>1280 x 800 resolution or higher</td>
</tr>
<tr>
<td>Browser</td>
<td>One of: Chrome, Firefox, Edge <em>(version 79 or greater)</em></td>
</tr>
</tbody>
</table>

## 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.

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Mac OS X version 10.10 or newer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>Intel processor</td>
</tr>
<tr>
<td>Memory</td>
<td>4 GB RAM or more</td>
</tr>
<tr>
<td>Storage</td>
<td>40 GB free hard disk space or more</td>
</tr>
<tr>
<td>Video</td>
<td>1280 x 800 resolution or higher</td>
</tr>
<tr>
<td>Browser</td>
<td>One of: Chrome, Firefox, Safari</td>
</tr>
<tr>
<td>Additional Software</td>
<td>Microsoft Silverlight 3 or newer</td>
</tr>
</tbody>
</table>

## Additional Recommendations/Requirements

<table>
<thead>
<tr>
<th>General</th>
<th>Windows-based PC <em>(Recommended)</em></th>
</tr>
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<tbody>
<tr>
<td>Software</td>
<td>Some courses require the use of Microsoft Office applications. Microsoft Office <em>(Word, Excel, PowerPoint, etc.)</em> is available to all Mayville State students.</td>
</tr>
</tbody>
</table>
Tech Access Map for Students

The Process if an NDUS Account DOES NOT Exist

- Student applies to MSU
  - Account is created in Hobsons
    - Is Student Accepted?
      - Yes: Does an NDUS account exist?
        - Yes: Is the student actively using the account?
          - Yes: Is student enrolled in at least one class?
            - Yes: Access is granted:
              - Printing is enabled.
              - MSU email alias is created.
              - SharePoint is accessible.
              - Up to 24 hours after student is enrolled, Blackboard account is created.
            - No: No action can be taken until student is enrolled in at least one class.
          - No: Application is denied
    - No: An unlicensed Office 365 account is created (which can cause a delay of up to 48 hours)
      - Is student enrolled in at least one class?
        - Yes: Access is granted:
          - Printing is enabled.
          - MSU email alias is created.
          - SharePoint is accessible.
          - Up to 24 hours after student is enrolled, Blackboard account is created.
        - No: No action can be taken until student is enrolled in at least one class.

The Process if an NDUS Account DOES Exist

- Student claims the account
  - Account is created by NDUS in approximately 24 hours. (The account cannot be claimed until it is created.)
    - Please Note: Blackboard cannot be accessed at this point.
      - Yes: Is student enrolled in at least one class?
        - Yes: Access is granted:
          - Printing is enabled.
          - MSU email alias is created.
          - SharePoint is accessible.
          - Up to 24 hours after student is enrolled, Blackboard account is created.
        - No: No action can be taken until student is enrolled in at least one class.
      - No: Student must contact IT Services or NDUS Help Desk (by phone)

For more information contact the IT Service Desk:
External: 701.788.4739; Internal: 34739
## INSTRUCTIONAL TECHNOLOGIES at MSU

### Classroom Technologies

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.

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<tr>
<th>MSU Service Desk</th>
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### Blackboard 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 [https://online.mayvillestate.edu](https://online.mayvillestate.edu) using their ConnectND credentials.

<table>
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<tr>
<th>Alissa Perkins</th>
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### Blackboard Ally

Blackboard Ally helps build a more inclusive learning environment and improve the student experience by helping them take clear control of course content with usability, accessibility, and quality in mind.

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<th>Chris Gonnella</th>
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### 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.

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<th>Alissa Perkins</th>
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### Hoonuit

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.

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<th>Chris Gonnella</th>
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### 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.

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### Office 365

All employees and registered students have access to Office 365 and its components, including Word, Excel, PowerPoint, OneNote, Skype for Business, Outlook, and SharePoint.

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### 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.

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### 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.

| Alissa Perkins |

(continued to next page)
### 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.

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

### 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

### Skype for Business

All employees and registered students have access to Skype for Business, which allows real-time communication with contacts via chat/IM, audio, or video calls. You can see when your contacts are available online, in a meeting, or presenting.

MSU Service Desk

### Smarthinking

Smarthinking is an on-demand online tutoring program. Students have 10 hours of free access to live tutors from within each course shell via the Smarthinking icon.

Katie Richards

### 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 note-taking, can be streamed live, and can be used on mobile devices.

Alissa Perkins

### 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.

Chris Gonnella

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Chris Gonnella: christine.gonnella@mayvillestate.edu  3-4709  
Katie Richards: katie.richards@mayvillestate.edu  3-4675  
IT Service Desk: supporttickets@mayvillestate.edu  3-4739
Google Chrome

To see blocked pop-ups for a site, follow the steps listed below:
1. On your computer, open Chrome.
2. Go to a page where pop-ups are blocked.
3. In the address bar, click Pop-up blocked 📣.
4. Click the link for the pop-up you want to see.
5. To always see pop-ups for the site, select Always allow pop-ups and redirects from [site].

To manually allow pop-ups from a site, follow the steps below:
1. On your computer, open Chrome.
2. At the top right, click More 🛠️  > Settings.
3. At the bottom, click Advanced.
5. Click Pop-ups and redirects.
6. At the top, turn the setting to Allowed or Blocked.

To Allow/block all pop-ups, follow the steps below:
1. On your computer, open Chrome.
2. At the top right, click More 🛠️  > Settings.
3. At the bottom, click Advanced.
5. Click Pop-ups and redirects.
6. At the top, turn the setting to Allowed or Blocked.

To clear Cache and Cookies, follow the steps below:
1. On your computer, open Chrome.
2. At the top right, click More 🛠️.
3. Click More tools 🛠️ > Clear browsing data.
4. At the top, choose a time range. To delete everything, select All time.
5. Next to "Cookies and other site data" and "Cached images and files," check the boxes.
6. Click Clear data.
Internet Explorer

To Allow/block all pop-ups, follow the steps below:

1. Open Internet Explorer, select the Tools button, and then select Internet options.
2. On the Privacy tab, under Pop-up Blocker, select or clear the Turn on Pop-up Blocker check box, and then select OK.

To Allow/block all pop-ups, follow the steps below:

1. Open Internet Explorer, select the Tools button, and then select Internet options.
2. On the Privacy tab, under Pop-up Blocker, select Settings.
3. In the Pop-up Blocker settings dialog box, the Show Notification bar when a pop-up is blocked check box will be checked if you want a notification of a pop-up. Clear this checkbox if you choose to not see notifications.
4. Select Close, and then select OK.

To clear Cache and Cookies, follow the steps below:

1. Open Internet Explorer 11
2. Click the Settings icon (top right corner) and click Safety
3. Click Delete browsing history
4. Check the Temporary Internet files and website files option
5. Click Delete
6. A confirmation message should appear.
Mozilla Firefox

To see blocked pop-ups for a site, follow the steps listed below:

1. On your computer, open Firefox.
2. Go to a page where pop-ups are blocked, it will be noted with a 🚫 in the address bar.
3. Under the address bar, click Pop-up blocked Options.
4. You will be given the following options to choose from:
   1. Allow/block pop-ups for this site
   2. Edit Pop-up Blocker Options…
   3. Don’t show this message when pop-ups are blocked.
   4. (show the blocked pop-up)

To access pop-up blocker settings, follow the steps below:

1. Click the menu button ☑️ and choose Options.
2. Select the Privacy & Security panel.
   1. Under the Permissions section, uncheck the box next to Block pop-up windows to disable the pop-up blocker altogether.
   2. A click on Exceptions… opens a dialog box with a list of sites that you want to allow to display pop-ups.
   3. The dialog box offers you the following choices:
      - Allow: Click this to add a website to the exceptions list.
      - Remove Site: Click this to remove a website from the exceptions list.
      - Remove All Sites: Click this to remove all of the websites in the exceptions list.

To clear Cache and Cookies, follow the steps below:

1. Click the menu button ☑️ and choose Options.
2. Select the Privacy & Security panel.
3. In the Cookies and Site Data section, click Clear Data…
4. Remove the check mark in front of Cookies and Site Data.
5. With Cached Web Content check marked, click the button.
6. Any changes you’ve made will automatically be saved.
Apple Safari

To see blocked pop-ups for a site, follow the steps listed below:

1. Open Safari
2. Go to a page where pop-ups are blocked, it will be noted with an icon in the address bar.
3. Click the pop-up icon to allow pop-up windows for the current website.

To manually allow pop-ups from a site, follow the steps below:

1. Open the Safari app if you have not done so already, then navigate to the website you want to enable popups for.
2. Pull down the “Safari” menu and choose “Preferences”
3. Select the “Websites” tab then click on “Pop-Up Windows” from the left side menu
4. Locate the website URL in the list, then click the dropdown selection menu next to that URL and choose “Allow”

To Allow/block all pop-ups, follow the steps below:

1. From the Safari menu, choose Preferences... and click the Websites tab.
2. Click the “Pop-up Windows” on the left side menu.
3. Look for the dropdown selection menu next to “When visiting other websites“ and choose your option.

To clear Cache and Cookies, follow the steps below:

1. Click Safari
2. Click Preferences
3. Select Privacy, then click Manage Website Data
4. Select Remove All, then Remove Now.
5. Click Safari
6. Click Preferences
7. In the Preferences window, click the Advanced tab and make sure the checkbox next to ”Show Develop menu in menu bar“ is selected.
8. Select Develop in the menu bar on the top of the screen and click Empty Caches.
MSU: Installing Microsoft Office

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

1. Visit Office.com and sign into your account in the upper-right corner.
2. Enter your Campus Connection username, followed by @ndus.edu. For example, if your Campus Connection username is john.doe, enter john.doe@ndus.edu as the email address.
3. Use the same password as the one you use for Campus Connection.
4. Click the "Install Office" button near the upper-right corner and click on "Office 365 Apps".
5. Click "Run" if you are asked to Run or Save the file.
6. Click "Yes" if you are asked to allow the program to run.

MSU Service Desk: Self-Help Articles

Mayville State University offers Self-Help Articles that will independently guide students to find information.

2. Click "Information Technology Services" under the Student Resources tab.
3. Click the "Self-Help Articles" box.
4. Click "Select a Browse Category" arrow.
5. Select "All MaSU Knowledge" to view Self-Help Articles.

Contact Information

MSU Service Desk
Mayville State University
1-800.437-4104, Ext. 34739
service.desk@mayvillestate.edu

Service Desk hours:
Weekdays 7:30am - 4:30pm
Summer 7:30am - 4:00pm

Service outside normal hours of operation:
NDUS Help Desk
1-866-457-6387
Helps and How-To's
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.
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 Extended Learning Course?
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 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.
12. Click Next.
13. 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.
14. Depending on what you want to do, select either Enroll or Add to Shopping Cart to enroll later.
15. Click Next.
16. Click Submit, then Yes.
17. 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.
18. Click Enroll, then Yes. The enrollment will be processed if there are no holds and all prerequisites have been met.
19. For additional registration instructions/information contact Leslie Durkin, 1.800.437.4104 ext. 34774.

Questions? Call Shay Thorsgard at the Office of Extended Learning at 1.800.437.4104 ext. 34667

View/Print my Class Schedule?
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.
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.
7. 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 (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\.
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 Extended 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. Contact Shay Thorsgard at 1.800.437.4104 ext. 34667.
Register for a Collaborative Course at Another Institution?
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 (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 class title, 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
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?
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 your Financial Account tile.
5. Select the correct institution and term to:
   ♦ View Account Summary
   ♦ View Total Due Charges (Account Balance)
   ♦ Make payments

View my Financial Aid?
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.

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.

Office of Extended Learning
330 Third Street NE
Mayville, ND 58257
1.800.437.4104 ext. 34667
Local: 701.788.4667
ExtendedLearning@mayvillestate.edu

Distance Program Coordinator
WSC Stevens Hall, Room 222
1410 University Ave
Williston, ND 58801
Local: 701.774.6234
julie.stgermaine@mayvillestate.edu

MSU Program Coordinator
1801 College Drive N
Devils Lake, ND 58301
1.800.443.1313 ext. 21587
Local: 701.788.4721
jade.erickstad@mayvillestate.edu

7/24/2020
How to sign your Financial Obligation Agreement

1. Click on the Student Self Service Tile

   ![Student Self Service Tile Image]

   - **Note:** You can click on the Tasks Tile to see if the Hold indicated is an FOA

2. Student Self Service allows you to view all student specific information
   a. Click on Financial Obligation Agreement

   ![Student Self Service Interface Image]
How to sign your Financial Obligation Agreement

3. Choose the Institution and Term you are completing

4. Read the agreement information and Accept

5. You have completed the agreement, click OK to continue.
Mayville State University

Registering for Classes
Log into Connect ND

1. Click on Manage Classes

![Manage Classes Image]

2. Click on Class Search and Enroll – you can search for the term and institution you want or find it on the list.

![Class Search and Enroll Image]

3. To select a class, type in the search for classes area what class you would like, then click the >> to search

![Select a Class Image]
Mayville State University

Registering for Classes

4. Click on the class to open the available class selections.

5. Choose that class that you would like

6. Click Next

7. Review your class Preferences and then click Accept

   a. If the class is full you can turn on the waitlist option. You will be notified if the class opens up.
8. If you want to Enroll click Next

9. To finish enrolling in the class click Submit

10. Click Yes

11. If you want to add the class to your cart, select Add to Shopping Cart and click Next

12. To submit click yes
13. To view your shopping cart, click on the Shopping Cart tab on the left.

14. To enroll in the classes in your shopping cart click on the Shopping Cart tab on the left, check each class you want to enroll in and then click enroll.

15. Click Yes

16. If all requisites have been met and there aren’t any holds you will be enrolled.

17. To see your class schedule, click on the My Weekly Schedule tab on the left.
Login to Connect ND

1. Click on the **NavBar**.

2. Select **Navigator**.

3. Select **Self Service**.
1. In the Enrollment box, select the **MY WEEKLY SCHEDULE** box

2. In the display option, check the **WEEKLY CALENDAR VIEW** bullet.

3. Your calendar will appear for viewing or printing.
SOME EXTRA OPTIONS

You may change what time frame and what weeks you want to display on your calendar.

You may choose to only see some days, show class titles, show instructors, remove weekend days, and so forth.
Accessing Your Mayville State Email

Every MSU student is issued a Mayville State email address which will become available to you once you have completed the enrollment process. Mayville State University considers the university’s e-mail system (i.e., employee or student e-mail addresses that follow the MSU email naming convention) to be an official means of communication.

