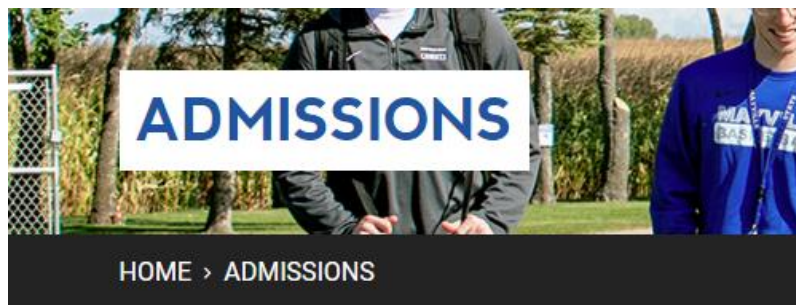




Online Non-Degree Application

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 <https://mayvillestate.edu/admissions>.
2. You will be taken to an Admissions page with a link to apply.



When you apply now, you'll have a plan. It doesn't mean you have to attend MSU, it simply means you have a place to go. More importantly, you'll have taken the first step toward your career and a successful life on your own - even if you're not yet sure what you want that life to be.

At Mayville State University, we don't just generate

Ava

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.

Mayville State University

Online Application Login

https://app.applyyourself.com/AYApplicantLogin/AYApplicantConnectLogin.asp?id=mayville

For Internet Explorer users, please be sure to turn off compatibility mode for optimal viewing.

Welcome! We appreciate your interest in applying to Mayville State University.

You will be creating an account and receiving a password so that you can return to work on your application over several sessions. If you choose, your information is transmitted through a secure server and is kept confidential until you submit your application. Only after you submit your application will it be available for review by our admissions staff.

If you have already created a Comet VIP account, you will be required to use that username and password to log in.

Getting Started:

- Read instructions carefully
- To get started on your admissions application, click "Create Account" on the right.
- If returning to the site, please use your password already established.
- You are required to have an email address to create an account. If you do not have an email account, please contact the Admissions Office to complete a paper application.
- You may only submit an application one time.
- Students applying for graduate admission to Mayville State CANNOT apply here. Please visit "Admissions" at www.mayvillestate.edu for graduate admission information.

Submit mailed application materials to:

Admissions Office, 330 Third Street NE, Mayville, ND 58257

Please call 1-800-437-4104 ext. 34667 with any questions or to make updates on a submitted application. We look forward to processing your application.

Create Account User Login

Please input your login information below to open your application.

User Name:

Password:

login

Forgot your User Name or Password?

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

- REMEMBER** your username and password. You will need it if you choose to SAVE your application to complete at a different time.
- 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.

Mayville State University

Online Application Login

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Create Account User Login

Please input your login information below to open your application.

User Name:

Password:

login

Forgot your User Name or Password?

6. Start application or Edit Application.
7. Select that you are **Applying as:** Undergraduate, and then select **Admit Type:** Non-Degree Student. Complete the Prior Application Information. – SAVE & CONTINUE.

8. Fill out your personal information - SAVE & CONTINUE.
9. Fill out your contact information.
 - a. 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.
 - b. SAVE & CONTINUE.

10. For your Major/Program Information:

The screenshot shows a form titled "Major/Program Information" with a header bar. Below the header, there's a sub-header "Major/Program Information" with a note "*Indicates a required field". The form contains several dropdown menus: "Major/Program*" (set to "Non-Degree"), "Degree/Plan*" (set to "Non-Degree"), "Sub Plan", "Delivery Method" (set to "Online"), "Off-campus location" (empty), and "Academic Term*" (set to "2020 Spring"). Red arrows point to the "Major/Program*", "Degree/Plan*", "Delivery Method", and "Academic Term*" fields. At the bottom, there are three buttons: "SAVE", "SAVE & CONTINUE", and "RESET".

- 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 a form titled "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 the question, there's a note: "[*Dismissed for disciplinary reasons* means a permanent separation from an institution due to conduct or behavior. *Suspended for disciplinary reasons* means a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period but not permanently.]". There are two radio buttons: "Yes" and "No", with "No" selected. Below this, there's a question "Do you have an application code?" followed by a text input field containing "FREEAPPCODE". A red arrow points to the input field. At the bottom, there are two buttons: "SAVE & CONTINUE" and "RESET".

15. Complete the Supplemental Information tab. - 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" button 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



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!