

Registration Action Form

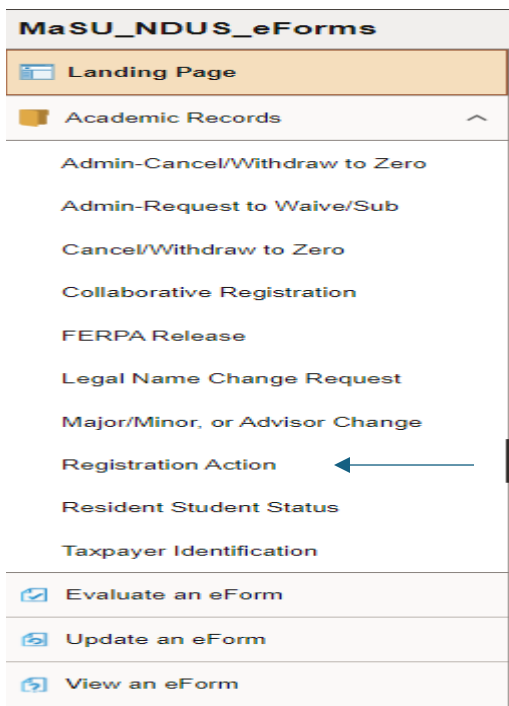
Mayville State University Training Guide

How to access the Registration Action Form

1. Log in to Campus Connection.
2. Click on MaSU Eforms



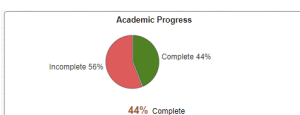
3. On the left-hand side, Click on down arrow by Academic Records
4. Then select Registration Action



5. Complete the form and select submit.

If you do not know who your advisor is, you can find your advisor

1. click on Academic Progress



2. click on Advisors and Advising Notes

Academic Progress	
	Academic Progress Summary
	Academic Progress
	My Academic Requirements
	View What-if Report
	Degree Planner
	Advisors and Advising Notes
	Expected Graduation Term
	View Transfer Credit Report
Campus Preferences	



3. Your advisor should be listed.

Please Note:

Automatic notification emails sent when you submit or take action on an eForm will come from donotreply@ndus.edu. You may need to check your junk or spam folder to locate these messages.

Actions			
Action	Description	Approvers	Notes
Add after the deadline	Adding after the last day to add	Advisor, Instructor	
Drop after first 10 days	Dropping after the first 10 days	Advisor, Instructor, If Fin Aid-Fin Aid Office, If Athlete-Athletic Officer, If Vet- Vet Officer	
Override pre-requisites missing	Adding a class if pre-requisites are not met	Advisor, Instructor or Division Chair	
Override Full Class (Class limit)	Enrolling in a closed course	Advisor, Instructor	
Overload to more than 22 units Summer/Fall/Spring		Advisor & VP of Academic Affairs, If Fin Aid-Fin Aid Office, If Athlete-Athletic Officer, If Vet- Vet Officer	
Department consent	Used for Nursing and Education	Instructor or Division Chair	Note: Nursing students contact Nursing Administrative Coordinator Note: Education students contact Education Administrative Coordinator
Time Conflict	Adding a class that has a time conflict with a currently enrolled course	Advisor, Instructor for each section	The first course is the one the student is enrolled in and second is the one they are adding.
Section change (SWAP)	Changing a sections of a course	Advisor, Instructor(s)	Must be the same course, changing classes
Drop below full time (FT=12 units)	Dropping below fulltime	Advisor, Instructor, If Fin Aid-Fin Aid Office, If Athlete-Athletic Officer, If Vet- Vet Officer	
Elect audit grading (no credit) by last day to add	Changing to audit	Advisor, Instructor (1st Day of Classes-Last Day to Add)	
Elect S/U grading option by last day to add	Changing to S/U or pass/fail (A-C=S/D & F=U) grading; conditions apply	Advisor, Instructor (1st Day of Classes-Last Day to Add)	
Increase or decrease class units by last day to add	Changing course units	Advisor, Music Instructor or Coach If Fin Aid-Fin Aid Office, If Athlete-Athletic Officer, If Vet- Vet Officer	