The university will consider students to be duly informed and in receipt of notifications and correspondences sent by a college administrator, staff member, or faculty member when such notifications and correspondences are delivered to the student's university e-mail account. **It is therefore recommended that employees and students frequently access their university assigned e-mail account (at least 3 times weekly) for official information.**

To access your Mayville State email:

1. Go to the Mayville State website at [www.mayvillestate.edu](http://www.mayvillestate.edu) and click on the mail icon at the top of the page.

2. You will be taken to the page below. Enter your NDUS username and password, then Sign In. Your username is your name, typed in the format: **first.last**. Your password is the same as your Campus Connection (ConnectND) password. If you need password/login assistance, contact the NDUS helpdesk at 866.457.6387.
3. Next the Microsoft login page will open. Choose whether you would like to remain signed in.

![Microsoft login page]

4. Your Outlook email account should now open.

![Outlook icon]

5. If you have difficulty logging in or accessing your university email, please contact the MSU Help Desk by phone at 800.437.4104 (ext. 4739) or by email at service.desk@mayvillestate.edu between 7:30 A.M. and 4:00 P.M., Monday through Friday.

Outside of normal business hours, please call the NDUS Help Desk at 866.457.6387 or submit a help ticket at https://helpdesk.ndus.edu/ndusaccount.
Installing Duo Mobile for MFA
(Multi-Factor Authentication)

1. Install Duo Mobile

Find the Duo Mobile App for your type of device by searching for Duo Mobile in your app store or using the following direct addresses:


Follow the platform-specific instructions on the screen to install Duo Mobile. After installing the app return to the enrollment window at https://2fa.ndus.edu and log in with your NDUS credentials. Click I have Duo Mobile installed.

2. Activate Duo Mobile

Activating the app, links it to your account so you can use it for authentication.
On iPhone, Android, and Windows Phones activate Duo Mobile by scanning the barcode on the screen with the app's built-in barcode scanner. Follow the platform specific instructions for your device:

The "Continue" button is clickable after you scan the barcode successfully.

Can't scan the barcode? Click Email me an activation link instead. and follow the instructions.

3. Configure Device Options (optional)

You can use Device Options to give your phone a more descriptive name, or you can click Add another device to start the enrollment process again and add a second phone or another authenticator. Adding a second phone is highly recommended as a backup in the case of a loss/theft/damage of the registered device.

If this is the device you'll use most often with Duo then you may want to enable automatic push requests by changing the When I log in: option and changing the setting from "Ask me to choose an authentication method" to "Automatically send this device a Duo Push" or "Automatically call this device" and click Save. With one of the automatic options enabled Duo automatically sends an authentication request via push notification to the Duo Mobile app on your smartphone or a phone call to your device (depending on your selection).

Click Continue to login to proceed to the Duo Prompt.
Your device is ready to approve Duo authentication requests.

Click **Send me a Push** to give it a try. All you need to do is tap **Approve** on the Duo login request received at your phone.
To gain access to Blackboard, Mayville State’s Learning Management system, 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. Do NOT use Internet Explorer.

You may access Blackboard at https://online.mayvillestate.edu. Please bookmark this page so that it can be easily accessed in the future. You may also access Blackboard by opening the Mayville State website and clicking on the Blackboard link at the top right-hand side of the homepage.

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.

Once you are logged in, click the My MASU tab at the top of the page as shown in the screenshot below. 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 12:00 (noon) CST 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/Blackboard 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/Blackboard Orientation.
Submit a Proctor

Some classes may require you to submit your proctor for approval by completing and submitting the Office of Extended Learning Proctor Approval Form online. Please follow the steps below to submit your proctor form:

1. Before completing the form, speak to your proctor and gather their professional contact information.
2. Go to the Mayville State website at www.mayvillestate.edu and click on the $ link at the top of the page.
3. You will be taken to the screen shown below. Click the **Continue Login** after you read the information about usernames and passwords here.

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To access SharePoint, please follow the instructions below.

If you experience issues logging in with Edge browser, try accessing SharePoint with Chrome or Firefox.

- Your username must be in the following format: `first.last@ndus.edu` or `first.last`.
- Your password is the same one you use for Campus Connection, Moodle, and Blackboard.

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2/26/2019
4. You will be prompted to enter your **username** and **password**. Your username is the same as your login for ConnectND preceded by NDUS\. Your password is also identical to the password you created in the account claim process and what you use for ConnectND and Bb/Moodle.

   **Example Username:** NDUS\jane.doe  
   **Example Password:** Comets2019

5. Click **OK**

6. Once in Sharepoint, click **Sites** in the top right menu navigation.

7. Click **Departments and Offices**.

8. Click **Extended Learning** from the site list.
9. Click Submit Proctor on the left-hand menu.

10. A pop-up window will appear with proctor criteria. Read through the terms and click either I Agree or I Disagree (if you do not agree, you will not be able to submit your proctor info).

11. Fill out the online form with your proctor information. Be sure you fill in all blank fields. Once you have completed the form, click Submit Proctor at the bottom of the page.

Your Proctor Approval Form must be submitted at least 10 days prior to your first exam.

Your proctor will be contacted to verify their information and their desire to serve as your proctor. If he or she cannot be contacted for verification, your proctor will not be approved. Once you have an approved proctor, that proctor may be used for all your distance courses for the current semester only. All proctors are subject to approval. You must submit your proctor for approval at the beginning of each semester you are enrolled in Mayville State courses.
FREE Online Tutoring for your Course is Available!

Student Support Services at Mayville State University provides students with access to online tutoring from Smarthinking. With Smarthinking, you can chat with a live tutor up to 24 hours a day from ANY internet connection. Tutors are available to work with you in a wide range of subjects including writing (for any course), math (basic math through calc II), accounting, statistics, finance, economics, biology, anatomy & physiology, physics, chemistry, office applications, and MyMathLab!

To connect with a tutor through Blackboard, follow these steps:
1. Login to your Blackboard account
2. Choose a class
3. Access the Tools page using your course menu
   • If the Tools page is unavailable, contact Alissa Perkins, the Blackboard Administrator at Alissa.perkins@mayvillestate.edu
4. On the Tools page, click on Smarthinking MaSU
5. Choose one of the four options; Work with a tutor, Submit a Question, Submit a Writing, or Review Sessions and Submissions
7. From that point you may choose a subject area and work from there
Note: If a course is highlighted blue, it is available to use. If a course is highlighted white, it is unavailable to use.

Technical Requirements from their website:

- **Operating System**: Windows XP/Vista/7/8/10, Mac (10.4+), Google Chromium, iOS, Android and Linux
- **Browser**: Internet Explorer (Version 8.0 & above), Firefox 12.0+, Google Chrome and Safari 5.0+
- **Internet Connection**: Minimum 256 kbps or above
- **Outbound Port to be opened**: 80 (HTTP), 443 (HTTPS/XMPP)
- **Memory**: At least 1 GB RAM and a Pentium Dual-Core or faster processor
- **Browser related points that you will need to remember**:
  - Cookies: Allow
  - JavaScript: Enable
  - Pop-ups: Allow

(see next page for more information)
Working with a Live Tutor:

Connect with a live tutor by choosing the subject area in which you need help under **Drop In Session**. Then use the whiteboard to start a chat session with a professional tutor and type your question. After you have typed your question(s) or problem(s), click the **Enter Question** button. You may have to wait a few minutes to get connected but once you do, you'll have the tutor's full and undivided attention! You can also load graphics and PDFs into the whiteboard so if the problem that you need help with includes a drawing or graphic, choose the "Share Document" icon in the whiteboard. Using that tool, you can upload screenshots, pictures, or PDF copies of your textbook, making it easier for you and the tutor to communicate.

For more detailed information about how to use the various tools in Smarthinking, click the [https://youtu.be/jj3_DUtsQM](https://youtu.be/jj3_DUtsQM) link here, or click the SUPPORT tab to find tutorials to help with any questions you have.

Each Mayville State University student is given 10 hours of free Smarthinking tutoring per semester. If you need more hours throughout the semester, please contact Katie Richards at [Katie.richards.2@mayvillestate.edu](mailto:Katie.richards.2@mayvillestate.edu).
1. Log in to Campus Connection. And click on Student Self Service

2. Under Student Center click on the other academic... dropdown menu and select grades. Then click on the double arrow symbol
3. Select the term you want to look at and then click continue.
TRANSCRIPT INSTRUCTIONS

Mayville State University – Office of Academic Records, OM 114

It is very easy to view your unofficial transcript through Campus Connection or to place an order for an official transcript. Please visit www.mayvillestate.edu/transcripts for general information.

**Placing an Order for an Official Transcript**

1. Visit www.mayvillestate.edu/transcripts
2. There are two different methods to place an order for an official transcript. The first method is online ordering through the National Student Clearinghouse. There is a blue hyperlink (National Student Clearinghouse) in the 3rd paragraph on the Transcript Requests page. The second method is filling out a Transcript Request Form and sending it to our office with appropriate payment. To access the form, there is a blue hyperlink (Transcript Request Form) in the 4th paragraph on the Transcript Requests page.
3. If you wish for us to process your transcript request after grades are posted for the current term, please make sure to choose that option on your order.

**Viewing Your Unofficial Transcript**

1. Visit www.mayvillestate.edu/transcripts and click the blue Campus Connection hyperlink (this hyperlink is in the 3rd paragraph from the bottom).
2. Log into Campus Connection using your User ID and Password.
   a. If you have trouble remembering your User ID or Password, click on the Navigation to get to the Help Center tab.
b. If you have trouble retrieving your User ID and/or password, please contact the NDUS Help Desk.

3. After logging into Campus Connection, select **Self Service**.
TRANSCRIPT INSTRUCTIONS

4. Under Student Center, select View Unofficial Transcript. If you wish, you can also place an official transcript request by selecting Official Transcript Request.

5. The next screen will provide two drop down boxes. Under Academic Institution select Mayville State University, under Report Type there are two options. Option 1 is Unoff PDF Transfer Details, which shows each class that was transferred in from another institution. Option 2 is Unoff PDF Transfer Summary, which lists the summary of transfer credits. Click the View Report button to download your transcript.

If the transcript does not come up after clicking view report, please disable the pop-up blocker. Instructions for disabling the pop-up blocker in Internet Explorer are included on this page.
Academic Advising Information
Distance Student Advisors - Office of Extended Learning

The Office of Extended Learning is here to help you! We want your experience with online and distance education to be rewarding and enjoyable, and we look forward to working with you toward achieving your academic goals. Please contact the Office of Extended Learning at 800-437-4104, Ext. 34667, if you have any questions on student services for online and distance learners. Every degree-seeking student is assigned an academic advisor. Students in the Devils Lake area will work with Jade Erickstad, LRSC-based Distance Education Program Coordinator. Students in the Williston area will work with Julie St. Germaine, WSC-based Distance Education Program Coordinator. Online students will be assigned to a staff or faculty advisor trained in working with distance and online learners. MSU advisors are committed to providing high quality advising to online and distance students. Non-degree seeking students do not have an assigned advisor but should contact the Office of Extended Learning with any questions they may have.

Misti Wuori
Director of Extended Learning
Phone: 701.788.4631
mistiwuori@mayvillestate.edu

Jade Erickstad
Distance Program Coordinator - LRSC Site
Phone: 701.662.1587
800.443.1313 ext. 21587
Text: 701.401.1546
jade.erickstad@mayvillestate.edu

Connie Kaldor
Online Advisor & Recruiter
Phone: 701.788.4721
Text: 701.401.5791
conniekaldor@mayvillestate.edu

Julie St. Germaine
Distance Program Coordinator - WSC Site
Phone: 701.774.6234
Text: 701.401.5652
juliestgermaine@mayvillestate.edu

Alyson Beckman
Online Enrollment Coordinator & Advisor
Phone: 701.788.4632
Text: 701.401.1592
alysonbeckman@mayvillestate.edu

Alissa Perkins
Blackboard Support
Distance Programs Support Specialist
Phone: 701.788.4645
alissa.perkins@mayvillestate.edu

Shay Thorsgard
Administrative Office Coordinator
Phone: 701.788.4667
Text: 701.401.3277
shay.thorsgard@mayvillestate.edu

OFFICE IF RESPONSIBLE FOR:

- Serving as a point of contact for distance and online students
- Processing Non-Degree, Collaborative, Dual Credit, and Continuing Education applications for admission
- Collaborative student registration
- Dual Credit (Early Entry) registration
- Advisement for online and distance students
- Online and distance programs recruitment, marketing, advisement, and registration
- Heart of the Valley Consortium ITV courses
- Online and Distance Proctor Verification
- Providing student, staff, and faculty support for Blackboard, YuJa, Blackboard Collaborate, Blackboard Ally, Hoonuit, and other technologies.
- Providing orientation, handbooks, email information and other support for online and distance student support services, including new student support services
- Instructional design support
- Online course quality reviews for faculty
- New online course development support
Academic Advising Center

The Academic Advising Center is located in Old Main 101. We offer advising services to on campus students and also support Extended Learning with advising of online students. We are an advising resource for all students, faculty, and staff.

ADVISING CENTER IS RESPONSIBLE FOR:

- Advisement and registration support of students in all academic divisions.
- Assignment of advisors to all undergraduate degree-seeking students.
- Advisement of students in regard to University policies and procedures.
- Advisement including unofficial review of transfer credit for prospective students.
- Communicating with students about all MSU undergraduate degree plans.
- Referral of students to proper campus resources.
- Development of advisement resources for students, faculty and staff.
- Enrollment certification of students entitled to Veterans Education Benefits.
- Coordination of Career Services, including career planning, resume and cover letter writing, mock interviews, and distribution of career, internship, and part-time job opportunities.
- Coordination of student internships with academic divisions.
- Facilitation of First Destination Survey and reporting MSU graduate outcomes.

