



**Online & Distance
Student Handbook
2024-2025**

2024-2025 ACADEMIC RECORDS

Fall Semester, 2024	
August 26	Registration/Classes begin at 4:00 p.m.*
August 27	First full day of classes
September 2	Labor Day - No Classes - Institutions Closed
September 4	Last day to Add/Drop - 16-Week Session
September 4	Last day to Withdraw with record - 100% refund
September 11	Tuition/Fee Payment Deadline
September 10	Application for graduation due for spring (\$35 late charge beginning Sept. 11)
September 23	Enrollment Census Date
October 17	Assessment Day - No Classes
November 5	Spring 2025 Registration Opens
November 11	Veterans Day Observed - No Classes - Institutions Closed
November 15	Last day to Withdraw/Drop with record - 16-Week Sessions
November 27	Thanksgiving Break - No Classes - Institutions Open
November 28	Thanksgiving Observed - No Classes - Institutions Closed
November 29	Thanksgiving Break - No Classes - Institutions Open
December 16-20	Final Exam Week
December 23	Grades due at 12:00 Noon
December 24	Christmas Eve Observed - No Classes - Institutions Closed at Noon
December 25	Christmas Day Observed - No Classes - Institutions Closed
January 1	New Year's Day - No Classes - Institutions Closed

Spring Semester, 2025	
January 13	Classes begin at 4:00 p.m.*
January 14	First full day of classes
January 20	Martin Luther King, Jr. Day - No Classes - Institutions Closed
January 23	Last day to Add/Drop - 16-Week Session
January 23	Last day to Withdraw without record - 100% refund
January 29	Tuition/Fee Payment Deadline
February 4	Application for graduation due for summer (\$35 late charge beginning Feb. 5)
February 10	Enrollment Census Date
February 17	President's Day - No Classes - Institutions Closed
March 10-14	Spring Break - No Classes - Institutions Open
March 18	Summer 2025 Registration Opens
March 24	Application for graduation due for fall (\$35 late charge beginning March 25)
March 27	Professional Development/Assessment Day - No Classes
April 1	Fall 2025 Registration Opens
April 11	Last Day to Withdraw/Drop with record - 16-Week Session
April 18	Good Friday - No Classes - Institutions Closed
April 21	Easter Observed - No Classes - Institutions Open
May 12-15	Final Exams
May 16	Commencement
May 20	Grades due at noon
May 26	Memorial Day Observed - No Classes - Institutions Closed

Summer Session, 2025	
May 19	Dynamic Sessions begin
May 19	Ten-Week Session begins
May 19	First Five-Week Session begins
May 27	Eight-Week Session begins
June 23	Second Five-Week Session begins

Mayville State University - Mission & Purpose

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

Purpose:

- 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 Advising Center looks 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. The Advising Center is within the Enrollment Center and seeks to offer high quality, intentional academic advising to degree-seeking students such that students feel supported along their educational path. The office collaborates with academic divisions and administrative units to support students and faculty advisors in meeting student advising needs by establishing a cohesive advising and student success model at Mayville State University. 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. Our office is located in the Campus Center on campus, and we can be reached via email at MaSUAdiving@mayvillestate.edu.

The Center for Teaching and Learning extends Mayville State's promise of personal service to students enrolled in courses delivered online and at a distance. The CTL houses instructional design, academic technology support, online student services and professional development. 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. Please contact the Center for Teaching and Learning with any questions you may have. Our office is located the basement of the Library B03 on campus, and we can be reached by telephone at 701.788.4645 or 800.437.4104 ext. 34645, or via e-mail at CTL@mayvillestate.edu. Best Wishes from the Center for Teaching and Learning student support staff.

Online learning can consist of synchronous, real-time interactions, such as in [Zoom](#) or [Microsoft Teams](#) as well as asynchronous interactions that occur over extended periods of time, such as in messages or discussions. The important benefit of online learning is that it can span time and distance. You don't have to be in the same place as your instructor to obtain course-related information. With Blackboard Learn, you have access to your course content from anywhere, at any time. You can also interact with your classmates and instructors.

Contact Information

ENROLLMENT CENTER

The Mayville State Enrollment Center team members are eager to assist interested future students by promoting the dynamic programs, services, and academic pathways Mayville State has to offer. We aim to assist students in the successful transition from high school to college through a variety of services.



