



Graduate Non-Degree Application Process

If you have completed a bachelor's degree and are interested in continuing your education with an online graduate or graduate certified course, first you must apply as a Graduate Non-Degree seeking student.

After you've completed the application, your admission request will be processed as soon as the application fee is applied. When you're admitted, an email will be sent to you with your Student ID number and instructions on claiming your NDUS account and registering for classes.

Getting Started Checklist for Graduate Non-Degree Students

1. **Apply as a graduate non-degree student at <https://mayvillestate.edu/admissions/apply-now/> and pay the one-time \$35 application fee. You must provide an official transcript with the Bachelor's degree awarded date.**
 - A. At the bottom of the page click "APPLY NOW!"
 - B. Create Account –If you have never filled out an online application with Mayville State.

A screenshot of a web application login form. At the top, there are two tabs: "Create Account" and "User Login". The "User Login" tab is selected. Below the tabs, a message reads: "Please input your login information below to open your application." There are two input fields: "User Name" and "Password". The "User Name" field has a red border and a cursor. Below the "Password" field is a black "login" button. At the bottom, there is a blue link that says "Forgot your User Name or Password?".

Create Account User Login

Please input your login information below to open your application.


User Name

Password

login

[Forgot your User Name or Password?](#)

- C. Under the Application Type tab-Select “Graduate - Masters” as your type of admission.
 a. Under Admit Type*- Select “Graduate Certificate Student.”



Application

Application for Admission

Application Type

Applicant Information

Contact Information

Major/Program Information

High School History

College/University History

Residency for Tuition Purposes

Safety and Security Information

Supplemental Forms

Graduate Course Interest

Important Links

Downloadable Forms

Check Your Application

Application Instructions

PRINT FORMS

Submit Application

System Message:

Please review the details presented below for more information. If required questions on this page are not complete, they will be identified in the list below. All other page information will still be saved.

Admit Type* Please make a selection from the dropdown list.

SAVE & CONTINUE

Application Type

Type of Admission *indicates a required field

I am applying as: Graduate-Masters

Admit Type*

Prior Application Information

Have you previously applied for undergraduate admission to Mayville State University?*

☒ Yes
 ☐ No

Have you previously attended Mayville State University?*

☒ Yes
 ☐ No

SAVE

SAVE & CONTINUE

RESET

Submit Application

- b. All graduate students will also see a Supplemental Form that they need to fill out that will print out as a fourth page of their application.

Please complete this form if you currently hold a Bachelor's degree and are seeking admissions into the Master of Arts in Teaching program, the Graduate Certificate for Online Teaching program, or graduate courses.

This will assist the Admissions Office & Extended Learning Office staff in helping you get registered for the courses in the program you are interested at MSU. If you have questions please contact the Office of Admissions, 701.788.4635.

Masters of Art in Teaching

I have already spoken with an advisor in the education division at Mayville State University.

☐ Yes ☐ No

If so, who?

Graduate Certificate for Online Teaching

I have earned a Bachelor's degree in:

Year Degree was awarded?

Institution degree was awarded?

Graduate Non-Degree Student

Course Interest:

Graduate Returning Student

Did you attend classes at any institution after you left Mayville State University?

☐ Yes ☐ No

If so, where?

D. When you get to the Program/Degree Plan-Select "Online Digital Teaching."

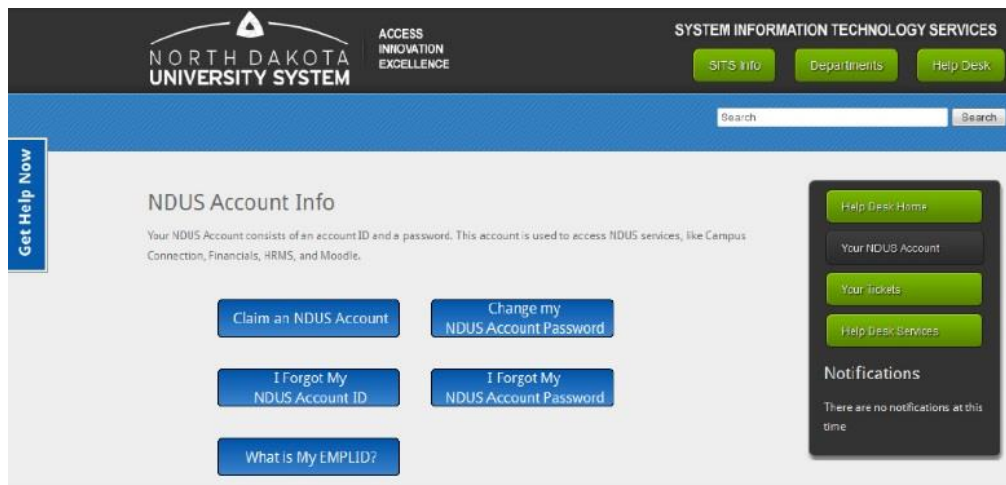
E. Degree/Plan- Select "Certificate Online Digital Teaching."