Teri Wright
Director of Academic Advising
Phone: 701.788.5251
Text: 701.401.1423
teri.wright@mayvillestate.edu

Megan Vig
Career Services
Math & Science Advisor
Phone: 701.788.5254
Text: 701.401.1661
megan.vig@mayvillestate.edu

Susan Cordahl
VA Certifying Official
Business & Liberal Arts Advisor
Phone: 701.788.5255
Text: 701.401.1459
susan.cordahl@mayvillestate.edu

Remington Herman
Education & HPER Advisor
Phone: 701.788.5253
Text: 701.401.1690
remington.werner@mayvillestate.edu
## Advising at a Distance

<table>
<thead>
<tr>
<th>You should...</th>
<th>Your advisor should...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact and keep in touch with your advisor.</td>
<td>Notify you of office hours.</td>
</tr>
<tr>
<td>Make and keep appointments or call if it is necessary to change or cancel an appointment.</td>
<td>Keep appointments or call if it is necessary to change or cancel an appointment.</td>
</tr>
<tr>
<td>Have specific questions in mind for advising sessions.</td>
<td>Provide accurate and specific information.</td>
</tr>
<tr>
<td>Have necessary materials (schedule of courses, forms, etc) for advising sessions.</td>
<td>Have on hand resource material (catalog, advisor’s handbook, etc).</td>
</tr>
<tr>
<td>Ask about other sources of information.</td>
<td>Suggest other sources of information.</td>
</tr>
<tr>
<td>Be open concerning schoolwork, study habits, academic progress, etc.</td>
<td>Listen to you and help you solve your problems.</td>
</tr>
<tr>
<td>Build a schedule free of conflicts in time.</td>
<td>Check your schedule for appropriate selection of courses.</td>
</tr>
<tr>
<td>Make decisions concerning careers, choice of majors and selection of courses.</td>
<td>Suggest options concerning careers, choice of majors and selection of courses.</td>
</tr>
</tbody>
</table>

### When to contact your Advisor
- To discuss any problems which affect academic performance
- To select courses for the upcoming semester
- To add or drop courses
- To register to take a course pass/fail or audit
- To discuss academic progress
- To declare a major
- To discuss requirements for a degree
- To discuss career considerations.

### How to contact your Advisor
- Become familiar with your advisor’s office hours/schedule
- Call or email to make an appointment
- Because the first and last two weeks of each semester are the busiest for your advisor, schedule longer conferences [to discuss issues, possible majors, and careers] during the middle part of the semester
### Advising at a Distance

#### ADVISING CALENDAR

This is a suggested advising timeline. At a minimum, advisors and advisees should communicate at these times and may schedule additional conferences as they are needed.

<table>
<thead>
<tr>
<th>August</th>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Confirm your class schedule in ConnectND (Campus Connection). If you have been unable to register in classes, contact your advisor right away.</td>
<td>• Returning students use this time to reconnect with your advisor and let them know how your classes are going. • Be aware of drop/add dates and other deadlines and talk with your advisor now about any potential schedule changes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October-November</th>
<th>January</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Contact your advisor to plan for spring semester. • Contact your advisor if you receive Starfish warnings • Register for spring classes.</td>
<td>• Contact your advisor if you have questions or concerns about your fall semester grades or if you need to change your class schedule. • Be aware of drop/add dates and other deadlines, and talk with your advisor now about any potential schedule changes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March</th>
<th>April-May</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Contact your advisor for annual planning – you will review your academic goals and make a plan for the coming year.</td>
<td>• Register for summer and fall classes.</td>
</tr>
</tbody>
</table>

### CHANGING AN ADVISOR

Please contact Misti Wuori, Director of Extended Learning, at 701-788-4631 or Misti.Wuori@mayvillestate.edu or Teri Wright, Director of Academic Advising at 701-788-5251 or Teri.Wright@mayvillestate.edu to request a change in advisor.

### ACADEMIC CALENDAR 2020-2021:

<table>
<thead>
<tr>
<th>Fall Semester 2020</th>
<th>Spring Semester 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 24</td>
<td>January 11</td>
</tr>
<tr>
<td>Orientation/Registration</td>
<td>Orientation/Registration</td>
</tr>
<tr>
<td>Classes begin at 4:00 pm</td>
<td>Classes begin at 4:00 p.m.</td>
</tr>
<tr>
<td>August 25</td>
<td>January 11</td>
</tr>
<tr>
<td>First full day of classes</td>
<td>First full day of classes</td>
</tr>
<tr>
<td>September 2</td>
<td>January 18</td>
</tr>
<tr>
<td>Last day to register or add a class</td>
<td>Martin Luther King, Jr. Day – NO CLASSES</td>
</tr>
<tr>
<td>September 2</td>
<td>January 21</td>
</tr>
<tr>
<td>Last day to drop a class without a record</td>
<td>Last day to register or add a class</td>
</tr>
<tr>
<td>September 7</td>
<td>Last day to drop a class without a record</td>
</tr>
<tr>
<td>Labor Day – NO CLASSES</td>
<td></td>
</tr>
<tr>
<td>September 9</td>
<td>January 27</td>
</tr>
<tr>
<td>Final bill payment</td>
<td>Final bill payment deadline</td>
</tr>
<tr>
<td>September 13</td>
<td>February 7</td>
</tr>
<tr>
<td>Application for spring graduation due</td>
<td></td>
</tr>
<tr>
<td>September 21</td>
<td>February 8</td>
</tr>
<tr>
<td>Enrollment census date</td>
<td>Enrollment census date</td>
</tr>
<tr>
<td>November 11</td>
<td>February 15</td>
</tr>
<tr>
<td>Veterans Day – NO CLASSES</td>
<td>Presidents Day – NO CLASSES</td>
</tr>
<tr>
<td>November 13</td>
<td>March 15-19</td>
</tr>
<tr>
<td>Last day to withdraw term/drop w/ record</td>
<td>Spring Break</td>
</tr>
<tr>
<td>November 25-27</td>
<td>March 22</td>
</tr>
<tr>
<td>Thanksgiving – NO CLASSES</td>
<td>Classes resume</td>
</tr>
<tr>
<td>November 30</td>
<td>March 28</td>
</tr>
<tr>
<td>Classes resume</td>
<td>Application for fall graduation due</td>
</tr>
<tr>
<td>December 14-18</td>
<td>April 2-5</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>Easter Break – NO CLASSES</td>
</tr>
<tr>
<td>December 22</td>
<td>April 6</td>
</tr>
<tr>
<td>Grades due at 12:00 noon</td>
<td>Classes resume</td>
</tr>
<tr>
<td></td>
<td>April 9</td>
</tr>
<tr>
<td></td>
<td>Last day to withdraw term or drop w/ record</td>
</tr>
<tr>
<td></td>
<td>May 10-14</td>
</tr>
<tr>
<td></td>
<td>Final Exam Week</td>
</tr>
<tr>
<td></td>
<td>May 15</td>
</tr>
<tr>
<td></td>
<td>Commencement</td>
</tr>
<tr>
<td></td>
<td>May 18</td>
</tr>
<tr>
<td></td>
<td>Grades due at 12:00 noon</td>
</tr>
<tr>
<td></td>
<td>May 31</td>
</tr>
<tr>
<td></td>
<td>Holiday-Memorial Day</td>
</tr>
</tbody>
</table>

| Summer Semester 2021 | |
|----------------------||
| May 17               | Fast Track Sessions begin |
| May 24               | Ten-Week Session begins |
| May 24               | First-Five-Week Session begins |
| May 24               | Eight-Week Session begins |
| July 5               | Second Five-Week Session begins |
Advising at a Distance

**English Proficiency and other Academic Concerns**
North Dakota state law and North Dakota State Board of Higher Education policy require that students have the right to report communication concerns related to their professors. MSU students are advised to adhere to the following channels until the communication problem has been resolved: 1.) instructor, 2.) respective Division chair, 3.) Vice President for Academic Affairs, and 4.) the University President.

![Instructor ➔ Division Chair ➔ Vice President for Academic Affairs ➔ University President]

**Students with Disabilities**
Mayville State University is dedicated to providing equal opportunity and access for every student. As required by Section 504 of the Rehabilitation Act and the ADA, appropriate and reasonable accommodations will be made for all students with documented disabilities [LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health-Related, & Other] that request those accommodations to ensure their full access to the academic opportunities of Mayville State University. It is important that if you feel you need accommodations for a learning or physical disability that you make your advisor aware of these accommodations. In some cases, your advisor may refer you to the Disability Support Services [DSS] for assistance. The staff of DSS provides a broad range of supportive services in an effort to ensure that the individual needs of each student are met. The information will remain confidential. Accommodations and alternative format print materials [large print, audio, disk, or Braille] are available through Katie Richards, Disability Support Services, located in Classroom Building 109, phone number 701-788-4675 or by emailing katie.richards.2@mayvillestate.edu.
DISTANCE ADVISING SYLLABUS 2020-2021 EXAMPLE

Advisor:
Office Phone:
Best Time to Contact Me by Phone: [Central Time] E-Mail
Address:
Advisor profile: [link to professional page]

INTRODUCTION TO ACADEMIC ADVISING:
Academic advising at Mayville State University will play an integral part in a student’s total learning and development while pursuing a degree and major of choice. This advising provides the student an opportunity to build a partnership with the advisor for the purpose of developing plans that will assist in the realization of educational, career, and life goals.

This advising partnership needs to be a collaborative process with strong personal interaction and excellent communication as the focal point. Both the student and the advisor have clear responsibilities for ensuring that the partnership is successful.

This syllabus serves as the tool for building the partnership and should be the reference point from which both the student and the advisor work. Advisor and advisee responsibilities, learning outcomes, useful resources, and advising calendars follow. Welcome to Mayville State University and an academic advising partnership filled with opportunity.

ADVISEE RESPONSIBILITIES – WHAT YOU ARE EXPECTED TO DO
As an advisee, you have clear responsibilities in the advising partnership in order to be successful:
• Take the initiative to contact your advisor and provide your advisor with current/most desirable contact information. Schedule regular advising appointments or make regular phone or email contacts with your advisor during each semester.
• Be prepared for advising meetings with questions or material for discussion.
• Be an active learner by participating fully in the advising experience.
• Ask questions if you do not understand an issue or have a specific concern.
• Keep a personal record of your progress toward meeting your goals.
• Organize official documents in a way that enables you to access them when needed.
• Complete all assignments or recommendations from your advisor.
• Gather all relevant decision-making information.
• Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities.
• Become knowledgeable about college programs, major and minor requirements, policies (e.g. academic performance standards), and procedures.
• Accept responsibility for decisions.
• Be aware of prerequisites and course offering rotations to help determine an educational plan that fits within the time frame you desire to complete your degree.
• Follow university procedures for registering for courses and making schedule adjustments.
• Be aware of academic deadlines and keep your advisor informed of changes in your contact information, academic progress, course selection, and academic/career goals.
• Check and read your university e-mail.
ADVISOR RESPONSIBILITIES – WHAT YOU CAN EXPECT

You can expect me as your advisor to:

• Understand and effectively communicate the curriculum, graduation requirements, and university policies and procedures
• Encourage and guide you as you explore your interests, abilities, and values as you define and develop clear and attainable educational, career, and life goals
• Be a responsive listener who will provide you with information about and strategies for utilizing the available resources and services for distance students at Mayville State University
• Assist you in understanding the purposes and goals of higher education and its effects on your life
• Monitor and accurately document your progress toward meeting your goals
• Be accessible for advising meetings with you via telephone or e-mail
• Assist you in gaining decision making skills and skills in assuming responsibility for your educational plans and achievements
• Assist you in working closely with your professors

STUDENT LEARNING OUTCOMES

• Students will demonstrate the ability to make effective decisions concerning their degree and career goals.
• Students will develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan.
• Students will demonstrate an understanding of the value of the general education requirements.
• Students will utilize the resources and services available to distance students to assist them in achieving their academic, personal, and career goals.
• Students will make use of referrals to campus resources as needed.
• Students will graduate in a timely manner based on their educational plan.

REQUIRED MATERIALS

Mayville State University Academic Catalog

http://mayvillestate.smartcatalogiq.com/

ADDITIONAL RESOURCES RECOMMENDED TO YOU

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Extended Learning</td>
<td>OM104</td>
<td>701.788.4667</td>
<td><a href="mailto:ExtendedLearning@mayvillestate.edu">ExtendedLearning@mayvillestate.edu</a></td>
</tr>
<tr>
<td>IT Help Desk</td>
<td>Library B06</td>
<td>701.788.4739</td>
<td><a href="mailto:support.desk@mayvillestate.edu">support.desk@mayvillestate.edu</a></td>
</tr>
<tr>
<td>Academic Advising Center</td>
<td>OM101</td>
<td>701.788.5251</td>
<td><a href="mailto:teri.wright@mayvillestate.edu">teri.wright@mayvillestate.edu</a></td>
</tr>
<tr>
<td>Blackboard</td>
<td>OM104</td>
<td>701.788.4645</td>
<td><a href="mailto:alissa.perkins@mayvillestate.edu">alissa.perkins@mayvillestate.edu</a></td>
</tr>
<tr>
<td>Business Office</td>
<td>OM108</td>
<td>701.788.4757</td>
<td><a href="mailto:michayla.maruska@mayvillestate.edu">michayla.maruska@mayvillestate.edu</a></td>
</tr>
<tr>
<td>Career Services</td>
<td>OM101</td>
<td>701.788.4899</td>
<td><a href="mailto:megan.vig@mayvillestate.edu">megan.vig@mayvillestate.edu</a></td>
</tr>
<tr>
<td>Counseling Services</td>
<td>CB115D</td>
<td>701.7884772</td>
<td><a href="mailto:lindsay.birke@mayvillestate.edu">lindsay.birke@mayvillestate.edu</a></td>
</tr>
<tr>
<td>Disability Support Services</td>
<td>CB109</td>
<td>701.788.4675</td>
<td><a href="mailto:katie.richards.2@mayvillestate.edu">katie.richards.2@mayvillestate.edu</a></td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>OM106</td>
<td>701.788.4678</td>
<td><a href="mailto:shirley.m.hanson@mayvillestate.edu">shirley.m.hanson@mayvillestate.edu</a></td>
</tr>
<tr>
<td>Nurse</td>
<td>Berg105</td>
<td>701.788.4865</td>
<td><a href="mailto:MASU.StudentHealth@mayvillestate.edu">MASU.StudentHealth@mayvillestate.edu</a></td>
</tr>
<tr>
<td>Records Office</td>
<td>OM114</td>
<td>701.788.4774</td>
<td><a href="mailto:leslie.r.durkin@mayvillestate.edu">leslie.r.durkin@mayvillestate.edu</a></td>
</tr>
<tr>
<td>Student Services</td>
<td>OM107</td>
<td>701.788.4842</td>
<td><a href="mailto:debra.obrien@mayvillestate.edu">debra.obrien@mayvillestate.edu</a></td>
</tr>
<tr>
<td>Veterans</td>
<td>OM101</td>
<td>701.788.5255</td>
<td><a href="mailto:susan.cordahl@mayvillestate.edu">susan.cordahl@mayvillestate.edu</a></td>
</tr>
<tr>
<td>Writing Center Services</td>
<td>Library</td>
<td>701.788.4720</td>
<td><a href="mailto:erin.kunz@mayvillestate.edu">erin.kunz@mayvillestate.edu</a></td>
</tr>
</tbody>
</table>
Academic Standing, Credit by Exam, and Armed Services Credit

Academic progress is measured by grades and credits earned. Students receive acknowledgment for high academic achievement and are given early warning when they become academically deficient.