Misti L. Wuori, M.B.A; M.M.G.T.

Enrollment Center Director
Email: misti.wuori@mayvillestate.edu
Phone: 701-788-4631

Location:
Campus Center Room 105
330 Third Street NE
Mayville, ND, 58257



James Morowski

Enrollment Center Assistant Director
Email: james.morowski@mayvillestate.edu
Phone: 701-788-4619

Location:
Campus Center Room 105
330 Third Street NE
Mayville, ND, 58257



Claire Canahuate

Enrollment Specialist
Email: claire.canahuate@mayvillestate.edu
Phone: 701-788-5255

Location:
Campus Center Room 105
330 Third Street NE
Mayville, ND, 58257



Breon Quintero

Enrollment Specialist
Email: breon.quintero@mayvillestate.edu
Phone: 701-788-5254

Location:
Campus Center Room 105
330 Third Street NE
Mayville, ND, 58257

ADVISING CENTER

The Advising Center at Mayville State University seeks to offer high quality, intentional academic advising to students such that students feel supportive along their educational path. The office collaborates with academic divisions and administrative units to support students and faculty advisors in meeting student advising needs by establishing a cohesive advising and student success model.



Teri K. Wright, M.Ed.

Academic Advising Director
Email: teri.wright@mayvillestate.edu
Phone: 701-788-5251

Location:
Campus Center Room 105
330 Third Street NE
Mayville, ND, 58257



KayCee Koster

Academic Advisor
Email: kaycee.e.koster@mayvillestate.edu
Phone: 701-788-4721

Location:
Campus Center Room 105
330 Third Street NE
Mayville, ND, 58257

Visit Us

Hours of Operation

Academic Term

Monday	8:00 AM - 4:30 PM
Tuesday	8:00 AM - 4:30 PM
Wednesday	8:00 AM - 4:30 PM
Thursday	8:00 AM - 4:30 PM
Friday	8:00 AM - 4:30 PM
Saturday	Closed
Sunday	Closed

General Inquires

Enrollment Center

Email: recruitment@mayvillestate.edu
Phone: 701-788-4842

General Inquires

Advising Center

Email: MaSUAdvising@mayvillestate.edu
Phone: 701-788-4613

CENTER FOR TEACHING & LEARNING

The Center for Teaching and Learning houses instructional design, academic technology support, online student services and professional development. The CTL is an academic support center providing resources to support on campus and online teaching and learning at MaSU.



Robert M. Davis, M.ED.

Academic Technology Specialist
Email: robert.davis.4@mayvillestate.edu
Phone: 701-788-4645

Location:
Room B03
Mayville State Library



Chris Gonnella

Instructional Design Specialist
Email: christine.gonella@mayvillestate.edu
Phone: 701-788-4709

Location:
Room B03
Mayville State Library

General Inquires

Center for Teaching & Learning

Email: CTL@mayvillestate.edu
Phone: 1-800-437-4104, Ext. 34645

Mayville State Online Programs

DEGREES	MINORS
Master of Education (M.Ed.)	Library Media & Information Science
Master of Arts in Technology (MAT)	Early Childhood Education
Master of Science in Nursing (MSN)	English/English Education
Graduate Certificate in Online Digital Teaching	Mathematics/Mathematics Education
Graduate Certificate in Educational Studies	General Science
Graduate Certificate in Special Education	Business Administration
Nurse Educator Graduate Certificate	Special Education
Nursing Leadership & Management Graduate Certificate	Biology
B.S. in Accounting	Accounting
B.A.S. in Business Administration	Communications
B.S. in Business Administration	Chemistry
B.S. in Agribusiness	Sociology
B.S. in Biology	Criminal Justice
A.A. in Business Management	
Business Studies Certificate	
B.S. in Criminal Justice and Safety Studies	
B.S.Ed. in Early Childhood Education (combination of online classes and scheduled, synchronous online classes required)	
B.S.Ed. in Elementary Education (combination of online classes and scheduled, synchronous online classes required)	
B.A. in Early Childhood	
A.A. in Early Childhood	
Early Childhood Certificates	
B.A. in English	
B.S.Ed. in English Education	
B.S.Ed. in Mathematics Education	
B.S. in Mathematics	
B.S. in Nursing	
B.S.Ed. in Physical Education	
B.S.Ed. in Special Education	
B.U.S. in University Studies	
A.A. in Liberal Arts: University Studies	
Undergraduate Certificate in Biotechnology	

