



Mayville State University

2019 | Orientation Handbook

A MESSAGE FROM PRESIDENT VAN HORN

WELCOME TO MAYVILLE STATE UNIVERSITY!



We are delighted to count you among the members of the Mayville State University family! Your success is of utmost importance to the faculty and staff of Mayville State. It is our privilege to serve you as you work toward achieving your educational dreams and goals. Our number one priority is to provide you with positive experiences and a high quality education both inside and outside the classroom.

I encourage you to be involved with the many extra- and co-curricular activities that are available at Mayville State. From music and drama to athletics and student government, there's something for everyone. Make the most of your time, not only in the classroom, but also outside of the classroom.

These are exciting times at Mayville State University. Numerous all-time record high enrollment records have been set during the past several years. The physical campus has been renovated and improved through a nearly \$30 million effort. Programs that appeal to a wide range of people are available at both the undergraduate and graduate levels. If you're undecided about your major, talk with your adviser and take a look at all of the opportunities available to you. You're important to us, and we want you to be successful!

We are honored to have a role in your college education, and we look forward to hearing about all the good things we know are in your future. At Mayville State University success is closer than you think!

#GDTBAC

It's always a Great Day To Be A Comet!

Sincerely,

Dr. Brian Van Horn

President

MAYVILLE STATE UNIVERSITY

CONTACT INFORMATION

Office	Phone	Location
Academic Affairs	701-788-4711	Old Main 112
Academic Records	701-788-4774	Old Main 114
Admissions	701-788-4842	Old Main 107
Athletics	701-788-4834	FH 112
Bookstore	701-788-4823	Campus Center 134
Business Affairs/ Business Office	701-788-4757	Old Main 108/110
Byrnes-Quanbeck Library	701-788-4815	Library
Campus Programming	701-788-4822	Campus Center 103
Career Services & Internships	701-788-4876	Classroom Building 115
Child Development Programs	701-788-4868	Birkelo Hall
Counseling Services	701-788-4772	Classroom Building 116
Dining Services	701-788-4825	Campus Center
Diversity & Inclusion	701-788-4650	Library 120J
Division of Business	701-788-4713	Old Main 202
Division of Education	701-788-4827	Education 116C
Division of Health, Phy Ed & Rec	701-788-4834	FH 114
Division of Liberal Arts	701-788-4808	Classroom Building 110
Division of Science & Mathematics	701-788-4802	Classroom Building 108
Extended Learning	701-788-4667	Old Main 102
Financial Aid	701-788-4767	Old Main 106
Technology Assistance	701-788-4739	Old Main 105
Student Life	701-788-4697	Campus Center 103
Mailroom/Service Department	701-788-4785	Old Main 25
Moodle Help	701-788-4645	Old Main 105A
President's Office	701-788-4754	Old Main 113
Public Relations	701-788-4750	Old Main 112C
Student Services & Disabilities	701-788-4842	Classroom Building 109
Student Health	701-788-4865	Berg 105
Wellness Center	701-788-5200	FHA 104
Writing Center	701-788-5240	BQ Library

GET INVOLVED

CLUBS AND ORGANIZATIONS

At Mayville State University, there are many opportunities to get involved. A student's experience is greatly enhanced by participating in the many student clubs and organizations available on campus. Take advantage of the opportunity to meet new people and develop lasting friendships, while learning valuable leadership skills.

Students can get involved with everything from music, speech and theater to student government. Student groups plan and coordinate many campus events each year, providing an opportunity to get involved and have some fun while you are doing it!

- Campus Crusade
- Collegiate DECA
- Comet Radio
- Cometeers
- Fellowship of Christian Athletes
- HPER Club
- Intramural Athletics
- Multicultural Club
- Newman Club
- Pre Health Careers Club
- Psychology Club
- Residence Hall Association
- Science Club
- MSU Speech Team
- Student Alumni Ambassadors
- Student Education Association (SEA)
- Student Activities Council (SAC)
- Student Senate
- Swing Dance Club
- MSU Theater
- Young Democrats/Republicans

For detailed descriptions or more information on any of these clubs/organizations, visit:
www.mayvillestate.edu/current-students/student-life/clubs-organizations

TECHNOLOGY REQUIREMENTS

FALL 2018 TECHNOLOGY REQUIREMENTS

Laptops that meet the technology requirements are available at the Mayville State University Bookstore. Students may charge their laptop purchase to financial aid.