To be eligible to register continuously without conditions, an undergraduate or graduate student (refer to graduate student academic standing policy) must maintain good academic standing, which is defined as a minimum term (semester) grade point average (GPA) of 2.00 and a minimum cumulative (cum) GPA of 2.00 (4.00 scale).

A cumulative grade point average of 2.00 ("C") is the minimum satisfactory level of academic performance, the level required for graduation.

Students who receive a Starfish notification indicating the need for academic improvement should consult with the instructor and academic advisor. In conference with the instructor and/or academic advisor a course of action aimed at correcting the areas needing improvement should be developed.

Note: The credits for courses enrolled during the current semester from other institutions or NDUS collaborative credits will not be considered in determining the current semester academic standing due to the delay in receiving the transcripts from institutions for those credits.

RETENTION
All student records are reviewed at the completion of each term (summer, fall or spring). Should the cumulative GPA fall below the required minimum, the student is placed on academic probation or may be suspended, depending on prior academic history.

GOOD STANDING
Good Standing reflects when a student’s term (semester) GPA and cumulative GPA are at or above a 2.00.

ACADEMIC WARNING
An academic warning is to alert a student that his/her term GPA is below the minimum required for good standing, even though the institutional cumulative GPA is at or above 2.00. An academic warning does not appear on the official academic transcript, but does appear on the unofficial transcript. Students are notified of their academic warning status via official MSU email and in Starfish.

ACADEMIC PROBATION
An academic probation is issued when a student who entered the grading period (summer, fall or spring) on good standing or academic warning earns a cumulative GPA below the minimum 2.00. Students placed on academic probation should not enroll in more than 15 credits for the following semester (or 7 credits for the summer session) without permission of the student's academic advisor. An academic probation appears on the student's official academic transcript and on the unofficial transcript. An advisor hold is placed on the student's record, and may only be removed after the student has met with their advisor. Students are notified of their academic probation status via unofficial transcript in Campus Connection, Starfish and through the student's personal campus email. Students are subject to suspension without regard to whether they have ever been placed on academic probation.

CONTINUED PROBATION
A student may be issued an extension of the academic probation status. It is issued when a student enters the grading period on academic probation, shows adequate progress by attaining a minimum term GPA of 2.00, but their cumulative GPA is still below the minimum 2.00 for good standing. Students placed on academic probation should not enroll in more than 15 credits for the following semester (or 7 credits for the summer session) without permission of the student's academic advisor. An academic probation appears on the student's official academic transcript and on the unofficial transcript. An advisor hold is placed on the student's record, and may only be removed after the student has met with their advisor. Students are notified of their academic probation status via unofficial transcript in Campus Connection, Starfish and through the student’s personal campus email. Students are subject to suspension without regard to whether they have ever been placed on academic probation.
ACADEMIC SUSPENSION

Academic suspension is issued when a student enters a grading period (summer, fall or spring) on academic probation and earns below the minimum cum and term GPA at the close of the semester (term). If a student has a term GPA of academic suspension recognizes that the academically deficient student did not demonstrate an improvement in their GPA. An academic suspension appears on the student’s academic transcript. Attempted credits include all courses (except withdrawals) on a student’s record, including repeated courses, ASC courses, "Fs", incompletes, etc.

Students who are suspended from the University did not meet the minimum academic standards and are informed of this action via unofficial transcript in Campus Connection, Starfish and through the student’s personal campus email. Transfer and returning students must meet the above academic standards for admission to the University. The applications of transfer and returning students who fail to meet this standard for admission will be reviewed and decided on by the Admissions and Academic Standards Committee. The Committee may impose special conditions of admission for transfer and returning students who fail to meet the academic standards.

The student may verify their suspension status and semester grades via their transcript on “Campus Connection.” If students encounter any difficulty viewing the grades/transcript, please contact the MSU Help Desk at (701) 788-4739.

Non-degree students are not considered for suspension from Mayville State University.

TRANSFER STUDENT UNDER SUSPENSION

Students on academic suspension from another institution of higher education will normally be denied admission until that suspension has expired. A transfer student who is not eligible to return to the previous institution must submit an appeal to the Office of Admissions. Transfer student admission following the academic suspension or dismissal from another institution will be coordinated with that institution to determine conditions under which the student may be admitted.

Suspension Appeal

Students have the right to appeal their first and second suspension for failure to meet the academic standards of the University. A student with a third suspension does not have the right to appeal.

1. Should a student choose to appeal, please provide a typewritten letter of appeal detailing the reasons for the academic performance, no later than 4:00 PM on the date indicated on the MSU website under Academic Standing. The submission date is a hard deadline, non-negotiable and no exceptions will be considered.

2. Email the appeal letter to: MASU.AcademicAffairs@mayvillestate.edu or deliver to the Office of Academic Affairs located in Old Main #112.

3. If there are any questions concerning this process, please contact the Office of Academic Affairs at (701) 788-4711.

If a student does not exercise their right to appeal the suspension, he or she will be eligible to reapply for admission to the University at the conclusion of two semesters (two grading periods, summer, fall and spring).

An academic suspension by a student requires a two term (semester) suspension. There are three terms or semesters (summer, fall and spring) per year. A suspended student who returns after completing the suspension time period may be readmitted on probation and is not required to follow the appeal process.

This academic appeal process is NOT associated with the financial aid suspension appeal. If you have been placed on financial aid suspension, please contact the Office of Financial Aid at MASU.Aid@mayvillestate.edu regarding any possible financial disqualification or warning action.
Armed Service Credit
Mayville State University is a current member of the Servicemembers Opportunity College (SOC) and provides flexible policies that allow mobile service members and their families to complete degrees rather than just accumulate course credit.

Service personnel currently on active duty who have acquired certain educational experiences, or have attended service schools, or have passed college Advanced Placement (AP), College Level Examination Program (CLEP), and the Defense Activity for Non-Traditional Education Support (DSST) tests can have these evaluated for transfer credit. Mayville State University will accept 30 semester credits of the following towards a bachelor’s degree:

1. Military service courses are given credit as recommended in the Guide to the Evaluation of Educational Experiences in the Armed Services published by the American Council on Education (ACE).
2. AP, CLEP, and DSST subject standardized tests are accepted in some areas. For more information about these programs access this Web site: https://ndus.edu/lets-get-started/pre-college-credits/

Advanced Standing Credit
Credit by examination (Advanced Standing) for Mayville State courses is available in some programs. Interested students should consult with the discipline faculty involved to determine if this option is available. The last day to register for credit by examination is the same as the last day to register or add a class.

Advanced Placement Credit
Students who have completed certain College Entrance Examination Board (CEEB) advanced placement courses in high school and who have earned a minimum score of 3 on the Advanced Placement Examinations will be awarded college credit as follows:

CEEB should forward examination scores directly to the Office of Academic Records.

CLEP Credit
The College Level Examination Program (CLEP) is one of the accepted means by which a student may establish college credit. It is a national program that affords the student an opportunity to obtain college recognition for his/her formal or informal preparation prior to attending college. Generally, colleges and universities accept CLEP credit; however, students who plan to transfer to another institution should first check to see what the limitations of the receiving school might be.

A student must be enrolled at Mayville State University to receive CLEP credit. Students may not take CLEP subject exams after enrolling in that course.

Contact the Office of Academic Records in Old Main 114 for additional information about CLEP.

Prior Learning Assessment (PLA)
Students who have achieved a significant degree of educational growth in disciplines offered by Mayville State University through professional, cultural, or community activities may seek to be granted credit for prior learning. A student may earn a maximum of 30 semester hours of credit by examination, including Prior Learning Assessment (PLA), CLEP credit, advanced-standing credit, etc. Students who believe they are eligible for PLA must complete an application form available at the Office of Academic Records who will assist in identifying the appropriate academic discipline and a faculty member representing that area. The student and faculty advisor work to develop the validating documentation. This evidence is, in turn, reviewed by the discipline faculty and by the Curriculum Committee before a final decision is made by the Vice President for Academic Affairs. Credit awarded under this program is considered the same as transfer credit and may not be used to satisfy the 30-hour resident requirement. This credit will only be awarded with an "S" satisfactory grade and placed on the transcript when the student has successfully completed one semester of resident work. A student must be currently enrolled to receive prior learning credit. When credit is granted the transcript will be noted as ‘Prior Learning Credit.’
**Grades and Grade Point Average**

The grade point average is determined by calculating the total number of honor points earned and dividing by the number of attempted credit hours in which a letter grade of A, B, C, D, or F was received.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Honor Points Per Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0</td>
</tr>
</tbody>
</table>

**Transfer Grade Point Average**

Total hours earned and the grade point average from all transfer institutions are entered on the Mayville State University official transcript and are calculated for a cumulative grade point average; however, transfer courses do not appear on the MSU official transcript.

**Grade Appeal Policy**

Faculty must evaluate and grade student work fairly and reasonably, and students must maintain scholastic honesty beyond reproach. Disputes that arise about fairness and honesty are best resolved through open and sincere communication among all parties – students, faculty, committees, and administrators. Once a grade has been recorded for a class, the grade cannot be changed unless an error was made by the instructor. Students may repeat a class if they would like to improve their grade.

A grade appeal is an allegation by a student that such student’s semester grade in a course offered for credit was not in accordance with the grading criteria described in the course syllabus. The student must contact the instructor of the course before the fifth week of the following semester to discuss the instructor’s and student’s reasoning for the grade given or desired. The complete policy addressing procedures required for resolving grade appeals is available in the Office of Academic Affairs.

**Incomplete Grade**

A student who has an excusable reason for not completing coursework may request an "I" (Incomplete). This process is initiated by the student filling out the Incomplete Grade Request Form. If an Incomplete Grade is granted by the instructor and advisor, the student is responsible for completing the work by a deadline approved by the instructor, but no later than the Friday of the eighth week into the following term. With instructor approval, a student may be granted a one-time extension (a maximum of an eight week extension), including a contracted date of completion, for removing the incomplete grade. If any incomplete grade is not removed by the end of the specified time, the grade as recorded on the Incomplete Grade Request form will be placed on the transcript by the Registrar.
Repeated Courses
If a student receives an "F" (failure) in a course, he/she should repeat it as soon as possible if it is required for graduation. When a course is repeated to improve grade point average, only the last earned grade is counted in the grade point average. Each course registration and its earned grade, however, continue to appear on the transcript. Course repeats are not allowed on a one-to-one basis such as independent study or on an arranged basis. This policy may be appealed through a sub-waiver form when there are extenuating circumstances and would require approval. In regard to financial aid and Title IV funding in relation to the repeating of a course, the following applies:

- A failed course may be repeated as many times as needed until passed.
- A previously passed course may only be repeated once. This includes even those courses where a higher grade is required for the major (e.g., minimum of "C" for Teacher Education and Business Administration core courses, etc.)
- This does not include courses designated as repeatable (e.g. band, choir, student government, etc.) as these are not restricted nor limited (unless designated otherwise) and, therefore, a student may repeat these courses as often as allowed.
- If a student passes a failed course with a passing grade, he/she may repeat the course one more time to try and achieve a higher grade.

Satisfactory/Unsatisfactory Credit
Students with junior standing or above are permitted to register for an academic course on a satisfactory/unsatisfactory (S/U) option based on the following policies:

- Students must have an overall 2.00 grade point average in order to qualify.
- The S/U option may be used for courses that do not apply to a major or minor field. The student, however, may use this option if the course is in excess of the requirements for the major or minor field of specialization.
- The S/U option is not available for required essential studies or professional courses.
- Students may not change to, or from an S/U option after the last day to add classes.
- Prior learning credit, CLEP, or military credits (recorded as S/U), may be used toward the major and/or minor upon approval from the respective Division chair.
- S/U credit will not be used in determining honor points or honor point ratio.
- The traditional "C" or better will be considered satisfactory "S."

Other courses in which S/U credit may be earned are listed in each department of this catalog. These courses may be taken upon the advice of the student's advisor.

Academic Fresh Start
The Academic Fresh Start policy allows a student who has had former academic deficiencies and been out of higher education for three consecutive years to recover without penalty and have an Academic Fresh Start.

- The student must be currently enrolled as an undergraduate student at Mayville State.
- At least three consecutive years must have elapsed between the earned credits and the Academic Fresh Start request.
- An Academic Fresh Start may be requested for all coursework in no more than four selected quarters or semesters including previous transfer credits or Mayville State credits.
- Individual course(s) do not qualify for an Academic Fresh Start.
- All courses in forgiven terms cannot be used to meet pre-requisites or degree requirements.
- To qualify, a student must have completed a minimum of 12 semester credits with a 2.50 GPA or higher.
- Academic Fresh Start may be invoked only once and is irreversible.
- The policy is not available to a student pursuing a degree after a first baccalaureate degree has been granted.
- Students are responsible for ascertaining if the Academic Fresh Start would affect their current or future eligibility status for financial aid or veteran’s benefits or other financial assistance programs.
- Teacher Education candidates are not eligible for an Academic Fresh Start at this time due to state teacher licensing requirements currently in place.

For more information or to make an Academic Fresh Start request contact the Office of Academic Records at Old Main 114.

If approved the academic transcript will indicate the terms affected by the Academic Fresh Start. Credits and grades will continue to appear on the academic transcript with credits included in attempted hours; however, letter graded courses will be excluded from the grade point average. Graduate and professional programs and other universities’ undergraduate programs are not bound by the Mayville State University Academic Fresh Start policy.
How to Access Checksheets

1. Go to www.mayvillestate.edu and click Academics from the menu. From the drop-down menu select Academic Records.

2. Click “Click HERE for How To Instructions and Forms.”

3. Log into SharePoint with your student credentials.

4. Click on the Checksheets folder, and then choose the catalog that you are following. If you are not sure which catalog applies to you, ask your advisor. If you are planning to move to a newer catalog, you must submit an approval form to the Office of Academic Records at records@mayvillestate.edu

For students who transferred to Mayville State, you should have received a copy of your transfer evaluation showing your incoming transfer credit. This was also provided to your advisor. You should update this evaluation with any Mayville State coursework and use it to plan your future registrations.