Undergraduate Certificate in Online Digital Teaching	
Undergraduate Certificate in Special Education	
Library Minor and Credential	
Kindergarten Endorsement	
Anatomy and Physiology Classes	
Physics Classes	
Science Lab Classes	
Essential Studies (General Education)	

[CLICK HERE TO VIEW THE 2024-2025 ACADEMIC CATALOG](#)

Student Success Advice

Mayville State University wants you to succeed. These suggestions were made by previous students who were successful in obtaining their degree.

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 redevye special]. The over-used statement “I work best under pressure” is a silly excuse for those who really have no choice. Just remember, you lack of foresight is not going to be your advisor or professor’s emergency.

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 have not 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. If you are worried about your initial confusion, you are normal.

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

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. 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.

Get to Know Some Professors Before You Graduate

This is sometimes hard for first-year students, but 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 a future career post or for graduate school and guide your intellectual development. You may find they are invaluable as mentors during the rough periods of your academic life. Do not let a title of Doctor or Professor frighten you; these titles simply recognize their achievement. The vast majority are quite approachable. Their expertise will help you reach 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. If you are not doing well academically, get help.

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 and mind’s basic needs.

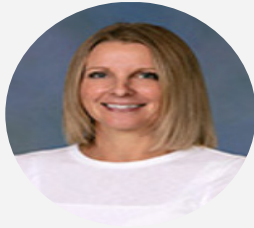
Locate and Use University Services

The University wants 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.

Resources

STUDENT SUCCESS AND SUPPORT SERVICES

Services in various areas of support are available to any student who would like to enhance his or her academic experience at Mayville State University. Services and resources include study groups, individual tutoring, and referrals to needed services.



Mindy O'Connor

Student Success Center Director/Disability
Service Director

Email: mindy.oconnor@mayvillestate.edu

Phone: 701-788-4675

Location:
Campus Center Room 109
330 Third Street NE



Alejandra Zuniga

Career Services Coordinator/
Academic Advisor

Email: alejandra.zuniga@mayvillestate.edu

Phone: 701-788-5204

Location:
Campus Center Room 105
330 Third Street NE
Mayville, ND, 58257

WRITING CENTER

The Writing Center works with writers at all skill levels during any stage of the writing process.



Mathew Berglund

Esports Director/
Writing Center Director/
Division of Liberal Arts Instructor
Email: mathew.berglund.1@mayvillestate.edu
Phone: 701-788-4899

Location:
Mayville State Library

Writing Center

Email: writingcenter@mayvillestate.edu

COUNSELING SERVICES

Mayville State University Counseling Services provides a confidential setting in which students may explore concerns of a personal or academic nature; makes referrals; and services as consultants for faculty and staff. Students in counseling can explore a variety of concerns which may prevent them from functioning at their optimum levels.

Visit Us

Hours of Operation

Academic Term

Monday	9:00 AM - 4:00 PM [In-Person]
Tuesday	9:00 AM - 4:00 PM [In-Person]
Wednesday	9:00 AM - 4:00 PM [Telecounseling]
Thursday	9:00 AM - 4:00 PM [Telecounseling]
Friday	9:00 AM - 4:00 PM [Telecounseling]
Saturday	Closed
Sunday	Closed

Counseling Service Center

Darci Miller

Email: counseling@mayvillestate.edu
Phone: 701-788-4772
Phone: 701-777-2127

Location:
Classroom 108D
Stan Dakken Drive
Mayville, ND, 58257

*The phone numbers listed above are not crisis lines. If you are in crisis, please call 911.

Technology Requirements for Online Students

GENERAL REQUIREMENTS	
On-Campus Courses	Laptop or tablet computer with an integrated frontfacing webcam, HDMI output, speakers, and microphone
Distance Courses	Computer with Webcam and headset with microphone.
Chromebooks, Chrome OS devices, iPads, and mobile devices such as iOS or Android phones or tablets do not meet the technology requirements.	

