MONTANA STATE UNIVERSITY NORTHERN

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:** June 3-July 30, 2024 **Credits:** ☐ 2 -or- ☐ 3
(Name of Instructor) (Select # of Credits)

E-mail Address: _____ **Course Fee: $300.00**
(PLEASE NOTE: Your course link will be e-mailed to this address to begin your course.) (Please make payable to MSU-Northern)

---

1. Full Name _____
   Last   First   Middle/Maiden

2. Social Security No. _____
   (We ask that you voluntarily provide this number 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 **($300)**:

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

To Computer-Based Student:

Thank you for your interest in the Virtual Education Software, inc. (VESi) online courses offered during the Summer 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 Summer 2024 Semester at MSU-Northern. The course dates are June 3 – July 30, 2024. The last day to register for these courses is Tuesday, June 11. If this deadline is missed, you will be able to register during the Fall Semester beginning August 21. The last day to drop these courses is June 18. 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 Summer Semester. You will be able to access your grades on August 14, 2024. Grades can be accessed online by going to **www.msun.edu**. Select the "Current Students" link at the top left-hand side 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!