If you have any questions, please contact your advisor or the Office of Academic Records at 701.788.4774 or by emailing records@mayvillestate.edu.
Academic Requirement Report (ARR)

The Academic Requirement Report (ARR) is a tool available to all Mayville State University students and advisors to track degree progress. 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.

The ARR is intended as an advising tool for students and advisors; however, it is not the student’s official graduation audit. The official status of graduation requirement completion will be made by the Office of Academic Records. In order to receive an official graduation audit, students must file an application for graduation with the Office of Academic Records.

To find more information on how to access and utilize the ARR, please contact the Office of Academic Records or check out their website at https://mayvillestate.edu/academics/academic-records/.

Frequently Asked Questions about the ARR

WHAT IF ONE OF THE COURSES IS MISSING FROM THE ACADEMIC REQUIREMENT REPORT OR IS NOT COUNTED AS MEETING THE SPECIFIC REQUIREMENT?

If a course is missing from the report it is best to review the section labeled “unused courses” to determine if the course is being identified on the report, but is not being used to meet a requirement. If this is the case, please discuss a Substitution/Waiver with your advisor. The Request for Substitution/Waiver of Academic Requirements form must be approved by your advisor and the division chair prior to submitting the form to the Office of Academic Records.

CAN THE ACADEMIC REQUIREMENT REPORT TELL ME IF I AM ELIGIBLE TO GRADUATE?

The ARR can help you monitor progress towards degree completion; however, it is not your official graduation audit. The only way to know if you are eligible for graduation is to submit an Application for Graduation to the Office of Academic Records. The Office of Academic Records staff will complete your official graduation audit, which will be sent to you and your advisor.

MY MAJOR IN THE ACADEMIC REQUIREMENT REPORT IS NOT CORRECT, HOW DO I CHANGE IT?

If the ARR is populating the wrong major, minor, or specialization, please file a Major, Minor, Certificate, or Advisor Change form with the Office of Academic Records.

THE ACADEMIC REQUIREMENT REPORT SHOWS THAT I NEED TO CHOOSE A MINOR OR SPECIALIZATIONS, WHAT DO I NEED TO DO?

If the ARR is showing that you need to choose a minor or specializations, please file a Major, Minor, Certificate, or Advisor Change form with the Office of Academic Records.

THE REQUIREMENTS FOR MY MAJOR HAVE CHANGED AND THE ACADEMIC REQUIREMENT REPORT IS SHOWING THE OLD REQUIREMENTS.

The ARR is generated based on a student’s catalog year. A student’s catalog year is based on the term he or she was admitted to Mayville State University. If the requirements for your major have changed and you wish to follow a newer catalog, please submit a Catalog Change form to the Office of Academic Records.

I HAD ONE OF MY DEGREE REQUIREMENTS SUBSTITUTED OR WAIVED, BUT THE ACADEMIC REQUIREMENT REPORT IS NOT TAKING THIS INTO ACCOUNT. WHAT SHOULD I DO?

After a Request for Substitution/Waiver of Academic Requirements form is approved by your advisor, the division chair, and the registrar, you will be notified via Mayville State University email. Your Substitution/Waiver will then be manually entered into the ARR by the Assistant Registrar.

WHO SHOULD I CONTACT IF I HAVE QUESTIONS REGARDING THE ACADEMIC ADVISEMENT REPORT?

Your first point of contact should be your Academic Advisor. You can also contact the Office of Academic Records at records@mayvillestate.edu.
How to Access your Academic Requirement Report

1. Log into Campus Connection
2. Go to your Academic Progress
3. On the left hand side of the page, click on My Academic Requirements
Your report will appear as follows:
Offices, Services, and Contact Info
## President’s Office

<table>
<thead>
<tr>
<th>Dr. Brian Van Horn</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Brian.VanHorn@mayvillestate.edu">Brian.VanHorn@mayvillestate.edu</a></td>
<td>701.788.4754</td>
</tr>
<tr>
<td>Old Main 113</td>
<td>800.437.4104 / Extension: 34754</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mary Trudeau</th>
<th>Executive Administrative Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Mary.Trudeau@mayvillestate.edu">Mary.Trudeau@mayvillestate.edu</a></td>
<td>701.788.4754</td>
</tr>
<tr>
<td>Old Main 113</td>
<td>800.437.4104 / Extension: 34754</td>
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</tbody>
</table>

The President is the chief executive officer of the institution and a member of the Chancellor's executive staff. The President is responsible to the Chancellor for all matters concerning the institution and is an advisor to the Chancellor in matters of inter-institutional policy and administration. The President is the chief spokesperson for the university.

**OFFICE IS RESPONSIBLE FOR:**

- Preparation and development of both short and long range plans related to institutional goals.
- Overall leadership and management of the University, including financial, student affairs, academic affairs, human resources, physical plant resources, and development.
- Relationships with community, media and various external organizations
- Relationship with legislature, executive branch of state government federal agencies in accordance with State Board of Higher Education guidelines
- Relationship with alumni foundation
- Development of policies, plans, budgets, programs and standards for the institution
**Academic Affairs**

<table>
<thead>
<tr>
<th>Dr. Tami Such</th>
<th>Interim Vice President for Academic Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:tami.such@mayvillestate.edu">tami.such@mayvillestate.edu</a></td>
<td>701.788.4755</td>
</tr>
<tr>
<td>Old Main 112B</td>
<td>800.437.4104 / Extension: 34755</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ashley Hanson</th>
<th>Executive Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:ashley.a.madson@mayvillestate.edu">ashley.a.madson@mayvillestate.edu</a></td>
<td>701.788.4711</td>
</tr>
<tr>
<td>Old Main 112A</td>
<td>800.437.4104 / Extension: 34711</td>
</tr>
</tbody>
</table>

**OFFICE IS RESPONSIBLE FOR:**

- All academic programs of the University
- Responsible for all faculty-workloads, course overloads, etc.
- Process student evaluations of faculty
- Maintaining current file of syllabi for all courses
- Academic suspension and probation notification
- Maintain University Catalog
- Acknowledge students on the Dean’s List
- Responsible for all HLC, CAEP, CCNE accreditation visits
- Develop articulation agreements with other high schools, two-year colleges, tribal colleges and universities
- Academic & Co-Curricular Assessment
- Grants and Research

The following areas report to the Vice President of Academic Affairs:

- Chief Information Officer
- Division Chairs/Division
- Faculty
- Library
- Office of Academic Records
- Office of Extended Learning
Admissions and Academic Records

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather Hoyt</td>
<td>Director of Admissions &amp; Academic</td>
<td><a href="mailto:heather.hoyt@mayvillestate.edu">heather.hoyt@mayvillestate.edu</a></td>
<td>701.788.4773</td>
</tr>
<tr>
<td></td>
<td>Records/Registrar</td>
<td></td>
<td>800.437.4104 / Extension: 34773</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Main 114</td>
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</tr>
<tr>
<td>Sharyl Hanson</td>
<td>Assistant Registrar – Academic</td>
<td><a href="mailto:sharyl.hanson@mayvillestate.edu">sharyl.hanson@mayvillestate.edu</a></td>
<td>701.788.4678</td>
</tr>
<tr>
<td></td>
<td>Records</td>
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</tr>
<tr>
<td>Leslie Durkin</td>
<td>Records Assistant – Academic</td>
<td><a href="mailto:leslie.R.durkin@mayvillestate.edu">leslie.R.durkin@mayvillestate.edu</a></td>
<td>701.788.4774</td>
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</tr>
<tr>
<td>JoAnna Strand</td>
<td>Records Assistant – Academic</td>
<td><a href="mailto:joanna.strand@mayvillestate.edu">joanna.strand@mayvillestate.edu</a></td>
<td>701.788.4641</td>
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<tr>
<td></td>
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<td>Old Main 114</td>
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</tr>
<tr>
<td>Amy Sand</td>
<td>Transfer Coordinator – Academic</td>
<td><a href="mailto:amy.j.sand@mayvillestate.edu">amy.j.sand@mayvillestate.edu</a></td>
<td>701.788.4737</td>
</tr>
<tr>
<td></td>
<td>Records</td>
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<td>800.437.4104 / Extension: 34737</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Main 102</td>
<td></td>
</tr>
<tr>
<td>Mindy O’Connor</td>
<td>Transfer Specialist – Admissions</td>
<td><a href="mailto:mindy.oconnor@mayvillestate.edu">mindy.oconnor@mayvillestate.edu</a></td>
<td>701.788.4635</td>
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<td>800.437.4104 / Extension: 34635</td>
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<tr>
<td></td>
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<td>Old Main 102</td>
<td></td>
</tr>
<tr>
<td>Katherine Nelson</td>
<td>Freshman Specialist – Admissions</td>
<td><a href="mailto:katherine.nelson.2@mayvillestate.edu">katherine.nelson.2@mayvillestate.edu</a></td>
<td>701.788.4763</td>
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<td>800.437.4104 / Extension: 34763</td>
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</table>

ADMISSIONS OFFICE IS RESPONSIBLE FOR:
- Processing applications for admissions
- Answering questions regarding admissions
- International Admissions

ACADEMIC RECORDS OFFICE IS RESPONSIBLE FOR:
- Student Registration
- Drop/Add registration changes
- Student withdrawals from the University
- Issuing transcripts
- Permanent files on all MSU students
- Student Academic Assessment Report
- Evaluation of transfer credits from all institutions
- Enrollment Verification of all students
- Identifying students on academic probation/suspension
- Identifying students eligible for Dean's List
- Creating semester class schedules
- Maintaining Campus Connection Course Catalog
- Final exam schedules
- Petitions for excess student-load, arranged courses, independent study and advanced standing
- Prior Learning Assessment
- Major, Minor, Certificate, Advisor Changes
- Evaluation of requirements for teacher education, student teaching, internships, and financial aid
- Applications for graduation
- Requests for substitution or waiver of academic requirements
- Graduation lists, graduation honors, and diplomas
- Certifying graduates for teacher certification
- Family Education Rights and Privacy Act (FERPA)
- Good student discounts for insurance
Information Technology Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Robert Frederick</td>
<td>Chief Information Officer</td>
<td><a href="mailto:robert.frederick@mayvillestate.edu">robert.frederick@mayvillestate.edu</a></td>
<td>701.788.4794</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Library B06</td>
<td>800.437.4104 / Extension: 34794</td>
</tr>
<tr>
<td>Craig Keating</td>
<td>Information Systems Specialist</td>
<td><a href="mailto:craig.keating@mayvillestate.edu">craig.keating@mayvillestate.edu</a></td>
<td>701.788.4793</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Library B06</td>
<td>800.437.4104 / Extension: 34793</td>
</tr>
<tr>
<td>Matthew Dalrymple</td>
<td>Information Systems Technician</td>
<td><a href="mailto:matthew.dalrymple@mayvillestate.edu">matthew.dalrymple@mayvillestate.edu</a></td>
<td>701.788.4792</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Library B06</td>
<td>800.437.4104 / Extension: 34792</td>
</tr>
<tr>
<td>Dean Kostuck</td>
<td>Service Desk Manager/IVN Coordinator</td>
<td><a href="mailto:dean.kostuck@mayvillestate.edu">dean.kostuck@mayvillestate.edu</a></td>
<td>701.788.4739</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Library B06</td>
<td>800.437.4104 / Extension: 34739</td>
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Email:  service.desk@mayvillestate.edu
Website:  https://mayvillestate.edu/student-resources/information-technology-services/

Information Technology Services at Mayville State provides a wide range of technical support, including Office 365 and email, Campus Connection, Duo multifactor authentication, software and device troubleshooting, and general NDUS account support.

OFFICE IS RESPONSIBLE FOR:

- Hardware and software support for faculty, staff and students
- Support of NDUS network and email (Outlook) accounts
- Campus Connections/ConnectND assistance
- Network authentication assistance, including Duo
- Remote technology support, including Zoom and Teams
**Byrnes-Quanbeck Library**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Kornkven</td>
<td>Director of Library Services</td>
<td><a href="mailto:Kelly.Kornkven@mayvillestate.edu">Kelly.Kornkven@mayvillestate.edu</a></td>
<td>701.788.4816</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Library 120M</td>
<td>800.437.4104 / Extension: 34816</td>
</tr>
<tr>
<td>Shannon Hofer</td>
<td>Acquisitions, Interlibrary Loan &amp; Circulation</td>
<td><a href="mailto:Shannon.Hofer@mayvillestate.edu">Shannon.Hofer@mayvillestate.edu</a></td>
<td>701.788.4815</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Library 120A</td>
<td>800.437.4104 / Extension: 34815</td>
</tr>
<tr>
<td>Aubrey Madler</td>
<td>Assistant Director and Technical Services</td>
<td><a href="mailto:Aubrey.Madler@mayvillestate.edu">Aubrey.Madler@mayvillestate.edu</a></td>
<td>701.788.4814</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Library 120N</td>
<td>800.437.4104 / Extension: 34814</td>
</tr>
<tr>
<td><strong>Circulation Desk</strong></td>
<td></td>
<td>701.788.4819</td>
<td><strong>First point of contact for student questions</strong></td>
</tr>
</tbody>
</table>
USING THE BYRNES QUANBECK LIBRARY

Circulation Desk: 701-788-4819
Email: library@mayvillestate.edu
Website: https://mayvillestate.edu/student-resources/library/

As a distance student, you will have immediate access to the virtual library available at https://mayvillestate.edu/student-resources/library/. Whenever you are prompted to logon, use your ConnectND username and password. You are also able to have materials from the physical library or from other North Dakota libraries sent to you by following the Distance Education Resource Sharing (Interlibrary Loan) instructions below.

REQUESTING BOOKS OR OTHER MEDIA
Before requesting a book from us, you may want to look in your local library to see if they possibly have what you are looking for, or if they can obtain it for you. If the materials you need are not available through your local library, you may submit a request to us and we will send the materials to you. Please search Mayville State University Library’s collection before searching in any of the other ODIN libraries. Please keep in mind that it may take up to a week or more to receive the materials depending on where the books are coming from and where you are located. It is a good idea to make sure the item you want is available before sending a request.