GENERAL REQUIREMENTS

On-Campus Courses Laptop or tablet computer with an integrated front-facing webcam, HDMI output, speakers, and microphone

Distance Courses Computer with webcam and headset with microphone

*** Chromebooks, iPads and mobile devices (iOS/Android) do not meet the technology requirements ***

WINDOWS PC (PREFERRED)

Operating System Windows 8 or newer

Processor 1.6 GHZ or faster Intel i5

Memory 4 GB RAM or more

Storage 25 GB free hard disk space or more

Video 1280 x 800 resolution or higher

Browser One of: Chrome, Firefox, Internet Explorer

MAC **

**** Certain courses may require the purchase of additional software for Mac computers ****

Operating System Mac OS X version 10.10 or newer

Processor Intel processor

Memory 4 GB RAM or more

Storage 40 GB free hard disk space or more

Video 1280 x 800 resolution or higher

Browser One of: Chrome, Firefox, Safari

Additional Software Microsoft Silverlight 3 or newer

ADDITIONAL RECOMMENDATIONS/REQUIREMENTS

General Windows-based PC (Recommended)
CD, DVD, or Blu-Ray Drive (Recommended)

GET YOUR COMPUTER SET UP

HELP DOCUMENTS TO GET STARTED

As a Mayville State University student, you are responsible for bringing your own device to campus.

MICROSOFT OFFICE

Mayville State University offers Microsoft Office Professional Plus 2013 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. Follow the installation guidelines here: <http://www.mayvillestate.edu/to/its/office>

SETTING UP OUTLOOK (MSU) EMAIL

Every student is required to use their Mayville State University issued email address for official University communication. All important information for students will be sent to this address which is established upon claiming your NDUS account, which you have most likely completed by now. It is important to know how to not only access your email but also check it on a daily basis. Included below are instructions on how to set up your email on your computer as well on your mobile device; access is literally at your fingertips!

Follow the steps to setup your email here: <http://www.mayvillestate.edu/to/its/outlook>

Follow these steps for your mobile device setup: <http://mayvillestate.edu/to/its/android-email>

CAMPUS CONNECTION/CONNECT ND

Campus Connection, or Connect ND as you will hear it called, is a website shared by all the Universities within North Dakota. It is the student information system where students manage their accounts, financial aid, and registration processes. This student management software suite processes all the major student requests for adding and dropping classes, paying and viewing your bill, viewing your financial aid information, etc. Within the Campus Connection system you can do the following:

- Register/Add a Class
- Drop a Class
- View your Grades
- Print your Class Schedule
- Accept/Decline Financial Aid Awards
- Enroll in MSU Campus Emergency Notification System (Notifind)
- Update Contact Information
- Much more!

Once logged into Connect ND, you can access your Student Center which includes class schedules, adding classes, dropping classes, financial aid, to do lists, holds, advisor information, etc. This is usually the first thing you see when you login. The NDUS Help Desk is available to assist students 24 hours a day throughout the year. Chat and email options are available at the [NDUS Help Desk website](#), or you can call 1-866-457-6387 to speak with an actual representative to assist with any questions you may have. Navigating Connect ND will be explained in great detail as you progress through your UNIV 100 – Seminar on Success course in the fall, for those of you required to complete it.

STUDENT SUCCESS CENTER

DEDICATED TO ACHIEVEMENT

At Mayville State University, we are committed to helping all students reach their potential. The Student Success Center works with students, staff, and faculty in order to help students achieve their goals.

WRITING CENTER

- The Writing Center helps students 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 can help with any kind of writing assignment at any stage of the writing process! We can help you plan, brainstorm, organize, develop ideas, work on style, edit, proofread, and document sources. Often students just need another eye after spending a great deal of time with a paper, and we are happy to provide that assistance!
There are 3 ways to utilize our Writing Center
- **Face-to-Face at the Center:** Visit with writing consultants during one-on-one, 30 minute appointment in the writing center (located in the Byrnes-Quanbeck Library at MSU)
- **Meet Online:** Use the WOnline application to do synchronous video chat and document sharing (must click "Join Online" in the schedule at start of appointment time)
- **ETutoring:** Attach paper to writing center schedule appointment form; writing consultant reviews it during 20-minute block and emails comments back to student (student does not need to be available at time of appointment)

The Writing Center is located inside the Library. For more information, contact Erin Kunz at erin.kunz@mayvillestate.edu

LEARNING SERVICES

- Free tutoring in major subject areas
 - Services for students with disabilities, such as accommodated testing and referrals
 - Placement testing (Accuplacer) for course placement
 - Smarthinking: an online tutoring service with immediate feedback
- For more information contact Katie Richards, Director of Student Success and Disabilities at 701.788.4675 or katie.richards.2@mayvillestate.edu

COUNSELING SERVICES

College can be difficult for students for many different reasons, but help is available on a short-term basis for all Mayville State students.