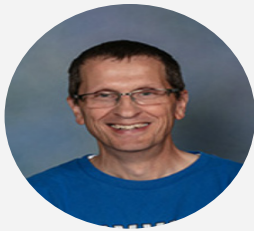
WINDOWS PC (Preferred)	
Operating System	Windows 10 or Windows 11
Processor	Intel i5 or Intel i7
Memory	8 GB RAM (16 GB RAM Preferred)
Storage	256 GB Solid State Drive
Browser	Up-To-Date Version of Chrome, Edge, or Firefox

MAC**	
**Certain online applications, hardware drivers, or software packages may not function correctly or be compatible with Mac computers. Some courses may require the purchase of additional software for Mac computers.	
Operating System	Mac OS 13 or Newer
Processor	Intel Processor
Memory	8 GB RAM
Storage	256 GB Solid State Drive
Browser	Up-To-Date Version of Chrome, Safari, or Firefox

ADDITIONAL RECOMMENDATIONS/REQUIREMENTS	
Processor	Windows-Based PC (Recommended)
Software	Some courses require the use of Microsoft Office applications. Microsoft Office (Word, Excel, PowerPoint, etc.) is available to all Mayville State students.

Resources

INFORMATION TECHNOLOGY SERVICES



Dean R. Kostuck, B.S.

Information Technology Service
Desk Manager
Email: dean.kostuck@mayvillestate.edu
Phone: 701-788-4723
Fax: 701-788-4748

Location:
Room B06
Mayville State Library

General Inquires Service Desk

Email: service.desk@mayvillestate.edu
Phone: 701-788-4739

Visit Us—MSU Library

Hours of Operation

Academic Term

Monday-Thursday	8:00 AM - 9:00 PM
Friday	8:00 AM - 4:30 PM
Saturday	Closed
Sunday	6:00 PM - 9:00 PM

Holiday Closures

Academic Term

November 10th-11th	Closed
November 26th-27th	8:00 AM - 4:30 PM
November 28th	Closed
November 29th	8:00 AM - 4:30 PM
December 1st	Closed

Instructional Technologies & Contact Information

Program	Description	Contact Person
Articulate 360 Storyline	Develop interactive training courses for any device with Storyline 360. This e-learning authoring software lets you easily build online and mobile training.	Chris Gonnella
Blackboard Ally	Blackboard Ally is a revolutionary product that integrates seamlessly into the Learning Management System and focuses on making digital content more accessible by providing students with alternative formats to easily download in each course.	Chris Gonnella
Blackboard Collaborate Ultra	Blackboard Collaborate Ultra is a web conferencing tool offered by NDUS (North Dakota University System). Bb Collaborate Ultra delivers an updated, easy-to-use and accessible, synchronous web conferencing interface enabling more collaboration choices to support your pedagogical goals.	Robert Davis Chris Gonnella
Blackboard Learn	Blackboard is MSU's Learning Management System (LMS) used for online teaching, learning community building, and knowledge sharing. Faculty, staff, and students can access Blackboard at online.mayvillestate.edu using their ConnectND credentials. An alternate address is blackboard.ndus.edu .	Robert Davis Chris Gonnella
Classroom Technologies and Networked Printers	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. Feel free to contact the Service Desk for help as needed.	Dean Kostuck
Infobase Learning	Infobase, formerly 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.	Chris Gonnella Robert Davis
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 mainly for course delivery.	
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.	MSU Service Desk Dean Kostuck

OneDrive	Microsoft cloud storage provided to all MSU students and employees. Save your files and photos to OneDrive and access them from any device, anywhere.	MSU Service Desk
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.	MSU Service Desk Dean Kostuck
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.	Robert Davis
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.	MSU Service Desk 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.	Mindy O'Conner
Respondus 4.0	Tool for creating and managing exams that can be printed to paper or published to Blackboard.	Robert Davis Chris Gonnella
Safe Assign	Instantly fix plagiarism, grammatical errors, and other writing issues. Easily Improve Any Text. Eliminate Grammar Errors. AI Writing Assistant. Find and Add Sources Fast. Fix Punctuation Errors	Robert Davis
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
Net Tutor	You will find an assortment of tutoring services that you can access.	Mindy O'Connor
Taskstream	Taskstream is a customizable, electronic portfolio, assessment management and performance-based tool. The Nursing and Education Divisions utilize Taskstream extensively.	Nursing: Collette Christoffers Education: Kayla Smith
Teams	VoiceThread is a web-based, asynchronous communication tool that can be used to enhance and "humanize" the online experience. With VoiceThread, students and faculty can narrate a presentation with audio and/or video, transform discussion forums from text only to audio/video and comment individually on a topic via text, voice or video.	Chris Gonnella Robert Davis
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. Access Mayville State's Zoom portal via mayvillestate.zoom.us .	MSU IT Service Desk

