



Online Application Tutorial for Non-Degree Students

Hello! We're excited that you are considering taking online, non-degree courses with Mayville State University. Please use this tutorial to complete the online application. If you have applied in the past and have any trouble, please contact the Office of Extended Learning by phone at 800.437.4104 ext. 34667 or 701.788.4667, or send an email to ExtendedLearning@mayvillestate.edu, and we'll be happy to help in any way we can.

1. Go to <https://mayvillestate.edu/index.php?cID=222>.
2. Scroll down until you see a link "**Apply Now!**" — in the first paragraph on the page. Click on it. This will take you to MSU's application page.

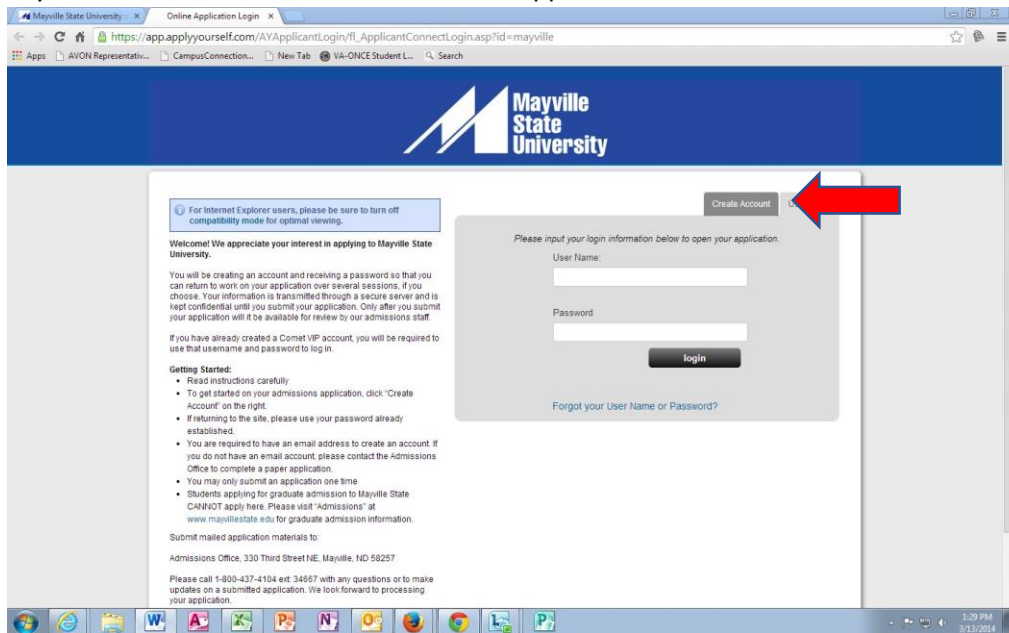
APPLYING DOESN'T MEAN YOU'RE SAYING "YES" TO US. BUT IT GIVES US THE CHANCE TO SAY "YES" TO YOU.

Thank you for visiting our Web site and considering Mayville State University as your future school. We accept applications on a rolling basis throughout the year - [Apply Now!](#)

3. If you have already set up your account profile in the past: Log in with your user credentials.

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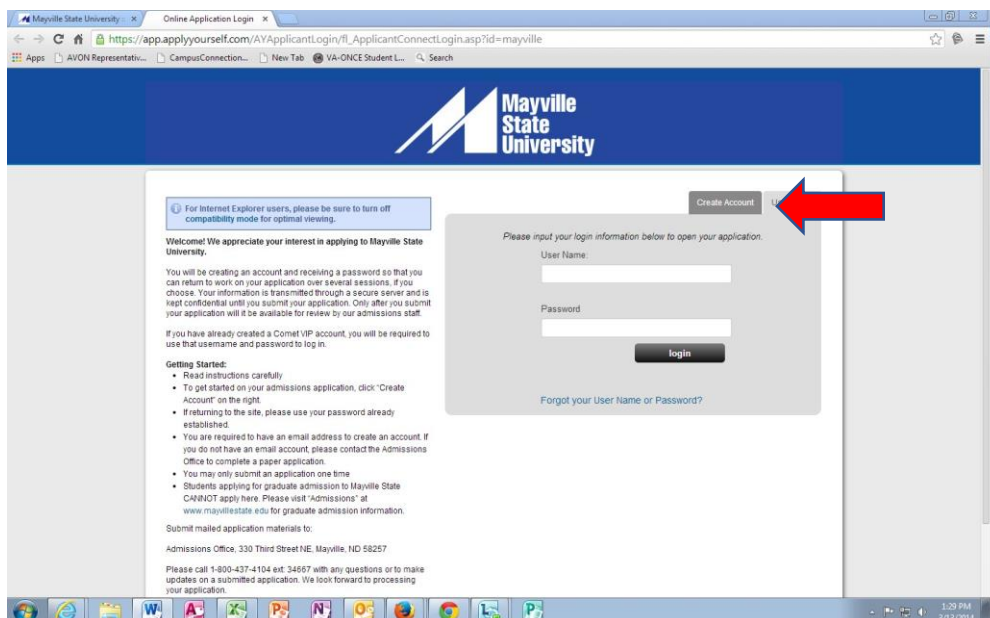
4. If you have never filled out an online MSU application before: Create account.