- Anxiety
- Roommate difficulties
- Depression
- Homesickness
- Abusive Relationship
- Alcohol/other drugs
- Concentration Issues
- Perfectionism

For more information, contact Kristi Lentz, Director of Counseling at 701.788.4772 or kristi.lentz@mayvillestate.edu

PLACEMENT TESTING

ACCUPLACER TESTING INFORMATION

Students who do not achieve an ACT English sub-test score of 18 to enroll in ENGL 110 College Composition I, or an ACT Mathematics sub-test score of 21 to enroll in Math 103 College Algebra, may take the Accuplacer exam to place into these classes.

The Accuplacer is a computer-based placement tool designed to measure reading, English and math skills and provide course placement for students entering college. Results from the Accuplacer test help students identify academic strengths and needs to assist in appropriate course selection. The Accuplacer is administered as an untimed, multiple-choice, computer-adaptive test. Students' scores and course placements are provided to the student immediately upon completing the Accuplacer.

For more information or to schedule an Accuplacer testing time please contact the Mayville State University Student Success Center either by phone or email to set up an appointment with Katie Richards.

Katie Richards
Director of Student Success and Disabilities
Classroom Building 109
701.788.4675
katie.richards.2@mayvillestate.edu

GUIDELINES

- Scheduling hours are Monday through Friday from 8 am to 3 pm. You must schedule your Accuplacer exam testing time at least one week prior to testing. If there is a cancelation or change to the testing you have 24 hours to contact Katie Richards with those changes. If changes need to be made for testing you may have to schedule a different date.
- There is a small fee to take the Accuplacer exam. Checks may be written out to Mayville State University and must be paid prior to testing.
 - ✓ English placement is \$20
 - ✓ Math placement is \$10
- If a student needs accommodations for testing, such as a quiet environment, those accommodations need to be set up 48 hours before testing. If a student comes the day of the test with accommodations, they will not be guaranteed the accommodation.

I'M IN COLLEGE, SO WHAT?

THE DIFFERENCES BETWEEN COLLEGE AND HIGH SCHOOL

HIGH SCHOOL	COLLEGE
All students have the right to an education	College education is a privilege, not a right.
Protections include Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, American's with Disabilities Act.	Protections include Section 504 of the Rehabilitation Act, Americans with Disabilities Act; IDEA no longer applies.
School District designs Individualized Education Program (IEP)	Student is responsible for providing documentation that establishes verification of learning or other type of disability.
School District ensures that the IEP is implemented.	Student identifies his or her needs in collaboration with his or her counselor.
Teacher functions as advocate.	Student is responsible for his or her own progress.
Fundamental alterations to program of study are made.	Fundamental alterations of programs are not allowed-classroom accommodations may not alter the fundamental nature of a course or impose an undue burden on an instruction/institution.
Personal services are provided (e.g.aide)-success is more of a right.	Personal services are the student's responsibility-only the opportunity to succeed is provided.
Transportation to and from school is provided.	Transportation to and from school is NOT provided.
Parent or guardian is the primary advocate-students learn ways to become their own advocate.	Students are expected to be their own advocates to the best of their ability.

MSU BOOKSTORE

MORE THAN JUST BOOKS!

The Mayville State University Bookstore has more than JUST books. We are located in the Campus Center on the northeast corner of the campus on Stan Dakken Drive. Stop in and browse.

You'll find:

Clothing---we can dress everyone in your family. We have infant/toddler sizes, Grandma & Grandpa sweatshirts and everything in between.

Gifts---imprinted blankets, cups, key rings, lanyards, window stickers and much more.

Books---the ones you read for fun; not only textbooks

Treats---pop, candy, snacks. When you need that little extra chocolate or caffeine to keep you going, we have plenty of choices.

Writing Supplies---yes, even with computers, you still need to have paper and writing instruments. School supplies and backpacks are also available.

Computer Supplies--- ByteSpeed computers, headsets, flash drives, speakers, wireless mice, mouse pads, cables, and more!

Balloons---We deliver helium balloons on campus. Birthdays, good luck, congratulations, Valentine's day, or just because; we can help make any day special. We have a wide assortment of sport themes too (football, baseball, basketball, etc.)

