

MAYVILLE STATE UNIVERSITY ONLINE STUDENT ID CARD INFORMATION

YOUR CAMPUS ID IS YOUR OFFICIAL STUDENT IDENTIFICATION CARD AT MAYVILLE STATE UNIVERSITY.

You may request a Campus ID at any time during the semester. You will need your ID card to:

- access to certain buildings or facilities on campus as well as access to on-campus and local events
- access library materials
- access on-campus printing services
- place and manage Mayville State Bookstore orders
- pay for orders at the Dining Center or Snack Bar
- verify who you are for test proctoring purposes

To request your Campus ID (including replacement cards if yours is lost or you had a name change), please go to <https://www.mayvillestate.edu/student-resources/campus-id-card/>. You can also access the request form and information from the Mayville State University homepage:

- www.mayvillestate.edu
- Click on the Student Resources menu
- Click on Campus ID Card from the dropdown list

Please note that the replacement fee for lost cards is \$16.00 USD. For replacements due to name changes or damages the fee is \$8.00 USD. Before a card will be issued to a new name, you must submit a Legal Name Change Request Form at <https://www.mayvillestate.edu/academics/academic-records/>.

YOUR CAMPUS ID MAY BE USED AS CURRENCY WITH MAYVILLE STATE UNIVERSITY!

The three types of "money" available by using your card are Comet Cash, Bookstore Bucks, and Dining Dollars. Some items, such as textbooks and certain food staples, are not subject to sales tax.

Adding Value to Your Card

A specified amount of value may be loaded by the University at the beginning of the semester, and other funds may be added by the University with the request and consent of the cardholder.

Any cardholder can add value to their account (a) by using the online Service Provider website, or (b) at the Bookstore or the Dining Services Office during business hours. Students who contract for a Board Plan – most frequently but not necessarily in conjunction with a residence hall contract – will receive pre-paid value as Dining Dollars. Changes to board plans are only allowed in the first five business days of the semester. To comply with board plan requirements that enable sales tax exemption, values associated with the established board plan cannot be modified after the first 5 days, regardless of when your Campus ID was requested. All on-campus meal purchases are exempt by state law from sales tax. Comet Cash may be added at any time!

To add funds to your Campus ID account, go to <https://www.mayvillestate.edu/student-resources/campus-id-card/>.

REFUNDS

Important! Students must spend the balance of their Dining Dollars by the last day of the term, as any remaining balance of Dining Dollars will not be refunded nor can it be applied to a future term. There are also no refunds for unspent values for Bookstore Bucks and/or Comet Cash. However, **unspent Bookstore Bucks or Comet Cash values will be available to students for up to five years** and can be spent on campus.

Accounts that have received no new deposits for Bookstore Bucks or Comet Cash within five years (60 months) are cancelled. Any remaining balance will not be refunded.

QUESTIONS?

Contact the Office of Extended Learning by email at ExtendedLearning@mayvillestate.edu or call 701.788.4667.