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 or a new nondegree application after not attending for a term.

5. Click Create Account.



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6. Start application or Edit Application.
7. Under **Type of Admission**, select Undergraduate and under **Admit Type**, select Non-Degree Student. **Answer the prior application information questions according to what is accurate for you. – SAVE & CONTINUE.**

8. Fill out your personal (Applicant) information. - SAVE & CONTINUE.
9. Fill out your contact information.
 - a. Use Address Lookup to complete your mailing and permanent addresses. If they are the same, you may click the checkbox under Permanent Address indicating it is the same as your mailing address. - SAVE & CONTINUE.

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10. For your Major/Program Information:

The screenshot shows a web form titled 'Major/Program Information' with a sidebar on the left containing navigation links: Application Type, Applicant Information, Contact Information, Major/Program Information (highlighted), High School History, College/University History, Residency for Tuition Purposes, Supplemental Forms, Supplemental Question, Non-Degree Course Interest, Important Links, Downloadable Forms, and Check Your Application. The main form area has a header with 'Major/Program Information' and a note '*indicates a required field'. It contains several dropdown menus: 'Major/Program*' (set to 'Non-Degree'), 'Degree/Plan*' (set to 'Non-Degree'), 'Sub Plan' (empty), 'Delivery Method' (set to 'Online'), and 'Academic Term*' (set to '2020 Fall'). There is also a text input field for an application code. Red arrows point to the 'Major/Program*', 'Degree/Plan*', 'Delivery Method', 'Academic Term*', and the application code field. At the bottom are buttons for 'SAVE', 'SAVE & CONTINUE', and 'RESET'.

- For BOTH major program and degree plan: choose NON-DEGREE. Leave the box for Sub Plan empty.
- For delivery method: choose Online or On Campus, whichever is accurate for you.
- For Academic Term: **FALL 2020**
- 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

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

12. Indicate if you have any other College History - SAVE & CONTINUE.

13. Complete Residency tab - SAVE & CONTINUE.

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

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14. Complete the Supplemental Information tab if you want to. - SAVE & CONTINUE.
15. Complete the Non-Degree Course Interest 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 submission" 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

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21. You may be brought to the Application Fee Payment page. There is a **one-time application fee** to Mayville State University. If you have not previously applied or you do not have an application code to waive the application fee, you will be asked to pay the one-time application fee of **\$35** prior to submitting your application, which can be paid here by selecting “Credit Card” as your payment method. – PAY AND CONTINUE

Step 2: Application Fee Payment

Review Application Fee
\$35

Select Payment Method

☒ Credit Card

Click below to confirm the payment method indicated above and continue with the process of submitting your Application. Please note that paying your Application fee DOES NOT submit your Application. You must complete and submit the information on the signature page to fully submit your Application.

PAY AND CONTINUE

22. When prompted to verify that you wish to pay by credit card, click **OK**.

app.applyyourself.com says

Please verify that you wish to submit your credit card by clicking on the OK button.

OK **Cancel**

23. Payment Information: You may now enter your payment information. – CONTINUE

Mayville State University

Payment Information

Total: \$35.00

* Indicates required information

* Payment method: Select a Payment Method

DISCOVER American Express DCCard Mastercard VISA

Return Policy Agreement

By clicking Continue, I agree to the above Return Policy

Cancel this payment transaction. **Continue**

Privacy Policy Return Policy

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24. Last step! Signature page--**IMPORTANT**

- a. The student applying for admission is the person who must sign the application - not parents, spouses, or other individuals on behalf of the student.
- b. Sign and **SUBMIT APPLICATION!**

Thank you!

We look forward to processing your application soon!