Remember, anytime you have a question, we are here to help! Contact us using the information below:

Mayville State Bookstore
701.788.4823
Toll Free: 800.437.4104 ext. 34823
bookstore@mayvillestate.edu
www.mayvillestatebookstore.com

TEXTBOOK RENTAL AGREEMENT

RENT YOUR BOOKS INSTEAD OF BUYING

I understand that reminders and notices will be sent to me through my Mayville State e-mail account.

As a registered and enrolled student of Mayville State University, I have chosen to rent the textbook(s) for the current semester as shown on my receipt. I have paid the non-refundable rental fee. **I understand books rented to me are the property of Mayville State University.**

I will return the book(s) to the MSU Bookstore no later than the return date for the semester. If I ship the book(s), they must be postmarked no later than the return date.

I understand the rental fee is refundable only if the class is cancelled or that I have dropped the class. The textbook must be returned by the last day to drop/add classes for the current semester.

I will return the materials in good salable condition; clean, minimal highlighting and notes. All components must be returned. If the book has damage caused by water, coffee, etc; tooth marks from pets or spine damage I will be billed for the full price of the book.

If I am late or if I do not return the book(s), I will pay the MSU Bookstore the full retail price and the non-return processing fee of \$20.00 per book. **I authorize the MSU Bookstore to charge the same credit card account that was left as the security account at the time of rental to make this payment.** If the card is denied for any reason, I authorize the MSU Bookstore to place the charge on my student account.

Mayville State University Bookstore
330 3rd St NE
Mayville, ND 58257
701-788-4823 | 800-437-4104 ext. 34823
www.mayvillestatebookstore.com

FINANCIAL OBLIGATION AGREEMENT

WHAT IS THE FOA?

The North Dakota University System Financial Obligation Agreement (FOA) is a document used to verify that a student has acknowledged their financial responsibility to the University when they register for courses. Students must access, review and accept the FOA prior to registration for each term of enrollment.

A FOA hold is placed on each student's account prior to the beginning of registration for each term. The hold is automatically removed when the FOA for that term is accepted.

FULL CONTENT

By registering for courses at an institution (or institutions) within the North Dakota University System (Bismarck State College, Dakota College at Bottineau, Dickinson State University, Lake Region State College, Mayville State University, Minot State University, North Dakota State College of Science, North Dakota State University, University of North Dakota, Valley City State University, Williston State College):

- I understand that I am incurring a legal obligation to pay all charges assessed to my Campus Connection account by the due date, including, but not limited to, tuition and fees, housing charges, and late payment fees.
- I accept full financial responsibility for each registered course, including those I may add after this initial registration for the term and understand that I am personally responsible for payment of all sums when due regardless of my eligibility for financial aid or other financial assistance.
- I understand that I must sign this agreement only upon initial enrollment each term and that adding additional courses for the same term may increase my financial obligation. I assume full responsibility for any additional charges and will check my Campus Connection account frequently to ensure that I am aware of any additional charges.
- If I expect financial aid or a third party to pay all or part of my financial obligations to my institution(s), I understand that it is my responsibility to meet all requirements for disbursement to my student account. I also understand that my financial aid may be adjusted due to eligibility and agree to pay back to my institution(s) any amounts for which I am ineligible under financial aid regulations.
- I acknowledge that non-attendance or non-participation does not relieve me of financial responsibility for the courses in which I am enrolled.
- I understand that I must adhere to my institution's procedures for dropping or withdrawing from courses, whether I have attended these courses or not. I may drop some, but not all courses, through Campus Connection. I understand that, if I intend to withdraw, I should not drop any courses and must instead withdraw using the appropriate process and through the appropriate office required by my institution(s). I further understand that I will be fully responsible for my financial obligation to my institution(s) for those courses, in accordance with my institution's refund policy.
- I understand and agree that if I fail to make timely payments, I may be assessed late fees on the outstanding amount, I may be restricted from future registration, my transcripts and/or diploma may be placed on hold, and I may be denied other campus services.
- I understand and agree that my account may be referred to a collection agency if I fail to make timely payments, and that I will pay all collection costs associated with such a referral, including but not limited to attorney fees, collection agency commissions, court costs, and other fees.
- I understand and agree that my financial obligation to my institution(s) constitutes an educational loan to assist in financing my education and therefore, is not dischargeable under the United States Bankruptcy Code, Section 523 (a) (8).
- I authorize my institution and its respective agents and contractors to contact me regarding my account, including repayment of charges, at the current or any future number that I provide for my cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.
- I understand and agree that my authorization to enroll in courses at this institution is expressly conditioned upon acceptance of all terms and conditions set forth in this Agreement.