To request an item
1. Go to our homepage https://mayvillestate.edu/student-resources/library/
2. Scroll down to the Search the Library section.
3. Enter your search criteria and click Search
4. Click Sign-in in the yellow bar for complete results.
5. Click on Mayville.
6. Enter your ConnectND username and password.
7. Click Login.
8. If you are unable to find what you are looking for in the B-Q Library Catalog, change your search to ODIN Academic Libraries in the search bar at the top of the screen and click on the magnifying glass.
9. On the results list, click the title for the item that you would like to request. This will display the Full View of Record. Read through the description to make sure it is something useful for you.
10. Click on Resource Sharing in the How to Get It section.
11. Complete the form by following these steps:
   a) In the “Comments“ box, write distance education student and give your address.
   b) Then click Send Request.
   c) Willing to pay: Whether or not you check this box, the materials will be sent to you free of charge, but you are responsible for the return postage [usually between $2-$4 depending on size and weight of book] and for any replacement costs if the book gets lost [including mail loss].*

*Dual credit students may return materials to their high school library to return to us **IF** approved by the high school librarian.

(continue to next page)
REQUESTING AN ARTICLE
The library subscribes to many online journals. If you would like a journal article that is not available full-text through our databases, you may submit an interlibrary loan request for it and we can obtain a copy for you. There is no charge for this service.

To find the best resources that you should be using and directions to submit a request:
1. Go to our homepage https://mayvillestate.edu/student-resources/library/
2. Click on Resources By Subject Area in the blue box on the right.
3. Click on the appropriate subject area you are needing to search.
4. Click on the How to Videos in the blue area on the left.
5. Choose the video that best fits your needs.

HELP
If you experience any difficulties, please let us know by contacting us at 1.800.437.4104, ext. 34819 or by emailing the library at library@mayvillestate.edu or by using the online Ask a Librarian! Chat.

FALL & SPRING HOURS:
- Monday - Thursday 8:00 am – 10:00 pm
- Friday 8:00 am – 4:30 pm
- Sunday 6:00 pm – 10:00 pm
- Holidays Closed

SUMMER HOURS:
- Monday - Friday 7:30 am – 4:30 pm
- Saturday - Sunday Closed
- Holidays Closed
OFFICE OF EXTENDED LEARNING

Misti Wuori | Director of Extended Learning
---|---
misti.wuori@mayvillestate.edu | 701.788.4631
Old Main 104 | 800.437.4104 / Extension: 34631

Shay Thorsgard | Administrative Office Coordinator
---|---
shay.thorsgard@mayvillestate.edu | 701.788.4667
Old Main 104 | 800.437.4104 / Extension: 34667

Alyson Beckman | Online Advisor/ Online Enrollment Coordinator
---|---
alyson.beckman@mayvillestate.edu | 701.788.4632
Old Main 104 | 800.437.4104 / Extension: 34632

Connie Kaldor | Online Advisor
---|---
connie.kaldor@mayvillestate.edu | 701.788.4721
Old Main 104 | 800.437.4104 / Extension: 34721

Jade Erickstad | Distance Program Coordinator - LRSC
---|---
jade.erickstad@mayvillestate.edu | 701.662.1587
Main Campus Building #119 (Lake Region) | 800.443.1313 / Extension: 21587

Julie St. Germaine | Distance Program Coordinator - WSC
---|---
 julie.stgermaine@mayvillestate.edu | 701.774.6234
Crighton Building #103 (Williston) | 800.437.4104 / Extension: 34635

Alissa Perkins | Distance Programs Support Specialist
---|---
 alissa.perkins@mayvillestate.edu | 701.788.4645
Old Main 105 | 800.437.4104 / Extension: 34645

Chris Gonnella | Instructional Designer
---|---
christine.gonnella@mayvillestate.edu | 701.788.4709
Old Main 105 | 800.437.4104 / Extension: 34709

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.

OFFICE IS RESPONSIBLE FOR:
- Serving as a point of contact for distance and online students
- Processing Non-Degree, Collaborative, Dual Credit, and Continuing Education applications for admission
- Collaborative student registration
- Dual Credit (Early Entry) registration
- Advisement for online and distance students
- Online and distance programs recruitment, marketing, advisement, and registration
- Heart of the Valley Consortium ITV courses
- Online and Distance Proctor Verification
- Providing student, staff, and faculty support for Blackboard, YuJa, Blackboard Collaborate, Hoonuit, and other technologies.
- Providing orientation, handbooks, email information and other support for online and distance student support services, including new student support services
- Instructional design support
- Online course quality reviews for faculty
- New online course development support
## Business Affairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steven Bensen</td>
<td>Vice President for Business Affairs</td>
<td><a href="mailto:steven.bensen@mayvillestate.edu">steven.bensen@mayvillestate.edu</a></td>
<td>701.788.4761</td>
<td></td>
</tr>
<tr>
<td>Karen Poverud</td>
<td>Administrative Assistant to VPSA and VPBA</td>
<td><a href="mailto:karen.poverud@mayvillestate.edu">karen.poverud@mayvillestate.edu</a></td>
<td>701.788.4662</td>
<td></td>
</tr>
</tbody>
</table>

Old Main 110A

800.437.4104 / Extension: 34761

800.437.4104 / Extension: 34662

### OFFICE IS RESPONSIBLE FOR:

- Annual and Biennial Operating Budgets
- Financial Reporting to NDUS and other state offices
- Accounts Payable
- Accounts Receivable
- Mail Room
- Grant Finance
- Physical Plant
- Campus Security
- Facilities Services
- Business Office
- Dining Services
- Bookstore
- Oversee New Construction and Remodel
# Mayville State University Bookstore

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pam Soholt</td>
<td>Director</td>
<td><a href="mailto:Pam.soholt@mayvillestate.edu">Pam.soholt@mayvillestate.edu</a></td>
<td>701.788.4729</td>
</tr>
<tr>
<td>Cheryl Angen</td>
<td>Assistant</td>
<td><a href="mailto:Cheryl.angen@mayvillestate.edu">Cheryl.angen@mayvillestate.edu</a></td>
<td>701.788.4823</td>
</tr>
<tr>
<td>Allissa Bratager</td>
<td>Clerk</td>
<td><a href="mailto:Allissa.bratager@mayvillestate.edu">Allissa.bratager@mayvillestate.edu</a></td>
<td>701.788.4823</td>
</tr>
</tbody>
</table>

**Mayville State University Bookstore provides:**
- Online ordering: www.mayvillestatebookstore.com
- All required course material and supplies along with:
  - Residence hall room supplies
  - Trade books [just for fun reading and coloring books]
  - Imprinted clothing and keepsakes
  - Notebooks, binders, pens, etc.
  - Greeting cards and gift items
  - Pop, candy and snacks
  - Personal care items
  - Computer supplies and laptop computers.
- Coordinated textbook buyback at the end of each term
- Graduation attire [cap, gown, announcements, diploma frames etc.]
Mayville State University Bookstore

The Mayville State University Bookstore mission and goal is to support the academic mission of the university by providing all necessary course materials, supplies, services and other related products to the university community. The bookstore is owned and operated by Mayville State University. The bookstore operates as a self-supporting auxiliary service that does not receive appropriated funding from the state and is located the Campus Center on the northeast corner of campus on Stan Dakken Drive. Parking is available both on the east and west sides of the Campus Center.

**Mayville State University Bookstore provides:**
- Online ordering at www.mayvillestatebookstore.com
- All required course material and supplies
- Reference books, dictionary, etc.
- Trade books [just for fun reading]
- Classroom and office supplies
- Imprinted clothing and keepsakes
- Notebooks, binders, etc.
- Greeting cards and gift items
- Computer supplies
- And other great merchandise

### Bookstore Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:00am to 3:30pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:00am to 3:30pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:00am to 3:30pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:00am to 3:30pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00am to 3:30pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed*</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

*Also open for Special Events
(Farmer’s Bowl, Homecoming, Graduation and other events as posted)*

**SUMMER HOURS:** 8:30 to 3:00 Monday – Friday; or as posted for special hours.

**CLOSED:** for all holidays observed by Mayville State, the Friday after Thanksgiving, for all days between Christmas Day and New Year’s Day.

**Book Buy Back**

A book buy back is held during final exams each semester. The Bookstore will buy back as many used textbooks from students as possible during this time. More information on book buy backs is available from the Bookstore staff and on the bookstore website. Email notifications of buy back dates, and buyback values are sent prior to finals week.

**CONTACT INFORMATION**

701-788-4823 or 800-437-4104 ext 34823

Bookstore@mayvillestate.edu

**MSU Bookstore Online Catalog:**  [www.mayvillestatebookstore.com](http://www.mayvillestatebookstore.com)
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courtney Peterson</td>
<td>Controller</td>
<td><a href="mailto:courtney.peterson.1@mayvillestate.edu">courtney.peterson.1@mayvillestate.edu</a></td>
<td>701.788.4692</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Main 108</td>
<td>800.437.4104 / Extension: 34692</td>
<td></td>
</tr>
<tr>
<td>Charlotte Anderson</td>
<td>Accountant</td>
<td><a href="mailto:Charlotte.anderson@mayvillestate.edu">Charlotte.anderson@mayvillestate.edu</a></td>
<td>701.788.4762</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Main 108</td>
<td>800.437.4104 / Extension: 34762</td>
<td></td>
</tr>
<tr>
<td>Michayla Maruska**</td>
<td>Accounts Receivable Specialist</td>
<td><a href="mailto:michayla.maruska@mayvillestate.edu">michayla.maruska@mayvillestate.edu</a></td>
<td>701.788.4757</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Main 108</td>
<td>800.437.4104 / Extension: 34757</td>
<td></td>
</tr>
<tr>
<td>Lois Karlstad</td>
<td>Accounts Payable Specialist</td>
<td><a href="mailto:lois.karlstad@mayvillestate.edu">lois.karlstad@mayvillestate.edu</a></td>
<td>701.788.4758</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Main 108</td>
<td>800.437.4104 / Extension: 34758</td>
<td></td>
</tr>
<tr>
<td>Madison Torgeson</td>
<td>Grant Accountant</td>
<td><a href="mailto:madison.torgeson@mayvillestate.edu">madison.torgeson@mayvillestate.edu</a></td>
<td>701.788.4756</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Main 108</td>
<td>800.437.4104 / Extension: 34756</td>
<td></td>
</tr>
</tbody>
</table>

**First point of contact for student accounts

OFFICE IS RESPONSIBLE FOR:

- Check cashing
- Financial aid disbursements
- Student financial account information
- Third Party contracts and payment plans
- Accounts payable; Accounts receivable
- Financial reporting
STUDENT FINANCIAL ACCOUNT INFORMATION
ACCESSING YOUR ACCOUNT, MAKING PAYMENTS, & REFUNDS

FEE PAYMENT
All financial obligations to the University must be paid during a designated period at the beginning of each semester unless arrangements have been made with the Business Office.

HOW DO I VIEW MY FINANCES?
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 your Financial Account tile.
5. Select the correct institution and term to:
   ♦ View Account Summary
   ♦ View Total Due Charges (Account Balance)
   ♦ Make payments

HOW DO I VIEW MY FINANCIAL AID?
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.

WHERE CAN I FIND THE DATES AND DEADLINES FOR BILL PAYMENT AND REFUNDS?
To view the online schedules of dates and deadlines for payment and refunds as well as other billing and payment information, go to:


Students who officially withdraw from the University may receive a refund of: Tuition, Student Service Fees, Lab Fees, Technology Fees, and Room and Board charges according to the Refund/Repayment Policy found in the MSU catalog.

WHEN WILL I RECEIVE MY FINANCIAL AID MONEY?
Under our process, financial aid awards to a student are applied as credits to the student’s account, rather than being processed as payments to the students. After aid is credited, any balance owed by the student must be paid by fee payment days. If financial aid credited exceeds the amount owed by the student, the student will receive a refund check.

STUDENT EMPLOYMENT
The student must complete a W-4 Form and a Form I-9 in the Business Office. Two of the following forms of identification will be required: (1) driver’s license, (2) original social security card, (3) birth certificate. All international students are required to have a US Social Security number.
Financial Aid

<table>
<thead>
<tr>
<th>Shirley Hanson</th>
<th>Director</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Shirley.M.Hanson@mayvillestate.edu">Shirley.M.Hanson@mayvillestate.edu</a></td>
<td>701.788.4767</td>
</tr>
<tr>
<td>Old Main 106</td>
<td>800.437.4104 / Extension: 34767</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Heather Johnson</th>
<th>Financial Aid Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Heather.Johnson.4@mayvillestate.edu">Heather.Johnson.4@mayvillestate.edu</a></td>
<td>701.788.4893</td>
</tr>
<tr>
<td>Old Main 106</td>
<td>800.437.4104 / Extension: 34893</td>
</tr>
</tbody>
</table>

OFFICE IS RESPONSIBLE FOR:

- Distribution of financial aid forms
- Student financial aid awards
- Maintaining financial aid files on each student
- Authorization of disbursement of funds to students

Mayville State University is dedicated to assisting all students to the fullest extent possible under federal regulations.

For more information on Financial Aid visit: www.fafsa.ed.gov
Mayville State University is dedicated to assisting all students to the fullest extent possible under federal regulations. Financial aid is supplementary to the financial resources of you and your family. Your university expenses will include tuition, fees, room, board, books and supplies. In determining the type and amount of financial assistance necessary to meet your financial requirements, MSU first expects you and your parents (if applicable) to make a maximum effort to assist you with educational expenses.

Your financial aid will be determined by subtracting the Estimated Financial Contribution (EFC) from FAFSA plus other available resources from the cost of attendance budget. Income, assets, fixed costs, family living costs, unusual expenses, housekeeping expenses are all used in determining financial need, and these items vary from year to year. A student must reapply each year for financial assistance.

Since funds are limited, aid is usually awarded in the order that files are completed. Financial aid packages will generally be made from a variety of sources. Financial aid awards may be adjusted based on the student’s enrollment load and the availability of funds.

**TYPES OF FINANCIAL AID AVAILABLE TO ONLINE DEGREE-SEEKING STUDENTS**

- Pell Grant
- Supplemental Educational Opportunity Grant
- TEACH Grant
- William D. Ford Federal Direct Loans (subsidized, unsubsidized, and Parent PLUS)
- Alternative loan programs through private lenders
- Scholarships and Waivers

**HOW TO APPLY FOR FINANCIAL AID**

The first step in applying for financial aid is to fill out the Free Application for Federal Student Aid (FAFSA). Students who want to apply for financial aid must complete and submit a FAFSA for every school year. Aid eligibility is based on current financial circumstances, so the Department of Education requires that students reapply every year so that need for assistance can be re-evaluated.

