# How Do I...

## 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?

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 **Manage Classes** tile**.**
5. From the left menu, select **My Weekly Schedule.**
8. You may now view your schedule in a list format or in a weekly calendar format. Be sure to select an appropriate date range.
9. Select **Printer Friendly Page** at the bottom right, and then click the print button on your browser toolbar.

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

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

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

## Submit a Proctor?

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

## Drop an MSU 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.

# How Do I…

## Register for a Collaborative Course at Another Institution?

1. Go to www.mayvillestate.edu.
2. Click Academics, and then Academic Records.
3. Click **Collaborative Registration** on the right in the blue box.
4. Under the Collaborative Registration Process: Click the hyperlink **Collaborative Registration form.**
5. Read the Collaborative Student Agreement.
6. Click **Agree to Collaborative Policies and Go to Form.**
7. Sign in with your ConnectND Username and Password.
8. Fill in the form, answer <u>all</u> 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 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?

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 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?

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 **Financial Aid** tile. Select institution and term.

## 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.