FEDERAL STUDENT AID AT A GLANCE

WHAT is federal student aid?

Federal student aid comes from the federal government—specifically, the U.S. Department of Education. It's money that helps a student pay for higher education expenses (i.e., college, career school, or graduate school expenses).

Federal student aid covers such expenses as tuition and fees, room and board, books and supplies, and transportation.

There are three main categories of federal student aid: grants, work-study, and loans. Check with your school's financial aid office to find out which programs the school participates in.

WHO gets federal student aid?

Some of the most basic eligibility requirements for students are that you must

- demonstrate financial need (for most programs—to learn more about financial need, visit [StudentAid.gov/how-calculated](https://studentaid.gov/how-calculated));
- be a U.S. citizen or an eligible noncitizen;
- have a valid Social Security number;
- be registered with Selective Service, if you're a male (you must register between the ages of 18 and 25);
- be enrolled or accepted for enrollment in an eligible degree or certificate program;
- be enrolled at least half-time (for most programs);
- maintain satisfactory academic progress in college, career school, or graduate school; and
- show you're qualified to obtain a college or career school education by
 - having a high school diploma or a state-recognized equivalent (for example the General Educational Development [GED] certificate); or
 - completing a high school education in a home-school setting approved under state law; or
 - enrolling in an eligible career pathways program.

See the full list of eligibility requirements at [StudentAid.gov/eligibility](https://studentaid.gov/eligibility).

HOW do you apply for federal student aid?

1. **To apply for federal student aid, you need to complete the FAFSA® form at fafsa.gov.** The FAFSA form is available every Oct. 1 for the next school year. If you plan to attend college from July 1, 2019–June 30, 2020, submit a 2019–20 FAFSA form. Fill it out as soon as possible to meet school and state deadlines. Schools and states often use FAFSA information to award nonfederal aid, but their deadlines vary. Check with the schools that you're interested in for their deadlines, and find state and federal FAFSA deadlines at [StudentAid.gov/fafsa#deadlines](https://studentaid.gov/fafsa#deadlines).
2. **Students and parents are required to use an FSA ID (a username and password combination) to sign their FAFSA form online and to access information about their financial aid on U.S. Department of Education websites.** Your FSA ID is used to confirm your identity and electronically sign your federal student aid documents. Your FSA ID has the same legal status as a written signature. Don't give your FSA ID to anyone or allow anyone to create an FSA ID for you. To create an FSA ID, visit [StudentAid.gov/fsaid](https://studentaid.gov/fsaid).
3. **After you apply, you'll receive a *Student Aid Report*, or SAR.** Your SAR contains the information reported on your FAFSA form and usually includes your Expected Family Contribution (EFC). The EFC is a number (not a dollar amount) used to determine your eligibility for federal student aid. Review your SAR information to make sure it's correct. The school(s) you list on your FAFSA form will get your SAR data electronically.
4. **Contact the school(s) you might attend.** Make sure the financial aid office at each school you're interested in has all the information needed to determine your eligibility. If you're eligible, each school's financial aid office will send you an aid offer showing the amount and types of aid (from all sources) the school will offer you. You can compare the aid offers you received and see which school is the most affordable once financial aid is taken into account.

Completing and submitting the FAFSA form is free and quick, and it gives you access to the largest sources of financial aid to pay for college or career school—federal, state, and school sources. If you need a print-out of the FAFSA PDF, call 1-800-4-FED-AID (1-800-433-3243) or 334-523-2691 (TTY for the deaf or hard of hearing 1-800-730-8913).

Federal
Student
Aid

An OFFICE of the
U.S. DEPARTMENT of EDUCATION

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HAVE QUESTIONS?