F. Please select "Online" as your delivery method.

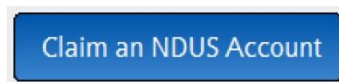
2. Watch for an email with your student ID and instructions on claiming your student account.

3. Please follow the steps outlined below to claim your account:

A. Go to the website <https://helpdesk.ndus.edu/ndusaccount/>



B. Click the blue button that says Claim an NDUS Account



1. Watch the video.

C. Input your Emplid (student ID #) and 8-digit birthdate in the fields provided.
Click "Continue"



To confirm your identity, please enter the following information. Your information will be used to locate and activate your user account.

What is my EMPLID?

Be sure to complete the process, or your account will not be activated properly.

Emplid*

Birthdate (mm/dd/yyyy)*

Continue  **Cancel** 

PLEASE NOTE: If you are unsure whether you have claimed your account or if you do not remember what your User ID is, click "I Forgot My NDUS Account ID" and enter your birthday [separated by slashes] and your student ID number. The next screen will tell you if you have claimed your account. If you have, it will list your User ID. If not it will give you a link to begin claiming your account.

If you do not remember your account password, you can click "Forgot My NDUS Account Password."

Enter your User ID and click “NEXT.” Your challenge questions that were created when you first claimed your account will now appear. You must answer at least three of the questions correctly before it will allow you to reset your password. These answers are case sensitive.

D. Check “I Agree” then click “Continue” to proceed.

A screenshot of a web-based login confirmation dialog box. At the top, it says "Your Login ID is: your.username". Below that, it states "The use of North Dakota University System computing and networking resources are governed by 1202.1 Acceptable Use of Information Technology Resources Policy." and "By clicking 'I Agree' you acknowledge and agree to abide by NDUS Policy 1202.1." There is a checkbox labeled "I Agree" which is checked. At the bottom, there are two buttons: a blue "Continue" button with a right-pointing arrow, and a grey "Cancel" button with a close icon.

E. Click “Begin” to start the Acceptable Use Quiz

Acceptable Use Quiz

Please take a few moments to complete this IT security refresher. The 12 questions should take less than 10 minutes to

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Using the account claiming process means you agree to abide by the policies on use of computer facilities of the North Dakota University System by visiting the [NDUS Policies and Procedures page](#).

Begin »

F. The Acceptable Use Quiz consists of 12 questions. You must answer each question correctly to move on. Answer each question, clicking “Continue >>” after answering correctly or “<< Try Again” if incorrect.

G. When finished, click “Continue to claim your account”

Congratulations. You have completed the Acceptable Use Quiz


[Continue to claim your account »](#)

H. Enter your Date of Birth mm/dd/yyyy and your EMPLID/Student ID in the respective fields

- mm = The month you were born, use two numbers
- dd = The day you were born, use two numbers
- yyyy = The year you were born, use all four numbers
- make sure you use the / between each

Account Claim Process

Enter your date of birth and your Empl ID to locate your record.

*  Date of Birth (mm/dd/yyyy)

* EMPLID (Do not enter the W.)

Click "Continue."

- I. Please answer at least 3 of the authentication questions [in the event you forget your password in the future, you will need to provide the answers to the three questions you choose in this step]

Click "Continue."

- J. Create and Confirm a new password

Password

Confirm Password

Password Policy:

The password must contain at least 8 characters from three of the following four categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Nonalphanumeric characters `~!@#\$%^&*()-+={}|[]\;:'",./

NO spaces are allowed
Passwords cannot contain your name or user name

Click "Change Password."

- K. The final screen will notify you of your NDUS User ID [example: john.doe]

If you have any problems with this process, please contact the NDUS Help Desk at 1-866-457-6387 (toll-free in the US and Canada), 24 hours a day, 7 days a week or via email at ndus.helpdesk@ndus.edu. We recommend that you complete this process as soon as possible to avoid delays in accessing class registration, fee statements, financial aid award statements and your email address.

