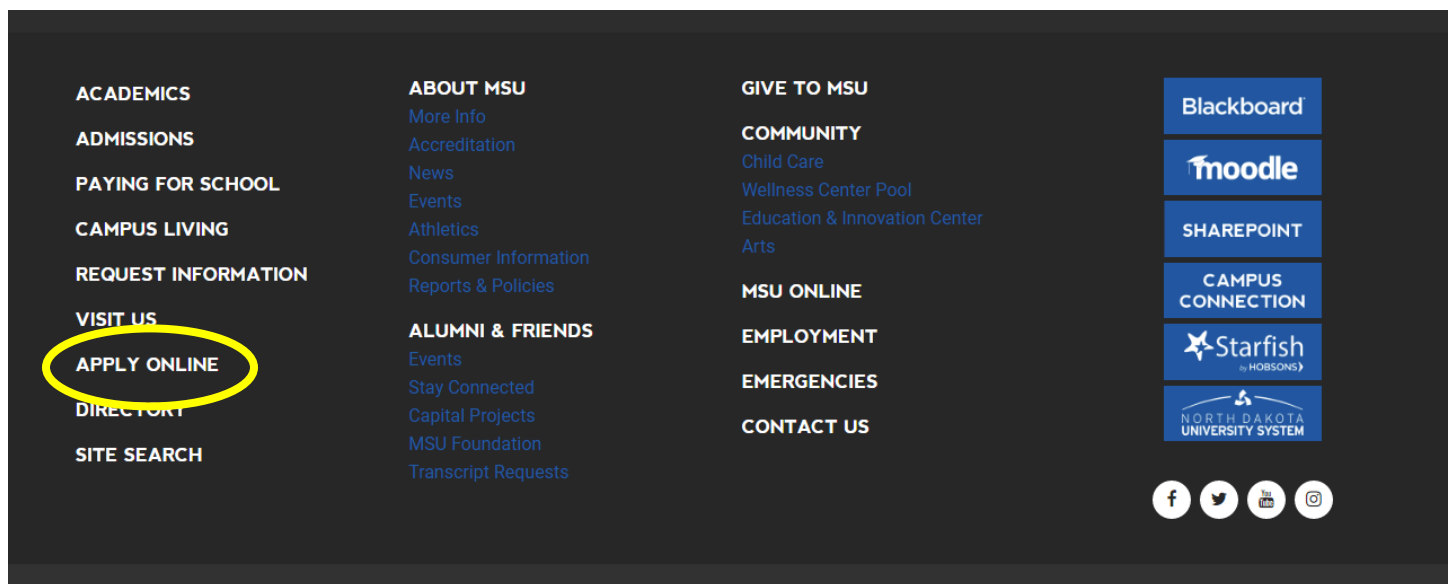




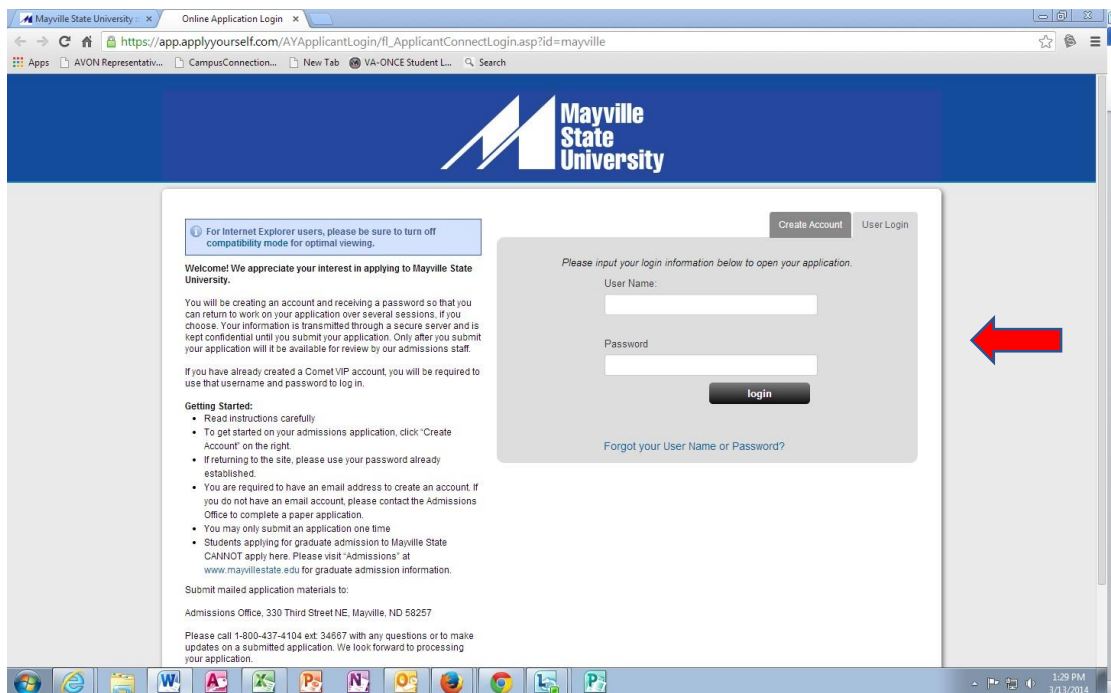
## Online Non-Degree Application

**NOTE: If you have applied in the past and experience difficulty, please contact the Office of Extended Learning -- 800.437.4104 ext. 34667 or 701.788.4667**

1. Go to [www.mayvillestate.edu](http://www.mayvillestate.edu).
2. At the bottom of the screen click APPLY ONLINE.



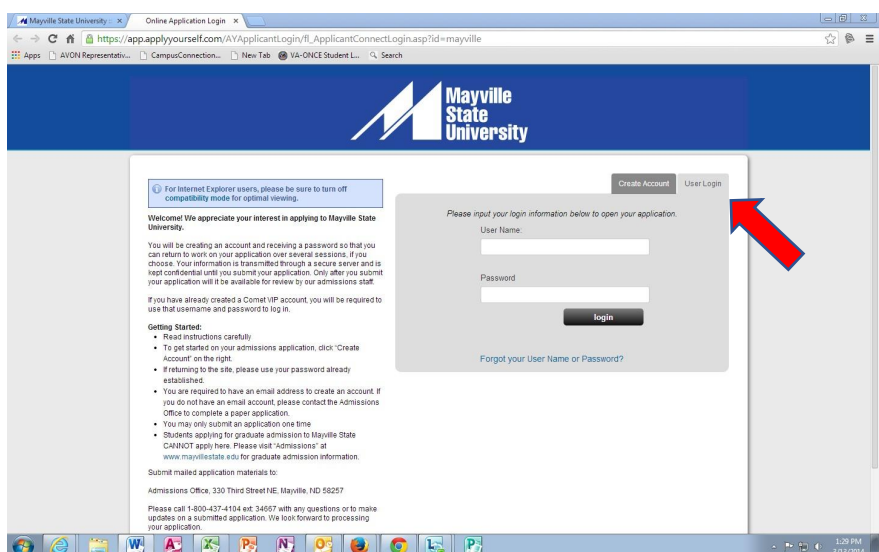
3. If you have already set up your account profile in the past: Log in with your user credentials.
4. If you have never filled out an online MSU application before: Create account.



a. Fill out your account profile and create a username and password.

- i. **REMEMBER** your username and password. You will need it if you choose to SAVE your application to complete at a different time.
- ii. Once you SUBMIT your application you will not need to access your account again until you want to submit a different kind of MSU application in the future.

5. Click Create Account, then log in if necessary.



6. Start application or Edit Application.

7. New Users: Application Type, select **Non-Degree Student**.

The screenshot shows the 'Application Type' section of the Mayville State University application form. The left sidebar contains a navigation menu with options: Applicant Information, Contact Information, Major/Program Information, High School History, College/University History, Residency for Tuition Purposes, Additional Information, Supplemental Forms, Supplemental Question, and Important Links. The main content area is titled 'Application Type' and includes a note: '\*indicates a required field'. Under the 'Type of Admission' heading, there is a section for 'Admit Type\*' with four radio button options: 'First Year Student', 'Transfer Student', 'Non-Degree Student', and 'Early Entry Student'. A red arrow points to the 'Non-Degree Student' option. Below this, there is a section for 'Prior Application Information' with two questions: 'Have you previously applied for undergraduate admission to Mayville State University?' and 'Have you previously attended Mayville State University?', each with 'Yes' and 'No' radio button options.

8. Fill out your personal information - SAVE & CONTINUE.

9. Fill out your contact information.

- Use Address Lookup to complete your mailing address. If your permanent address is the same, be sure to check the box in the permanent address section.
- SAVE & CONTINUE.