Contact or visit the following:

- [StudentAid.gov](https://studentaid.gov)
- a college financial aid office
- studentaid@ed.gov
- 1-800-4-FED-AID (1-800-433-3243) toll-free
- 1-800-730-8913 (toll-free TTY for the deaf or hard of hearing)

FEDERAL STUDENT AID AT A GLANCE

Program and Type of Aid	Program Information	Annual Award Amount (subject to change)
Federal Pell Grant Grant: does not have to be repaid	For undergraduates with financial need who have not earned bachelor's or professional degrees. For details and updates, visit StudentAid.gov/pell-grant .	Amounts can change annually. For 2018–19 (July 1, 2018, to June 30, 2019), the award amount is up to \$6,095.
Federal Supplemental Educational Opportunity Grant (FSEOG) Grant: does not have to be repaid	For undergraduates with exceptional financial need; Federal Pell Grant recipients take priority; funds depend on availability at school. For details and updates, visit StudentAid.gov/fseog .	Up to \$4,000.
Teacher Education Assistance for College and Higher Education (TEACH) Grant Grant: does not have to be repaid unless converted to a Direct Unsubsidized Loan for failure to carry out teaching service obligation as promised	For undergraduate, postbaccalaureate, and graduate students who are completing or plan to complete course work needed to begin a career in teaching. To receive a TEACH Grant, a student must agree to teach for four years in a high-need field at an elementary school, secondary school, or educational service agency that serves low-income families. If a student doesn't complete the teaching service requirement, all TEACH Grants the student received will be converted to a Direct Unsubsidized Loan that must be repaid, with interest. For details and updates, visit StudentAid.gov/teach .	Up to \$4,000.
Iraq and Afghanistan Service Grant Grant: does not have to be repaid	For undergraduate students who are not Pell-eligible and whose parent or guardian died as a result of military service in Iraq or Afghanistan after the events of 9/11. For details and updates, visit StudentAid.gov/iraq-afghanistan .	The grant award can be equal to the maximum Federal Pell Grant amount (see above) but cannot exceed your cost of attending school.
Federal Work-Study Work-Study: money is earned through a job and doesn't have to be repaid	For undergraduate and graduate students; part-time jobs can be on campus or off campus. Money is earned while attending school. Your total work-study award depends on <ul style="list-style-type: none"> • when you apply, • your level of financial need, and • your school's funding level. For details and updates, visit StudentAid.gov/workstudy .	No annual minimum or maximum amounts.
Direct Subsidized Loan Loan: must be repaid with interest	For undergraduate students who have financial need; U.S. Department of Education generally pays interest while the student is in school and during certain other periods; a student must be enrolled at least half-time. Interest rates for new Direct Subsidized Loans can change every year. Loans made to undergraduate students during the 2018–19 award year have the rate fixed at 5.05% for the life of the loan.	Up to \$5,500 depending on grade level and dependency status. For details and updates, visit StudentAid.gov/sub-unsub .
Direct Unsubsidized Loan Loan: must be repaid with interest	For undergraduate and graduate or professional students; the borrower is responsible for interest during all periods; a student must be enrolled at least half-time; financial need is not required. For undergraduate students: Interest rates for new Direct Unsubsidized Loans can change every year. Loans made to undergraduate students during the 2018–19 award year have the rate fixed at 5.05% for the life of the loan. For graduate or professional students: Interest rates for new Direct Unsubsidized Loans can change every year. Loans made to graduate or professional students during the 2018–19 award year have the rate fixed at 6.6% for the life of the loan.	Up to \$20,500 (less any subsidized amounts received for same period), depending on grade level and dependency status. For details and updates, visit StudentAid.gov/sub-unsub .
Direct PLUS Loan Loan: must be repaid with interest	For parents of dependent undergraduate students and for graduate or professional students; the borrower is responsible for interest during all periods; a student must be enrolled at least half-time; financial need is not required; the borrower must not have an adverse credit history. Interest rates for new Direct PLUS Loans can change every year. Loans made during the 2018–19 award year have the rate fixed at 7.6% for the life of the loan.	Maximum amount is the cost of attendance minus any other financial aid received. For details and updates, visit StudentAid.gov/plus .

Note: The information in this document was compiled in summer 2018. For updates or additional information, visit StudentAid.gov.

MAILROOM & SERVICE DEPARTMENT

LOCATED IN THE LOWER LEVEL OF OLD MAIN

Mayville State University's mailroom and service department strive to provide quality services to the student population, university community and the communities of Mayville-Portland.