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 notetaking, can be streamed live, and can be used on mobile devices. YuJa integrates with Blackboard. Direct address to YuJa without going through Blackboard is mayvillestate.yuja.com .	Robert Davis Chris Gonnella
Zoom Rooms	Zoom Room classroom spaces provide enhanced technologies for teaching hybrid style classes where some students need to participate remotely. In-room cameras, microphones, and speakers allow the off-site students to participate in the classroom experience in a similar manner as those in the room. A list of Zoom Rooms on campus is provided below.	MSU IT Service Desk
VoiceThread	VoiceThread is a web-based, asynchronous communication tool that can be used to enhance and “humanize” the online experience. With VoiceThread, students and faculty can narrate a presentation with audio and/or video, transform discussion forums from text only to audio/video and comment individually on a topic via text, voice or video.	Chris Gonnella Robert Davis

[Installing Microsoft Office and Other Self-Help Articles](#)

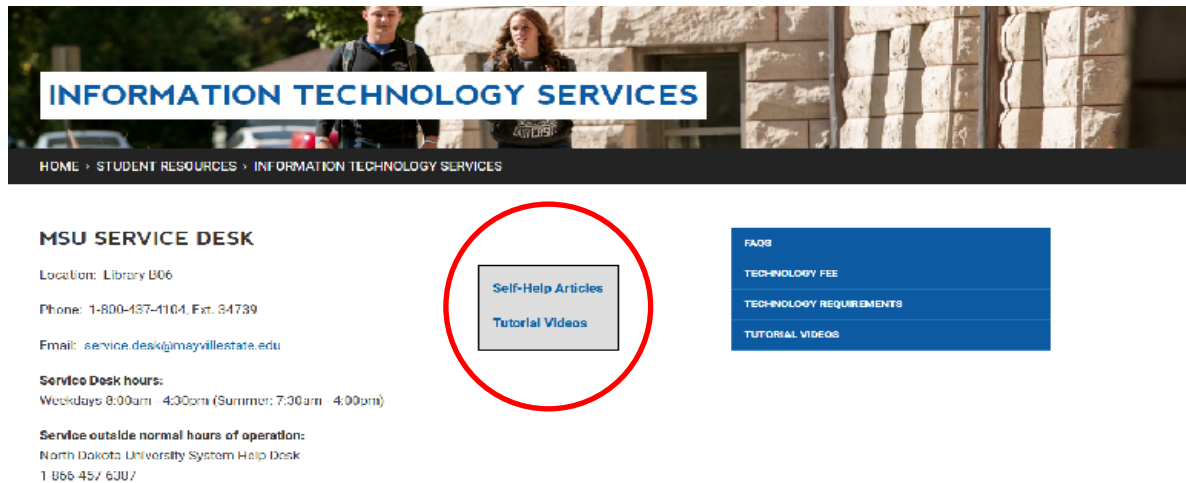
Mayville State University offers Microsoft Office Professional to all current students, faculty, and staff at no cost. Included in the suite are Microsoft Word, Excel, Access, PowerPoint, OneNote, Outlook and Publisher.