Both students and parents will need an FSA user ID and password to electronically sign the FAFSA. There is a link provided on the FAFSA website to create the user ID and password. The FSA user ID and password will also be used to electronically sign the Master Promissory Note (MPN) for federal student loans, as well as access personal financial aid information on the Department of Education websites. Be sure to keep your FSA ID and password in a safe place.

Apply Early! FAFSAs are available to complete for the following year on October 1 of each year. To be considered for the greatest possible amount of aid, you must submit your FAFSA as early as possible.

*Please reach out to the Financial Aid Office with any questions you may have, and for more information on Financial Aid visit: [www.studentaid.gov](http://www.studentaid.gov)*
### Student Affairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew J. Pflipsen</td>
<td>Vice President for Student Affairs</td>
<td><a href="mailto:Andrew.Pflipsen@mayvillestate.edu">Andrew.Pflipsen@mayvillestate.edu</a></td>
<td>701.788.4770</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Main 112C</td>
<td>800.437.4104 / Extension: 34770</td>
</tr>
<tr>
<td>Karen Poverud</td>
<td>Administrative Assistant to VPSA and VPBA</td>
<td><a href="mailto:karen.poverud@mayvillestate.edu">karen.poverud@mayvillestate.edu</a></td>
<td>701.788.4662</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Main 112</td>
<td>800.437.4104 / Extension: 34662</td>
</tr>
</tbody>
</table>

**OFFICE IS RESPONSIBLE FOR:**

- Admissions and Enrollment
- Recruitment and Outreach
- Student Financial Aid
- Academic Advising Center
- Career Services/Internships
- Counseling
- First-Year Services
- Student Success
  - Tutoring
  - Academic Placement Testing
  - Disability Services
  - Writing Center
- Diversity and Inclusion
- Student Life
  - Residence Life/Housing
  - Student Conduct
  - Student Activities
  - Intramurals
  - Campus Center Pool
- Student Health Services
- Title IX
- Institutional Research
- Title III
- Esports
Academic Advising Center

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teri Wright</td>
<td>Director of Academic Advising</td>
<td><a href="mailto:teri.wright@mayvillestate.edu">teri.wright@mayvillestate.edu</a></td>
<td>701.788.5251</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Main 101C</td>
<td>800.437.4104 / Extension: 35251</td>
</tr>
<tr>
<td>Susan Cordahl</td>
<td>Academic Advisor – Business &amp; Liberal Arts</td>
<td><a href="mailto:susan.cordahl@mayvillestate.edu">susan.cordahl@mayvillestate.edu</a></td>
<td>701.788.5255</td>
</tr>
<tr>
<td></td>
<td>Veterans Certifying Official</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Main 101F</td>
<td>800.437.4104 / Extension: 35255</td>
</tr>
<tr>
<td>Remington Herman</td>
<td>Academic Advisor – Education &amp; HPER</td>
<td><a href="mailto:remington.werner@mayvillestate.edu">remington.werner@mayvillestate.edu</a></td>
<td>701.788.5253</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Main 101D</td>
<td>800.437.4104 / Extension: 35253</td>
</tr>
<tr>
<td>Megan Vig</td>
<td>Academic Advisor – Math &amp; Science</td>
<td><a href="mailto:megan.vig@mayvillestate.edu">megan.vig@mayvillestate.edu</a></td>
<td>701.788.5254</td>
</tr>
<tr>
<td></td>
<td>Career Services Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Main 101A</td>
<td>800.437.4104 / Extension: 35254</td>
</tr>
</tbody>
</table>

**CENTER IS RESPONSIBLE FOR:**

- Advisement and registration support of students in all academic divisions.
- Assignment of advisors to all undergraduate degree-seeking students.
- Advisement of students in regard to University policies and procedures.
- Advisement including unofficial review of transfer credit for prospective students.
- Communicating with students about all MSU undergraduate degree plans.
- Referral of students to proper campus resources.
- Development of advisement resources for students, faculty and staff.
- Enrollment certification of students entitled to Veterans Education Benefits.
- Coordination of Career Services, including career planning, resume and cover letter writing, mock interviews, and distribution of career, internship, and part-time job opportunities.
- Coordination of student internships with academic divisions.
- Facilitation of First Destination Survey and reporting MSU graduate outcomes.
Counseling Services

<table>
<thead>
<tr>
<th>Lindsay Birke</th>
<th>Director of Counseling &amp; Freshmen Retention Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:lindsay.birke@mayvillestate.edu">lindsay.birke@mayvillestate.edu</a></td>
<td>701.788.4772</td>
</tr>
<tr>
<td>Classroom Building 108D</td>
<td>800.437.4104 / Extension: 34772</td>
</tr>
</tbody>
</table>

OFFICE IS RESPONSIBLE FOR:

- Providing resources to students on a variety of topics impacting wellness and academic success.
- Providing free and confidential counseling services (face-to-face) to on-campus students as well as telehealth services to on-campus and online students.
- Providing referrals to professional counseling services off campus as needed.
YOU'RE NOT ALONE; WE'RE HERE TO HELP.

College students may encounter obstacles that interfere with their academics and relationships. Mayville State University offers free and confidential counseling services to our students. Counseling services are provided in such areas as:

- Adjust to college life and routine
- Conquer test anxiety
- Manage your time more effectively
- Establish your priorities
- Personal development and mental health
- Coping with conflict
- Improving self-understanding and interpersonal relationships
- Time management

PERSONAL COUNSELING CAN HELP YOU…

- Set individual goals and determine how to reach them
- Find support during times of distress
- Develop greater self-awareness
- Work through stress, anxiety, and depression
- Manage social pressure [use of alcohol, drugs, sex, etc.]
- Find referrals to off-campus resources

TELEHEALTH

- Meetings via the computer are an option for individuals wishing to maintain physical distance
  - Contact Lindsay Birke to discuss this option

ADDITIONAL RESOURCES ON A WIDE VARIETY OF TOPICS ARE ALSO AVAILABLE, INCLUDING:

- Anger
- Anxiety, Stress, and Traumatic Events
- Depression
- Eating Disorders
- Family and Childhood Issues
- Grief
- Money Management
- Relationships
- Sexual assault & Harassment
- Sleep Disorders
- Suicide Prevention and Awareness

If you are concerned about yourself or someone you care about, please reach out to Counseling Services by calling 701-788-4772, or by e-mail at lindsay.birke@mayvillestate.edu. Referrals to professional counseling services off campus are also available as needed.
Student Success Center and Disabilities Services

<table>
<thead>
<tr>
<th>Katie Richards</th>
<th>Director of Student Success &amp; Disability Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:katie.richards.2@mayvillestate.edu">katie.richards.2@mayvillestate.edu</a></td>
<td>701.788.4675</td>
</tr>
<tr>
<td>Classroom Building 109</td>
<td>800.437.4104 / Extension: 34675</td>
</tr>
</tbody>
</table>

**CENTER IS RESPONSIBLE FOR:**

- Coordinating services in various areas of support available to students, including:
  - Tutoring services, including:
    - Free traditional study groups
    - Online tutoring through Smarthinking
  - Supported instruction in core classes such as math, history and psychology.
  - Referral to counseling services
  - Disability Services for students with documented disabilities which can include, but are not limited to:
    - Testing accommodations
    - Classroom accommodations
    - Adaptive equipment and course materials
    - Tutoring
  - Administration of Accuplacer testing

**Note on Disability Services**

Students needing accommodations for documented disabilities [visual, auditory, psychiatric, ADHD, physical, or learning disabilities] need to contact the Director to determine what types of assistance would be most helpful. Services include such accommodations as extended test time, note takers, books on tape, adaptive equipment, room changes, lab assistance, and individual tutoring.

**Students with Disabilities**

Mayville State University is dedicated to providing equal opportunity and access for every student. As required by Section 504 of the Rehabilitation Act and the ADA, appropriate and reasonable accommodations will be made for all students with documented disabilities [LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health-Related, & Other] that request those accommodations to ensure their full access to the academic opportunities of Mayville State University. It is important that if you feel you need accommodations for a learning or physical disability that you make your advisor aware of these accommodations. In some cases, your advisor may refer you to the Disability Support Services [DSS] for assistance. The staff of DSS provides a broad range of supportive services in an effort to ensure that the individual needs of each student are met. The information will remain confidential. Accommodations and alternative format print materials [large print, audio, disk, or Braille] are available through Katie Richards, Disability Support Services, located in Classroom Building 109, phone number 701-788-4675 or by emailing katie.richards.2@mayvillestate.edu.
Office of Diversity and Inclusion

<table>
<thead>
<tr>
<th>Bella Hettich</th>
<th>Director of Diversity and Inclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:bella.hettich@mayvillestate.edu">bella.hettich@mayvillestate.edu</a></td>
<td>701.788.4650</td>
</tr>
<tr>
<td>Library 120J</td>
<td>800.437.4104 / Extension: 34650</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amy Fuglestad</th>
<th>Transitions Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:amy.fuglestad@mayvillestate.edu">amy.fuglestad@mayvillestate.edu</a></td>
<td>701-788-4649</td>
</tr>
<tr>
<td>Library 120H</td>
<td>800.437.4104 / Extension: 34649</td>
</tr>
</tbody>
</table>

OFFICE IS RESPONSIBLE FOR:

- creation of a welcoming climate to students, faculty, and staff of all cultural backgrounds
- facilitation of engagement opportunities to improve inclusion of all cultural groups
- programming to advance cultural dialogue and learning
- support to traditionally underrepresented University populations as distinguished by race, ethnicity, national origin, gender and sexual orientation, ability, and veteran status
- support to international students
- facilitation of study abroad opportunities
- first generation college student mentoring and support
- management of the Cultural Diversity Tuition Waiver and the International Student Tuition Waiver
Office of Recruitment and Outreach

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Morowski</td>
<td>Director of Recruitment and Outreach</td>
<td><a href="mailto:james.morowski@mayvillestate.edu">james.morowski@mayvillestate.edu</a></td>
<td>701.788.4619</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Main 107B</td>
<td>800.437.4104 / Extension: 34619</td>
</tr>
<tr>
<td>Debi O’Brien</td>
<td>Administrative Assistant</td>
<td><a href="mailto:debra.obrien@mayvillestate.edu">debra.obrien@mayvillestate.edu</a></td>
<td>701.788.4842</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Main 107</td>
<td>800.437.4104 / Extension: 34842</td>
</tr>
<tr>
<td>Andi Gayner</td>
<td>Recruiter</td>
<td><a href="mailto:andi.gayner@mayvillestate.edu">andi.gayner@mayvillestate.edu</a></td>
<td>701.788.5266</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Main 107R</td>
<td>800.437.4104 / Extension: 35266</td>
</tr>
<tr>
<td>Austin Monson</td>
<td>Recruiter</td>
<td><a href="mailto:a.monson@mayvillestate.edu">a.monson@mayvillestate.edu</a></td>
<td>701.788.4612</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Main 107C</td>
<td>800.437.4104 / Extension: 34612</td>
</tr>
<tr>
<td>Nina Melendo</td>
<td>Recruiter</td>
<td><a href="mailto:nina.gurgian@mayvillestate.edu">nina.gurgian@mayvillestate.edu</a></td>
<td>701.788.5266</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Main 107E</td>
<td>800.437.4104 / Extension: 35266</td>
</tr>
</tbody>
</table>

OFFICE IS RESPONSIBLE FOR:

- Correspondence with prospective students
- Arranging campus tours
- Planning and implementation of University recruitment policy
- Developing and distributing University publications
- Representing Mayville State University at college day programs and at individual high schools
- Awarding scholarships
Student Success Center and Disabilities Services

<table>
<thead>
<tr>
<th>Katie Richards</th>
<th>Director of Student Success &amp; Disability Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:katie.richards.2@mayvillestate.edu">katie.richards.2@mayvillestate.edu</a></td>
<td>701.788.4675</td>
</tr>
<tr>
<td>Classroom Building 109</td>
<td>800.437.4104 / Extension: 34675</td>
</tr>
</tbody>
</table>

**CENTER IS RESPONSIBLE FOR:**

- Coordinating services in various areas of support available to students, including:
  - Tutoring services, including:
    - Free traditional study groups
    - Online tutoring through Smarthinking
  - Supported instruction in core classes such as math, history and psychology.
  - Referral to counseling services
  - Disability Services for students with documented disabilities which can include, but are not limited to:
    - Testing accommodations
    - Classroom accommodations
    - Adaptive equipment and course materials
    - Tutoring
  - Administration of Accuplacer testing

**Note on Disability Services**

Students needing accommodations for documented disabilities [visual, auditory, psychiatric, ADHD, physical, or learning disabilities] need to contact the Director to determine what types of assistance would be most helpful. Services include such accommodations as extended test time, note takers, books on tape, adaptive equipment, room changes, lab assistance, and individual tutoring.

**Students with Disabilities**

Mayville State University is dedicated to providing equal opportunity and access for every student. As required by Section 504 of the Rehabilitation Act and the ADA, appropriate and reasonable accommodations will be made for all students with documented disabilities [LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health-Related, & Other] that request those accommodations to ensure their full access to the academic opportunities of Mayville State University. It is important that if you feel you need accommodations for a learning or physical disability that you make your advisor aware of these accommodations. In some cases, your advisor may refer you to the Disability Support Services [DSS] for assistance. The staff of DSS provides a broad range of supportive services in an effort to ensure that the individual needs of each student are met. The information will remain confidential. Accommodations and alternative format print materials [large print, audio, disk, or Braille] are available through Katie Richards, Disability Support Services, located in Classroom Building 109, phone number 701-788-4675 or by emailing katie.richards.2@mayvillestate.edu.
Writing Center

<table>
<thead>
<tr>
<th>Erin Lord Kunz</th>
<th>Chair of English, Communications, and Performing Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Erin.Kunz@mayvillestate.edu">Erin.Kunz@mayvillestate.edu</a></td>
<td>701.788.5240</td>
</tr>
<tr>
<td>MSU Library</td>
<td>800.437.4104 / Extension: 35240</td>
</tr>
</tbody>
</table>

CENTER IS RESPONSIBLE FOR:

- Tutoring students, faculty, and staff at all skill levels during any stage of the writing process
- Providing students, faculty, and staff focused, one-on-one sessions with writing consultants from diverse academic backgrounds
- Providing client report forms to instructors
- Developing instructional videos and resources on writing issues
- Providing writing program support to students, staff, and instructors
- Collaborating with courses to support writing projects
- Training writing center consultants in writing center methodology
WHY A CENTER JUST FOR WRITING?