OPERATING HOURS

Fall and Spring Semester	Monday-Friday	8:00am-4:30pm
Summer Semester	Monday-Friday	7:30am-4:00pm
The mailroom will be closed Holidays and Weekends		

MAILROOM

- Campus Mailboxes
- Stamps (for mailing letters)
- Weighing Packages
- Delivery of mail to campus boxes Monday-Friday
- Dropbox available for outgoing mail Monday-Friday. First Class and Priority services available (Priority envelopes and boxes available)
- Delivery site for UPS, FedEx and other delivery services for MSU students receiving packages

SERVICES

- Duplicating
 - ✓ Superior quality photocopies (a variety of papers available in many colors and sizes)
 - ✓ Transparencies
 - ✓ Reduction and Enlargement
 - ✓ Booklets
- Binding
 - ✓ Comb bindings – great for booklets!
- Finishing
 - ✓ 3-Hole Punch, Folding, Padding
- Faxing Services
 - ✓ Our fax number is: 701.788.4748 (you can transmit and receive to this number)
- Paper
 - ✓ We have a variety of paper to choose from in a wide selection of colors, sizes and weights
- Envelopes
 - ✓ Standard #10 white, Small white, Manila
- Satellite Copiers
 - ✓ The Service Department also manages the coin-operated copiers in the Byrnes-Quanbeck Library and Campus Center. 8.5x11, 8.5x14 and 11x17 paper sizes available

For assistance or questions, please contact:

Jon Nygard, *Mailroom Supervisor and Accounts Receivable Technician*
(p) 701.788.4757 or email jon.nygard@mayvillestate.edu

FREQUENTLY ASKED QUESTIONS

A SHORT LIST OF SOME COMMON QUESTIONS

1. How many credits is an average course load?

12 to 18 credits are considered a full course load for a full-time student. Students and their advisors work to create the best schedule and course load for each student!

One student had this advice:

"I recommend around 15 credits. It does not cost more to take 18 credits than it would for 12 credits. During the first few years of college, it is especially nice to get those general classes done faster."

2. Is it important to decide on a major right away?

Students are not required to declare a major their first year on campus, but having a general idea is always nice. Most college students will change their major at least once in their college career.

One student had this advice:

"I recommend taking several different types of general courses to get an idea of what you like."

3. What if I am struggling in a class?

Each semester has a drop period, a period of time in the semester when students can either add or drop a class. If you are having problems, it's important to speak with the professor or instructor and decide whether or not to drop the class and take it at a later time.

However, if you have missed the drop period, once again talk to the professor. They want to see students succeed and will work with you to make the class a successful venture!

One student had this to say:

"All classes have their ups and downs. When problems do come up, MSU is great about helping. Almost every class has tutors and all of the professors are willing to do whatever it takes to get you through the class."

4. What is available for students with disabilities?

MSU has a plethora of resources available to students with disabilities. Mayville State University instructors allow modifications to coursework and testing procedures that give students with disabilities an equal opportunity to demonstrate their knowledge. They do not, however, excuse poor attendance, lack of preparation or sub-standard performance. Written professional documentation substantiating your disability is required to access specialized services. This is used to determine appropriate and reasonable accommodations for students with disabilities in the North Dakota University System. The Academic Support Center's resources include tutoring, testing accommodations, note taking, and more.

5. What is there for me to do on campus?

There are so many different ways for you to become involved in the MSU community because your time here at Mayville State certainly extends beyond the classroom. Each student organization is tailored to the interests of MSU students. Beyond organizations there are regular activities, jobs, intramurals and a lot of ways to get involved!

6. What are the tobacco and alcohol rules on MSU's campus?

Mayville State is a tobacco free campus as of January 1, 2009, and alcohol is strictly prohibited from campus grounds. Both policies can be found on the MSU website along with information for students in the Student Handbook on expected behavior and consequences of breaking policy.

FREQUENTLY ASKED QUESTIONS

A SHORT LIST OF SOME COMMON QUESTIONS

7. What are the rules of the residence halls on campus?

The residence halls are both substance and tobacco free! There are visitation hours from 11:00AM-12:00AM on weekdays and 24 hours on Friday and Saturday. Freshman and sophomores are required to live on campus. However, there are certain exemptions to this rule. Please contact the Housing Office to discuss these exceptions.

8. What about the cafeteria?

Dining Services is open for lunch and dinner every day. In addition, The Comets Landing Snack Bar is open every day for breakfast, lunch and into the night. There are several different meal plans to choose from including the 5, 10, or 14 meal plan plus the Comet Café option. For full details and more information, refer to the Meal Plans on the website or visit with Bryan and Kris.

9. What about textbooks for classes?

The MSU Campus Bookstore has every textbook for all classes held at MSU in stock. Books can be charged to a student's financial aid account, but if the student does not have sufficient financial aid it must be paid out of pocket. The MSU Campus Bookstore has a BuyBack at the end of each semester!