SELF-HELP GUIDES

The MSU service desk offers a number of self-help guides on their website: <https://mayvillestate.edu/student-resources/information-technology-services/>

Step 1:

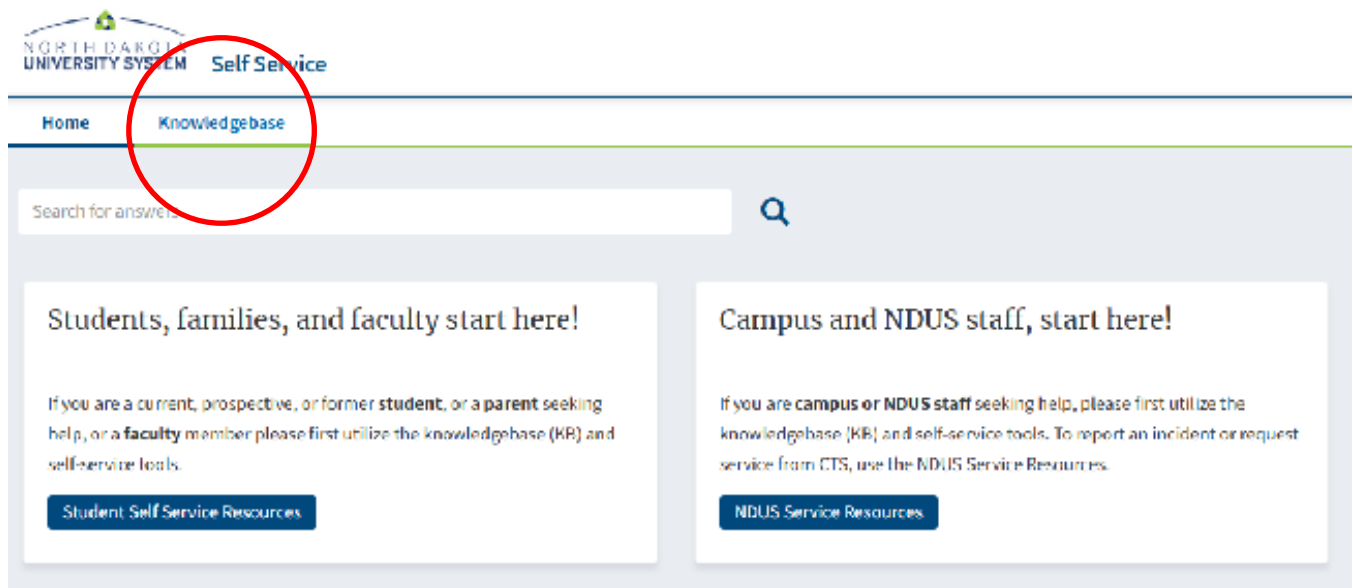
Select the Self-Help Articles button



The screenshot shows the MSU Service Desk website. At the top, there is a banner for 'INFORMATION TECHNOLOGY SERVICES' with a navigation path: HOME > STUDENT RESOURCES > INFORMATION TECHNOLOGY SERVICES. Below the banner, the 'MSU SERVICE DESK' section provides contact information: Location: Library B06, Phone: 1-800-437-4104, Ext. 34739, Email: service.desk@mayvillestate.edu. It also lists 'Service Desk hours' (Weekdays 8:00am - 4:00pm, Summer: 7:00am - 4:00pm) and 'Service outside normal hours of operation' (North Dakota University System Help Desk, 1-866-457-6307). To the right, a blue sidebar contains links for 'FAQS', 'TECHNOLOGY FEE', 'TECHNOLOGY REQUIREMENTS', and 'TUTORIAL VIDEOS'. In the center, a white box with a red border contains two buttons: 'Self-Help Articles' and 'Tutorial Videos'. The 'Self-Help Articles' button is circled in red.

Step 2:

Select Knowledgebase



The screenshot shows the North Dakota University System Self Service website. The navigation menu includes 'Home' and 'Knowledgebase', with 'Knowledgebase' circled in red. Below the navigation, there is a search bar with the placeholder text 'Search for answers'. The main content area features two columns. The left column is titled 'Students, families, and faculty start here!' and contains text: 'If you are a current, prospective, or former student, or a parent seeking help, or a faculty member please first utilize the knowledgebase (KB) and self-service tools.' Below this text is a blue button labeled 'Student Self Service Resources'. The right column is titled 'Campus and NDUS staff, start here!' and contains text: 'If you are campus or NDUS staff seeking help, please first utilize the knowledgebase (KB) and self-service tools. To report an incident or request service from CTS, use the NDUS Service Resources.' Below this text is a blue button labeled 'NDUS Service Resources'.

