



# MONTANA STATE UNIVERSITY NORTHERN

**MUST REGISTER BEFORE:**  
August 28, 2024



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: **\$300.00**  
(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. 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**



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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 2024 Semester at MSU-Northern. The course dates are August 21 – December 3, 2024. The last day to register for these courses is Wednesday, August 28. If this deadline is missed, you will be able to register during the Spring Semester beginning January 13. The last day to drop these courses is August 28. 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 18, 2024. Grades can be accessed online by going to [www.msun.edu](http://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](http://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](mailto: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!*