10. I love music, what is there for me at MSU?

There are several opportunities for a musically gifted (and maybe not so musically gifted) student at Mayville State! We have concert choir, concert band, stage band and a jazz choir. There are also scholarships available to those who join band and/or choir. In addition, private music lessons are available as well as a minor in music education that you can incorporate into your degree program here at MSU.

Advice from one student:

"Band and choir have been so much fun! The scholarship is definitely an added bonus! We go on a choir tour every year and our director finds us great music for every concert!"

11. Help! I need a job!!

There are many on-campus and off-campus jobs available. Contact Jay Henrickson, Director of Career Services for help finding both on and off campus jobs, internships and other career-related resources.

12. Can I bring my own computer to campus?

Students are required to bring their own device to MSU. Laptops will be available in the MSU Bookstore and can be charged to financial aid, however, you are encouraged to reserve a laptop as soon as possible so you are ready to begin classes on day one. Minimum technology requirements for your laptop are listed in this packet and can also be found on the MSU website.

13. What if I get sick while at MSU?

Student Health has a nurse on campus Monday-Thursday from 8:30AM to 12:30PM. Each Mayville State student is allowed one free clinic visit per year. The student must make the appointment through the Health Services office. The nurse is located in Berg Hall, Room 105 and can be reached at 701.788.4865.

14. What churches are available in the community?

There are many churches in the Mayville-Portland community. There are many Lutheran churches, Catholic churches, and other spiritual options for your child to attend while here in Mayville.

MAYVILLE STATE UNIVERSITY

CONSUMER PROTECTION INFORMATION OVERVIEW

In compliance with the Higher Education Amendments of 1998 and 2008 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, Title IX, 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 Main 112C (Phone: 701-788-4770). Andrew 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 Aids 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: 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, violations of campus liquor, drug and weapons possessions regulations and reported incidents involving domestic violence, dating violence and stalking. 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 outlined in this document. Available from the Student Affairs Office in the Campus Crime and Security Act Report.

Sexual Misconduct and Title IX Compliance Policy: Mayville State University strives to create a campus community free from interpersonal abuse including sexual misconduct. This policy is in compliance with federal law and is guided by the U.S. Department of Education, Office of Civil Rights. In accordance with Title IX, Mayville State University does not discriminate on the basis of sex in Mayville State's educational program and activities. Sexual misconduct is prohibited in all forms, regardless of intent to harm. Sexual assault, sexual exploitation, coercion and sexual harassment are examples of sexual misconduct, and all are prohibited. Also prohibited under Title IX is any rule violated on the basis of the recipient of the behavior's sex/gender which is severe enough to cause discriminatory effect. For more information see <http://www.mayvillestate.edu/about-msu/consumer-information/title-ix/>.

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.

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Tobacco Free Campus Policy: Includes prohibition of the use of all tobacco and electronic smoking devices on all university property and sanctions applied for violations of policy. Both documents are available from the Student Services Office.

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 Athletes Report. Because of federal reporting requirements, this report may not be available until 10/30.

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 who 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 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:

A. 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:

Discuss the situation with the instructor to see if resolution can be reached.

If the problem is still not resolved, contact the instructor's Division Chair for assistance.

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.

B. Students who have concerns about billings, business operations, institutional charges, etc. should contact Lois Karlstad or Ian Bjerke in the Business Office in Main 108. Financial billing issues related to policy or university procedures should be directed to Jami Hovet, Vice President for Business Affairs.

C. Students who have concerns about financial aid awards, scholarships, or the processing of financial aid should contact Shirley Hanson, Director of Financial Aid in Main 107. Issues related to financial aid policies or procedures should be directed to Andrew Pflipsen, Vice President for Student Affairs.

D. Students who have concerns about their official admissions status or their academic standing should contact Pam Braaten, Director of Academic Records in Main 114. Issues related to admissions and academic standing policies should be directed to Keith Stenehjem, Vice President for Academic Affairs and issues related to admissions procedures should be directed to Andrew Pflipsen, Vice President for Student Affairs.

E. 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 Pflipsen, Vice President for Student Affairs.

F. 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.

G. Students who have concerns about technology related issues; i.e. laptop, access to computing resources, etc. should contact the Help Desk in LB Bo6. Concerns about institutional policies and procedures related to the use of technology should be directed to Keith Stenehjem, Vice President for Academic Affairs.

H. Students, parents or alumni who have questions or concerns about alumni status, alumni information or contributions to the university should contact the MSU Foundation Office.

I. 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) or Bob Kozojed in the Campus Center Building (custodial services). 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.