Reading and writing are linked inevitably to the learning process. Every subject uses both reading and writing as a way of accessing and distributing knowledge. The Writing Center helps students to access their knowledge stores and effectively put their ideas on paper. The Writing Center is useful for every student, at every level, and in any discipline. We work with students who are finishing their composition courses, working on portfolio reviews, finishing capstone projects, working in multimedia courses, and writing research papers.

You can make, modify, or cancel appointments at mywco.com/mayvillestate

THE WRITING CENTER OFFERS:

- Writing consultants with a diverse academic background.
- One-on-one sessions focused on brainstorming, incorporating research, developing drafts, clarifying ideas, proofreading, revising, editing, and documentation.
- Thirty-minute appointments that are FREE of charge to students.
- Feedback forms to send to instructors that communicate work done at the Writing Center.
- Opportunities for instructors to include the Writing Center as part of their writing assignments.

WE OFFER THREE APPOINTMENT TYPES:

- "Face-to-Face" appointments meet in person with a writing center consultant at the scheduled appointment time in the MSU Library.
- "Video-Chat Online" appointments meet online at the scheduled appointment time and are done in real time anywhere with a solid internet connection.
- "E-mail Feedback" appointments will provide you with written feedback within 24 hours of making the appointment.

IF I AM A MSU DISTANCE OR ONLINE STUDENT, HOW DO I MAKE AN APPOINTMENT?

Distance students are encouraged to use the Writing Center! You can make an appointment by registering at www.mayville.mywconline.com and clicking on an available time slot. As you make an appointment, explain what it is you would like your consultant to focus on and attach your paper. We will fit you into a 30-minute time slot with a writing consultant in the same way that we do for on-site appointments, but we will do the tutoring through video-chat online or e-mail feedback, according to your preference. Please make sure to attach the paper before the appointment time so everything is on schedule. Appointments are free to all students. To cancel an online appointment, simply delete your time slot from the online scheduler. For more information about how to sign up for a writing center appointment, please visit our website: https://mayvillestate.edu/student-resources/student-success-center/writing-center/

CONTACT INFO:

Erin.kunz@mayvillestate.edu
Office: Old Main 321
Writing Center: Located in MSU Library
701-788-5240
Additional Policy Information
MSU Consumer Protection Information Overview

In compliance with the Higher Education Amendments of 1998 and consumer protection practices, Mayville State University provides information to current students and employees about the institution. In addition, all prospective students, prospective employees, parents of current and prospective students, and members of the general public may obtain this information upon request. Specifically, this information is supplied in compliance with the Drug Free Schools and Communities Act, The Campus Security Act, and the Student Right to Know legislation. The following information is available at the MSU Website at the following address: http://www.mayvillestate.edu/about-msu/consumer-information/ or by referencing the cited university documents. It may also be obtained, upon request, in printed copy from the Student Affairs Office in Old Main 112C (Phone:701.788.4662). Andrew J. Pflipsen, Vice President for Student Affairs, is the designated university employee to contact for assistance in obtaining any of the following information:

Financial Assistance Information
A description of the financial assistance programs available, the application procedures, eligibility requirements, criteria for selection, criteria for determining the amount of an award, satisfactory progress standards, disbursement methods, loan terms, and the conditions and terms for employment provided as part of a student's financial assistance package. Available in the MSU catalog and from the Financial Aid Office.

Institutional Information
Refund policies, return of Title IV assistance, and requirements for students who withdraw from the institution. Also includes cost of attendance; academic programs, faculty and facilities; accreditation and licensure; special facilities and services for students with disabilities; contact persons for financial assistance and institutional information; and information regarding study abroad. Available in the MSU catalog.

Student Code of Conduct
Student Code of Conduct includes expectations for student behavior and the rights and responsibilities of all students. Also includes information about due process procedures for students who violate university and other rules and regulations. Available from the Student Affairs Office or the Student Handbook.

Information on Completion and Graduation Rates for All Students and Student Athletes
Includes information about cohorts of new, full time, first time undergraduate freshmen who enroll in the fall term and who complete degrees within six years, or who transfer to another four-year program within that time frame. Specific information about the completion and graduation rates of student athletes within each cohort is also provided. Available from the Student Affairs Office in the Student Right to Know - Completion and Graduation Rates Report.

Institutional Security Policies and Crime/Fire Statistics
Includes a statement of current policies and procedures for students and others to report criminal actions occurring on campus and policies concerning the institution’s response to those reports. Includes a statement of current policies concerning security of and access to campus facilities; a statement of current policies concerning law enforcement on campus; a description of the type of programs designed to inform students and employees about campus security procedures; and a description of the programs designed to inform students and employees about the prevention of crimes. Statistics concerning the occurrence on campus of criminal offenses reported to local police agencies or to any official of the institution are gathered and documented for the following crimes and incidents: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, hate crimes, and violations of campus liquor, drug and weapons possessions regulations. Fire safety in campus residence halls is also addressed, including fire safety measures and occurrences of fire incidents in these facilities. Policies and procedures for dealing with missing students who reside in campus housing, including appropriate notification methods are also
Sexual Violence Policies
Includes information about campus programs to prevent sex offenses and procedures to follow when a sex offense occurs. Also includes procedures for campus disciplinary action in cases of alleged sex offenses; sanctions the institution may impose following disciplinary proceedings and availability of resources and support for sexual assault victims. Available from the Student Affairs Office in the Sexual Violence Policies and Related Information report.

Alcohol and Drug Policies
Includes a statement of institutional policy regarding the possession, use, and sale of alcoholic beverages and illegal drugs and the enforcement of federal and state laws governing underage drinking and use/possession of illegal drugs. Also includes a description of drug and alcohol abuse education programs sponsored by the institution. Available from the Student Affairs Office in the Drug Free Schools and Communities report.

Equity in Athletics
Includes information about the number of male and female students enrolled at the institution; including the number of athletic participants for each team. Also includes the total operating expenses for each varsity team, the gender of each team's coaching staff, the amount of money spent on athletically related aid for male and female sports teams, the ratio of athletic aid awarded for male vs. female athletes, the amount of money spent on athletic recruitment, the total annual revenue generated by athletic teams, and the salaries of head coaches of all varsity teams. Available from the Student Affairs Office in the Student Right to Know – Equity in Athletics Report. Because of federal reporting requirements, this report may not be available until Oct. 30.

Family Educational Rights and Privacy Act
Includes the type of information maintained by the university on and for each student. Also designates individuals and offices that have access to specific pieces of information; specific data that is considered directory information; records not available to students; procedures for release of information; and material not considered to be part of a student’s record. Available from the Academic Records Office or the university catalog.

Student Concerns
Student concerns about specific issues should generally be addressed to the respective office or university employee for resolution. Following are specific processes that students should follow for prompt resolution of concerns:

1. Students who have concerns about classroom related matters (including matters related to the instructor, teaching materials, methodology, classroom environment, physical facilities, or other matters resulting from normal classroom activities) should follow the following procedure:
   a) Discuss the situation with the instructor to see if resolution can be reached.
   b) If the problem is still not resolved, contact the instructor’s Division Chair for assistance.
   c) Situations still not resolved should be brought to the attention of the Vice President for Academic Affairs. If the situation has not been resolved through this procedure, students may contact the President of the University for final resolution. Grade appeal processes are handled differently and are outlined in the Student Handbook.

2. Students who have concerns about billings, business operations, institutional charges, etc. should contact Michayla Maruska, Accounts Receivable Technician in Old Main 108 (701.788.4757). Financial billing issues related to policy or university procedures should be directed to Steven Bensen, Vice President for Business Affairs (701.788.4761).

3. Students who have concerns about financial aid awards, scholarships, or the processing of financial aid should contact Shirley Hanson, Director of Financial Aid in Old Main 106. Issues related to
financial aid policies or procedures should be directed to Andrew J. Pflipsen, Vice President for Student Affairs (701.788.4770).

4. Students who have concerns about their official admission status or their academic standing should contact Heather Hoyt, Director of Admissions and Academic Records in Old Main 114 (701.788.4773). Issues related to admissions and academic standing policies should be directed to Tami Such, Interim Vice President for Academic Affairs (701.788.4755) and issues related to admissions procedures should be directed to Andrew J. Pflipsen, Vice President for Student Affairs (701.788.4770).

5. Students who have concerns about specific student services; i.e. housing, food services, academic support, career development, student health services, counseling, student programming, or special services should first contact the director or professional in charge of that program. Concerns may also be addressed by Andrew J. Pflipsen, Vice President for Student Affairs 701.788.4770).

6. Student athletes who have questions or concerns about eligibility or athletic awards should contact the respective coach. Issues related to institutional or NAIA policies or institutional procedures should be directed to Ryan Hall, Athletic Director (701.788.4706).

7. Students who have concerns about technology related issues; i.e. laptop, access to computing resources, etc. should contact the Service Desk in Library B06 (701.788.4739). Concerns about institutional policies and procedures related to the use of technology should be directed to Robert Frederick, Director of Information Technology (701.788.4794).

8. Students, parents or alumni who have questions or concerns about alumni status, alumni information or contributions to the university should contact Lonny Jorgensen, Executive Foundation Director (701.788.4787).

9. Students who have concerns about the condition of specific facilities or grounds should first contact the manager of that building or grounds area. Issues may also be directed to Dan Lorenz, in Main Building (facilities operations) [701.788.4676] or Bob Kozojed in the Campus Center Building (custodial services) [701.788.4872].

In the event that a situation cannot be resolved through ordinary and normal procedures with the respective staff person or Vice President, students may contact the University President for final resolution.

**Student Complaint Process**

Mayville State University is committed to resolving student grievances, complaints and concerns in an expeditious and fair manner. Students residing outside North Dakota while attending Mayville State University who want to resolve a grievance should follow the student complaint processes explained at the URL listed below. However, if an issue cannot be resolved internally, you may file a complaint with your State by referring to the list of state agencies. Please contact Misti Wuori, Director of Extended Learning (701.788.4631) with concerns about online or distance classes or online student support services.

https://mayvillestate.edu/msu-online/student-complaint-process/

Misti Wuori, Director of Extended Learning
701.788.4631
mistiwuori@mayvillestate.edu
Students with Disabilities

Mayville State University is dedicated to providing equal opportunity and access for every student. As required by Section 504 of the Rehabilitation Act and the ADA, appropriate and reasonable accommodations will be made for all students with documented disabilities [LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health-Related, & Other] that request those accommodations to ensure their full access to the academic opportunities of Mayville State University. It is important that if you feel you need accommodations for a learning or physical disability that you make your advisor aware of these accommodations. In some cases, your advisor may refer you to the Disability Support Services [DSS] for assistance. The staff of DSS provides a broad range of supportive services in an effort to ensure that the individual needs of each student are met. The information will remain confidential. Accommodations and alternative format print materials [large print, audio, disk, or Braille] are available through Katie Richards, Disability Support Services, located in Classroom Building 109, phone number 701-788-4675 or by emailing katie.richards.2@mayvillestate.edu.
English Proficiency and Other Academic Concerns

North Dakota state law and North Dakota State Board of Higher Education policy require that students have the right to report communication concerns related to their professors. MSU students are advised to adhere to the following channels until the communication problem has been resolved: 1.) instructor, 2.) respective Division chair, 3.) Vice President for Academic Affairs, and 4.) the University President.

Instructor ➔ Division Chair ➔ Vice President for Academic Affairs ➔ University President
Student Privacy Policy

In compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), students who are or have been in attendance at Mayville State have certain rights to request, inspect, review, and challenge the records maintained by the institution under the provisions of the Act.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are as follows:

1. The right to inspect and review your education records within 45 days of the day Mayville State University receives a request for access.
   - You should submit to the registrar written requests that identify the record(s) you wish to inspect. The registrar will make arrangements for access and notify you of the time and place where your records may be inspected. If the records are not maintained by the registrar, the registrar shall advise you of the correct official to whom the request should be addressed.

2. The right to request the amendment of your education records that you believe are inaccurate, misleading, or otherwise in violation of the student’s privacy rights.
   - You may ask the University to amend a record and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.
   - One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Mayville State University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Mayville State University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   - Upon request, the University discloses education records without a student’s consent to officials of another school in which a student seeks or intends to enroll.

4. The right to request the following categories of personally identifiable information, or “directory information”, not be made public:
   - Student Name*
   - Hometown (city, state)
   - Campus E-mail address **
   - Height, weight and photos of athletic team members
   - Major field of student (all declared majors)
   - Minor field of study (all declared minors)
• Class Level
• Dates of Attendance
• Enrollment Status (withdrawn, less than half-time, half-time, three-quarter-time, full-time)
• Names of previous institutions attended
• Participation in officially recognized activities and sports
• Honors/Awards received
• Degree earned (all degrees earned)
• Date degree earned (dates of all degrees earned)
• Directory photos, photographs and video recordings of student in public or non-classroom settings (photographs from classrooms or class-related activities are NOT directory information)

Any student wishing to exercise this right must inform the Office of Registration and Records, OM 114, in writing.

Under the Family Educational Rights and Privacy Act, students have the right to request directory information not be made public by contacting the Registration and Records Office. NDSU will honor student requests to withhold directory information until the student makes the request in writing to lift the restriction. NDSU receives inquiries for "directory information" from a variety of sources including, but not limited to, prospective employers, government agencies, news media, parents, other colleges and universities, licensing agencies, etc. NDSU has no responsibility to contact students for subsequent permission to release directory information after it is restricted.

* If a student provides a preferred name, NDSU tries to use it when communicating directly with the student. The preferred name is also used in class/grade rosters, academic requirement reports, email addresses, etc. Preferred name is a supported business practice, unless there is a documented business or legal reason to use the student's legal name. When communicating with outside third parties, including parents, NDSU generally uses a student's legal name.

**Campus email addresses are only disclosed to requestors who agree not to use them for solicitation.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mayville State University to comply with the requirements of FERPA:

    Family Policy Compliance Office
    U.S. Department of Education
    400 Maryland Avenue, SW
    Washington, DC  20202-4605

Furthermore, students may provide consent to release non-directory information to designated third parties by completing the FERPA Release Form available online. This release remains in effect until the consent is revoked in writing and the revocation is delivered to Mayville State University.