4. Login to Campus Connection and complete the Financial Obligation Agreement (FOA).

Instructions:

- A. If you attempt to register when the FOA has not been completed (or if you have other holds that will prevent registration), then you will receive an error message.

- B. Go to Campus Connection -> Student Center -> Finances -> Financial Obligation Agreement
- C. Choose the applicable institution, the current term of registration, and click "Submit." This step will required for every institution in which you will be enrolling for the upcoming semester.
- D. Review the FOA and then click "Accept "at the bottom of the screen.
- E. Once you have clicked "Accept", a screen appears acknowledging that you have successfully signed the FOA for the institution and term selected.

5. Register in Campus Connection for the courses you would like to take.

- A. From the menu on the left, click "Student Center."
- B. Under the section Academics click "Enroll."
- C. Choose the appropriate term and click "Continue."
- D. If you know the class number you may enter it OR if you don't know the class number click "Class Search" and then click "Search."
- E. Fill in the Course Subject, Course Number, and Course Career. To show both open and closed classes, uncheck the Show Open Classes Only box.
- F. To choose the class you wish to add to your schedule, click "Select Class."
- G. Click "Next" to add the class(es) to your shopping cart.
- H. To add more classes to your shopping cart click "Search."
- I. Repeat this process until all classes have been selected, then click "Proceed to Step 2 of 3."
- J. Go to OFFICIALLY add the classes onto My Class Schedule click "Finish Enrolling."
- K. Click on "My Class Schedule" to confirm. Be sure to print a copy of your schedule to review.

For assistance with registering, please contact Rhonda Hodges, Non-Degree Admissions in Extended Learning Office at (rhonda.hodges@mayvillestate.edu) or 701-788-4667. Jon Nygard, Business Office/Tuition Assistance at 701-788-4757. Please contact for specific course questions. Dr. Lonn (matthew.lonn@k12.nd.us) (Graduate Certificate for Online Teaching only) or Dr. Dulski-Bucholz (andrea.dulskibucholz@mayvillestate.edu).

6. Login to Blackboard and complete the Student Orientation. Your class will open in Blackboard on the first full day of the semester. Alissa Perkins, Blackboard Specialist in Extended Learning Office at (alissa.perkins@mayvillestate.edu) or 701-788-4645. Watch for email from the Office of Extended Learning, or visit the website.

Instructions: Accessing and Logging into Blackboard (Bb)

To gain access to Blackboard, one of Mayville State's Learning Management systems, you must have successfully claimed your NDUS User ID. Claim your account at: <https://helpdesk.ndus.edu/ndusaccount>.

Google Chrome and Mozilla Firefox are the preferred browsers to use when accessing Blackboard.

You may access Mayville State's Blackboard home page at <https://online.mayvillestate.edu>. Please bookmark this page so that it can be easily accessed in the future.

To login, enter your username and password. Your Blackboard Username is identical to your NDUS User ID which was given to you when you claimed your account.

A screenshot of the 'My Blackboard Login' form. At the top, there are links for 'Change Text Size' and 'High Contrast Setting'. Below these, a message states 'You are not logged in. Please enter your credentials and click the Login button below.' There are two input fields: 'USERNAME' with the text 'jane.doe' and 'PASSWORD' with a masked password 'XXXXXXXXXX'. A 'Login' button is at the bottom left, and a 'Forgot Your Password?' link is at the bottom right.

Once you are logged in, click the **My MASU** or **Courses** tab at the top of the page. Each course you are enrolled in for the current semester will be listed*. To go to a course's page, click on the desired course name from the list. If you have forgotten your username or password, please go to <https://helpdesk.ndus.edu> for assistance.

**Please Note: Your courses may not be listed until the first day of classes*



Please login to Blackboard one week prior to the start of classes to ensure any problems are addressed.

Your courses will be listed and available in Blackboard by 9:00am (CT) on the first day of classes. If you have a problem accessing your courses at that time or have any other questions, please contact Alissa Perkins, Distance Programs Support Specialist, at 1.800.437.4104 ext. 34645 or alissa.perkins@mayvillestate.edu.

We also recommend that you take some time to practice working with Blackboard and learn about being a student at Mayville State University in the **Student Orientation Course** located in your list of courses in Blackboard. This **optional** course will be available at least one week prior to the start of the semester. It is not required and there is no cost associated with the **Student Orientation Course**.

7. Order your books and materials at www.MayvilleStateBookstore.com.