Step 3:

Search for the technology guide that meets your needs.

For additional help, contact the IT service desk.

Phone: 1-800-437-4104, ext. 34739

Email: service.desk@mayvillestate.edu

HOW-TO GUIDE

To register, view class schedules, access account and financial aid information, you must first claim your account at <https://helpdesk.ndus.edu/ndusaccount>.

How to Check Your 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 ConnectND. Your password is identical to the password you use for ConnectND.
4. Choose whether or not you wish to stay signed in.
5. Outlook will now open.

View/Print Class Schedule:

1. Go to the MSU homepage at www.mayvillestate.edu.
2. Click on the blue circle with the “C” in the upper-right to open 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” title.
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 data range.
7. Select “Printer Friendly Page” at the bottom right, and then click the print button on your browser toolbar.

Access online courses from Mayville State University using Blackboard (Bb):

*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 is the same as your login for ConnectND. Your password is identical to the password you use for ConnectND.
4. Once logged in, click the “My MaSU” tab on the top of the page. You will see a list of your courses.

Register for a MSU Online 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” title.
6. Click on the “Class Schedule & 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 selections.
11. Choose the section you want. Click “Next”.
12. 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.
13. Depending on what you want to do, select, either “Enroll”, or “Add to Shopping Cart” to enroll later. Click “Next”.
14. Click “Submit”, then “Yes”.
15. To view your shopping cart, click “Shopping Cart” from the left menu. To enroll in any of the classes in your cart, select the desired course(s).
16. Click “Enroll”, then “Yes”. The enrollment will be processed if there are no holds and all prerequisites have been met.
17. For additional registration instructions/information, contact Melissa Parrish: 1-800-437-4104, ext. 34774.

Drop a MSU Online Course:

*Please Note: You cannot drop a course in Campus Connection on your own after classes have started.

1. Talk to your advisor.
2. After talking to your advisor, go to <https://mayvillestate.edu/academics/academic-records/>.
3. Click on “Dropping & Withdrawing” from the blue menu on the right. **Carefully read through the information provided 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.**
4. Collaborative policy and processes will apply to drops and withdrawals by students enrolled collaboratively.

View My Grades**

1. Go to www.mayvillestate.edu.
2. Click 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.

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 all the questions. Select the Add option under Action. Be careful when entering the information for your class, you will need to include the institution you are taking the class from, term, catalog number, class number, class title, 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 Submit.
11. You will receive an email immediately after your submission that will indicate that the submission was successful. This does not guarantee enrollment. A separate email will be sent once the submission has been reviewed and processed.

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 that have been 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/>.

NET TUTOR

There are three locations within Blackboard where you can access the Net Tutor portal, the Institution Page under Helpful Links, the Student Blackboard Orientation and Knowledge bases within your courses.

1. Go to <http://online-mayvillestate.edu/>.
2. Log in using your username and password.

Institutional Page

1. When you log into Blackboard you will land on the Institutional Page
2. Scroll to the bottom of the Institutional Page and you will find the Help Net Tutor will be on the right column.

Student Blackboard Orientation and Knowledge base and Courses

Whether you are in the Blackboard Orientation or your Net Tutor you can be in your Course's Menu. If you do not see the Net Tutor link in your course, please ask your instructor to make it available.

NET TUTOR

For Students

Once you go into blackboard to work on Net Tutor you will then be directed to this page. You can click on Tutoring Center (for an assortment of Academic Areas) or Writing Center for what you need.

Tutoring Center: You will find an assortment of tutoring services that you can access. Choose the one that you will need help on with the course/s you are working on.

Tutoring Writing Center: You will find that they will ask you to explain what you would like them to review and will need to be specific on if it is in MLA or APA format. If you are handing in paper for corrections, please allow 24 hour turnaround time. They may be quicker, but the guarantee is 24 hours.

Making an Appointment: You will also see that you can connect with a tutor by scheduling an appointment. With this there will be guidelines that if you miss the appointment or do not cancel it before the 24 designated time, you will lose access to Net Tutor. To gain access back you will need to contact studentsuccess@mayvillestate.edu.

All students will have unlimited access time to tutoring through Net Tutor. If you have questions or concerns, you may reach out to studentsuccess@mayvillestate.edu.