



**MONTANA STATE UNIVERSITY
NORTHERN**

MUST REGISTER BEFORE:

August 27, 2025



PO BOX 7751 • HAVRE, MT 59501 • (406) 265-3730

**APPLICATION FOR CONTINUING EDUCATION CREDIT
FOR COMPUTER-BASED COURSES ONLINE**

(Financial aid or tuition waivers of any kind cannot be used for continuing education courses.)

Dept & Course No: ☐ EDUC 1391 -or- ☐ EDUC 1591 Course Title: _____
(Please select undergraduate or graduate credit.) (Title of Course)

Instructor: _____ Dates of Course: _____ Credits: ☐ 2 -or- ☐ 3
(Name of Instructor) (Select # of Credits)

E-mail Address: _____ Course Fee: **\$350.00**
(Please make payable to MSU-Northern)

(PLEASE NOTE: Your course link will be e-mailed to this address to begin your course.)

1. Full Name _____
Last First Middle/Maiden

2. Last 4 digits of Social Security Number _____
(We ask that you voluntarily provide this info which permits MSUN to distinguish between individuals with similar names.)

3. Home Address _____
Street/Box Number City State Zip

4. Home Phone _____ Work Phone _____

5. Date of Birth _____ Sex ☐ Male ☐ Female

6. Of what country are you a citizen? _____ Montana Resident? ☐ Yes ☐ No

7. Out-of-State Resident? ☐ Yes ☐ No Which State? _____

8. Have you ever taken course work through MSU-Northern? ☐ Yes ☐ No

9. List each college or university attended and degree(s) received.

NAME & LOCATION

DATES ATTENDED

DEGREES EARNED

10. I certify that the above information is correct. ☐ Please select box if completing application online verifying the above information is correct.

Signature Date

Method of Payment (**\$350**):

Check or Money Order Number (Please make payable to MSU-Northern) _____

Visa or MasterCard Number _____ Expiration Date _____

Name of Cardholder _____ 3-Digit Card Security Code _____

Submit Completed Form & Payment to:

MSU-Northern Continuing Education • ATTN: Sandy Jappe • PO Box 7751 • Havre, MT 59501 • Fax: (406) 265-3570

Any questions, please contact Sandy at 1-800-662-6132 Ext. 3730 or (406) 265-3730

Montana State University-Northern is committed to a program of equal opportunity for education, employment, and participation in college activities without regard to race, religion, marital status, physical handicap, national origin, or because of mental handicap unless based on reasonable ground. This right shall be guaranteed to all students presently enrolled, students applying for admissions, employees, and applicants for employment at Montana State University-Northern. Persons with inquiries or complaints regarding discrimination should contact AA/EEO, 265-4147, Montana State University-Northern, or the Director, Office of Civil Rights, Federal Office Building, Denver, Colorado.



MONTANA STATE UNIVERSITY NORTHERN

To Computer-Based Student:

Thank you for your interest in the Virtual Education Software, inc. (VESi) online courses offered during the Fall Semester at MSU-Northern! To enroll in these courses, please complete an application form for each course making sure to specify if you would like undergraduate or graduate credits. After completion of the application form, please mail or fax the form with payment to the address at the bottom of the form. An email containing the course link will be sent from VESi a few days prior to the start date of the course. Please double-check to make sure that you receive the correct course link when you receive this email.

These computer-based courses must be completed during the Fall 2025 Semester at MSU-Northern. The course dates are August 20 – December 2, 2025. The last day to register for these courses is Wednesday, August 27. If this deadline is missed, you will be able to register during the Spring Semester beginning January 12. The last day to drop these courses is August 27. Your payment will be processed after this date.

You must finish your course requirements before the course end date to successfully complete the course. Grades for this class will not be posted until the end of the Fall Semester. You will be able to access your grades on December 17, 2025. Grades can be accessed online by going to **www.msun.edu**. Select the “Academics” tab in the middle of the page. Then choose “MyInfo” and follow the directions. To request an official transcript or questions regarding accessing your grades online, please go to msun.edu/registrar/transcripts.aspx or contact the Registrar’s Office at 1-800-662-6132 Ext. 3703.

If you have further questions regarding the application process or deadlines, please contact Sandy Jappe at 1-800-662-6132 Ext. 3730 or sjappe@msun.edu. Any technical questions regarding completion of the courses should be directed to VESi at 1-800-313-6744.

Have a wonderful semester!



msun.edu/academics/coeasn/continuinged.aspx