



Minot High School & Minot State University
Dual Credit - Student To Do List



1. Ensure you meet MSU admission requirements

- a. Grade level - Junior or Senior
- b. Cumulative GPA - 2.5 or higher
- c. Placement exam - ACT or ACCUPLACER qualifying score is required by MSU to enroll in some dual credit courses.
 - i. ENGL 110
 1. ACT English subtest - 18
 2. ACCUPLACER - 256
 3. ENGL 120 requires either earning a "3" on the AP LA 11 exam or passing ENGL 110.
 - ii. MATH 103/MATH 210
 1. ACT Math subtest - 21
 2. ACCUPLACER - 237
 - iii. ACCUPLACER testing will be done through MSU
 1. Minot State Testing Center - 858-3830

2. Apply to MSU online

- a. <https://www.minotstateu.edu/cel/dual.shtml>
- b. Ensure your application type is "dual credit." You are considered a "non degree" earning student.
- c. Pay \$35 application fee.
 - a. MHS counseling office will send your transcript to MSU - no need to request.
 - d. Your MSU online application is not complete until you've reached 100%.
- e. Need help? Contact MSU's Enrollment office at 701-858-3350.

3. MSU Acceptance Letter

- a. You will receive an email and/or letter from MSU once you are accepted as an MSU student.
- b. **EMPLID** - This is your MSU Student ID number and will be found in your Acceptance Letter.

4. Campus Connection

- a. Claim your North Dakota University System Account or NDUS account.
- b. Go to MinotStateU.edu/cc.
- c. Click 'Claim your account'.

- d. Enter your DOB and your student ID number (also known as your EMPLID), which was included in your acceptance letter, and click 'Continue'.
- e. Check 'I Agree' then click 'Continue'. A confirmation message displays indicating that your account has been activated. Click 'Continue'.
- f. Input a new password. After it has been accepted, click 'Change Password'. A dialog box indicating that you have successfully changed your password appears. Click 'Continue'.
- g. Select three security questions. Click 'Save Answers'. A Thank You message appears.
- h. Clicking Continue produces a dialog box that allows you to go back and change your password, reset the security questions you've set up, Setup Google Authentication or Setup Alternate E-mail account for password recovery. Once you have reached this dialog box, you will have completed the process of claiming your NDUS account.
- i. **Be sure to record your username and password in a safe place for future reference!**
- j. Need help? Contact MSU support at 858-4444 or NDUS help desk (24/7) at ndus.helpdesk@ndus.edu

5. Complete the Financial Obligation Agreement prior to Fall Orientation

- a. Log into your Campus Connection.
- b. Click on the Financial Account tile.
- c. Click Sign Financial Obligation Agreement.
- d. Select Minot State University.
- e. Choose the effective term.
- f. Read the agreement then click Submit.
- g. Click OK and you are done for the current semester.

6. Complete the FERPA

Completing this allows students to provide a consent to disclose personally identifiable information contained in their educational record.

- a. Select the MiSU eForms tile.
- b. Select REGISTRAR from the left menu.
- c. Select "FERPA Release".
- d. Select Minot State University from the drop-down menu.
- e. Scroll down to complete the form.

7. Enroll in Classes

- a. Log into Campus Connection.
- b. Select Manage Classes.
- c. Select Class Search and Enroll.

- d. Select the term you plan to attend
- e. and MiSU as the institution.
- f. Enter the Class # in keyword search.
- g. Select Accept and then Submit.

Class

Minot High	Jacob Thomas	ENGL 110	25139	sub	10:21 - 11:11, 3rd
	Jacob Thomas	ENGL 110	25140	sub	12:39 - 1:29, 5th
	Katie Brekke	COMM 110	25141	sub	8:04 - 8:54, 1st
	Katie Brekke	COMM 110	25142	sub	8:58 - 9:48, 2nd
	Aimee Swartwout	MATH 103	25650	sub	8:04 - 8:54, 1st
	Aimee Swartwout	MATH 103	25144	sub	1:33 - 2:23, 6th
Minot North	Eric Woodbeck	MATH 103	25145	sub	8:04 - 8:54, 1st
	Vicki Michels	PSY 111	25432	unsub	8:04 - 8:54, 1st
	Crystal Michels	ENGL 110	25661	sub	8:04 - 8:54, 1st
	Crystal Michels	ENGL 110	25652	sub	10:21 - 11:11, 3rd
	Seth Honerman	COMM 110	25653	sub	8:58 - 9:48, 2nd
	Seth Honerman	COMM 110	35314	sub	2:27 - 3:17, 7th

8. Paying Tuition

- Rates differ based on the course type (dual credit or early entry). Tuition and fees are due on the first day of class. Payments may be made online, on campus, via mail or telephonically. Our dual credit psychology class costs more because it is a Minot State professor teaching the class.

If you are on free and reduced lunch you may qualify for one free dual credit class per semester. See Mrs. Hendrickson in the counseling office for the forms.

- Pay online through Campus Connection by following these steps:
 - a. Log into Campus Connection.
 - b. Select Financial Account.
 - c. Select Pay Online Now.
 - d. Select Minot State logo.
 - e. Select Make a Payment

Helpful resources at Minot State University

Dual Credit — Amy Woodbeck

701-858-3989 | amy.woodbeck@minotstateu.edu

Here to assist you with all things related to dual credit enrollment!

MSU Information Technology

701-858-4444 | minotstateu.edu/helpdesk

Here to assist with any issues related to your campus connection, email address, blackboard account, or other technology issues.

MSU Business Office

701-858-3333 | minotstateu.edu/busoffic/student_info.shtml

Here to help you pay for your courses.

MSU Financial Aid

701-858-3375 | minotstateu.edu/finaid

Here to answer questions about scholarships, grants, and loans.

MSU Testing Center

701-858-3830 | minotstateu.edu/cel/act.shtml

Here to help measure proficiency with tests like the ACCUPLACER.