The screenshot shows the 'Mailing Address' section of the Mayville State University application form. The left sidebar contains a navigation menu with options: Supplemental Forms, Supplemental Question, Important Links, Downloadable Forms, Check Your Application, Application Instructions, and a 'PRINT FORMS' button. The main content area is titled 'Mailing Address' and includes a note: 'To enter your address, click the Address Lookup button below.' A red arrow points to the 'Address Lookup' button. Below this, there are input fields for 'Address Line One\*', 'Address Line Two', 'Address Line Three', 'City\*', 'State\*', 'County', and 'ZIP Code'. There is also a dropdown menu for 'Country' with 'United States' selected. At the bottom, there is a section for 'Permanent Address' with a checkbox and a 'Country' dropdown menu.

10. For your Major/Program Information:

The screenshot shows the 'Major/Program Information' section of the Mayville State University application. The left sidebar lists various application sections, with 'Major/Program Information' highlighted. The main form area contains several dropdown menus: 'Major/Program' (set to 'Non-Degree'), 'Degree/Plan' (set to 'Non-Degree'), 'Sub Plan' (empty), 'Off - campus site' (set to 'Off - campus site'), and 'Academic Term' (set to '2015 Fall'). Red arrows point to each of these dropdown menus. The form also includes 'Save', 'Save & Continue', and 'Reset' buttons at the bottom.

- For BOTH major program and degree plan: choose NON-DEGREE.
- Select the main delivery method (please identify which off-campus site, if you select off-campus).
- Select the term for which you want to be admitted.
- SAVE & CONTINUE

11. Complete the High School History tab - SAVE & CONTINUE.

12. Complete the College History tab - SAVE & CONTINUE.

13. Complete the Residency tab - SAVE & CONTINUE.

14. Complete the Safety and Security tab. **Note:** There is a **one-time application fee** to Mayville State University. You may be asked to pay the one-time application fee of \$35 prior to submitting your application, which can be paid by credit card. You will be prompted to put in credit card information prior to submitting your application. **HOWEVER, if you have a special code to waive the application fee**, you may enter it in the box at the end of this tab section. Where you are asked if you have an application code, enter the code in response. **Be aware that the code may be case-sensitive!** - SAVE & CONTINUE.

**If you have any questions or need assistance, please call us at the Office of Extended Learning—we're here to help!**  
**701.788.4667**

The screenshot shows the 'Safety and Security' section of the application. It contains a question: 'Have you been dismissed or suspended from a college or university for disciplinary reasons within the last 5 years? (This EXCLUDES suspension based on academic performance)'. Below this is a radio button selection for 'Yes' or 'No'. At the bottom, there is a question 'Do you have an application code?' followed by a text input field containing 'FREEAPPCODE'. A red arrow points to this input field. The form also includes 'SAVE & CONTINUE' and 'RESET' buttons.

Submit Application

15. Complete the Supplemental Information tab if you want to - SAVE & CONTINUE.
16. Time to preview your application! Under the Important Links tab, select "Check Your Application". You will be taken to a page that states: "Check Application Status: Complete". **Do not be fooled by the word "Complete"!** You are not actually finished. Click on "Proceed to Submission".

## on Status: Complete

red questions have been completed. Please note that this refers before submission is allowed. There may be many other questions you have fully responded to both required and relevant non-required

ation submission process, please click on the "proceed to submit" to access another section of the online Application.

PROCEED TO SUBMISSION



17. Then click "Preview Application in PDF Format" when the next page comes up.

questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your Application.

Please review the print version of your Application before you submit by clicking on the link below. If you experience difficulty viewing the document, please contact technical support. (Adobe Acrobat Reader is required to view this file. [Download Reader](#))

 PREVIEW APPLICATION IN PDF FORMAT



Step 1: Confirmation

18. "X" out of the preview window. If corrections need to be made, select from the lefthand menu the tab containing the information to be corrected. Make your corrections. - SAVE & CONTINUE.
19. Preview again following instructions 16-18.
20. If no further corrections need to be made, and your application appears as it should, click the checkmark box under the Confirmation step to agree with what is being submitted on your application. - CONTINUE.

## Step 1: Confirmation

Be sure that you have carefully reviewed your responses and that you have answered all of the questions accurately. You cannot change your answers through this form once they are submitted. Please contact the Admissions Office at 1-800-437-4104 if you need to update your application record.

**Please Note:** Your application has not been submitted until you reach the page titled "Submission Complete."

☐

I have read and understand the above information and wish to submit this Application at this time. Please note: The Application is not submitted until you see the words "Submission Complete!"

CONTINUE

### 21. Signature page--**IMPORTANT**

- a. The student applying for school is the person who has to sign the application! (not parents, spouses, or other individuals)
- b. Sign and **SUBMIT APPLICATION!**

**We look forward to processing your application soon!**