MSSU CONTINUING EDUCATION
Student Guide to Online Enrollment & Payment
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Step 1: Find Your Class
Continuing Education courses can be found in multiple locations and in a variety of media formats. Registration for all continuing education courses, both community education and professional education, is a process that is completely online through the Course Mosaic system. The information and screenshots below will help you become familiar with how and where to find continuing education courses.

Schedule Book
The Continuing Education courses are usually located towards the back of the MSSU Schedule of Classes document. Please note that because the Schedule Book is a printed document it may not contain all of the course options available during any given semester; it only contains courses submitted to the Office of Academic Outreach by the print deadline.

Print Form
Each semester the MSSU Schedule Book is available in print form, and can be found in a variety of locations on-campus.
PDF Format
Each semester the MSSU Schedule Book is available on our website in PDF format. To view it, you will need a PDF reader on your computer or mobile device. From the main website, www.mssu.edu, click on “Schedule of Classes” on the Academics Tab.

Towards the middle of the page you will see a link to the most current Schedule Book available for viewing.
QR Codes
Sometimes QR codes are made available in the MSSU Schedule Book. If you have a QR reader on your mobile device, scan the QR code of the course you want to take and it will take you straight to the online course description within the Course Mosaic system.
Continuing Education Website

Another way to find courses is by visiting our Continuing Education website. The direct link to our site is: http://www.mssu.edu/academics/continuing-education/. Or, from the main website, www.mssu.edu, click on “Continuing Education” on the Academics Tab.

On the left-side menu, click on “View a Full Listing of all Continuing Education Programs”.
This link takes you directly into the Course Mosaic site where you can browse a live listing of all available Continuing Education Courses. Search for classes by program, date, keyword, course type, distance, or schedule.

Step 2: Register for Your Course(s)
Registration for all continuing education courses occurs online with the Course Mosaic system. Course Mosaic makes registration SIMPLE, and guides you through the process step-by-step. If you’ve ever purchased anything online you will notice that the Course Mosaic system allows for a similar shopping cart-type experience for course registration and payment. Student support is provided by Course Mosaic through use of the “Help” button, or students may contact the Office of Academic Outreach for additional support.
Course Selection
Select the course(s) you want to take by clicking on the “Register” button. Clicking Register puts the course(s) in your cart.

Once you click Register, you will be shown the list of courses you have selected. A message shows on the screen for a few seconds indicating the course you selected was added to your cart. From this point on you may use the available buttons to shop for more courses, remove courses you decide not to take, or start the registration process for the courses in your cart.
Registration Process

Once you click Start Registration Process, Course Mosaic will take you through a two-step process to complete course registration and payment.

Course Mosaic Step 1 - Registration

Returning users, who already have a Course Mosaic account, may click on the “sign in” link at the top of the screen. This allows you to review your saved application information, make any necessary changes, and go directly to the payment step. New users will need to complete the fields on Step 1 tab, and check the Terms and Conditions box before going to the next step.

Course Mosaic Step 2 - Payment

Because MSSU has a variety of course options to choose from, Course Mosaic is set up for multiple payment options. During step 2, you may choose to pay for the course yourself, pay for the course yourself and have your employer reimburse you, or have your employer pay for the course directly. Once you’ve made the payment decision, click the “Finish” button to continue the step.
Pay Yourself
If you are paying for the course yourself, please select that option. Then, click the “Finish” button to proceed to account creation and checkout.

Pay Yourself/Employer Reimburse
If your employer will reimburse you for the course once you’ve completed it, select that option. Enter your employer information into the fields, and Course Mosaic will inform your employer once you’ve successfully completed the course. Then, click the “Finish” button to proceed to account creation and checkout.

Employer Direct Payment
If your employer is paying for the course, select that option. Enter your employer information into the fields so that Course Mosaic can contact your employer regarding payment. Then, click the “Finish” button to proceed to account creation and checkout.
Course Mosaic Step 3 – Create a Course Mosaic Account

Create a Course Mosaic account so that you can make financial arrangements, track registration, and receive additional information about your courses. Pick a unique user name and password, then click the "Create Account" button.

Course Mosaic Step 4 – Confirm Your Course Mosaic Account

After you click the "Create Account" button in Step 3, you should see the following screen:
Log in to your email account and check for an email from Course Mosaic. The email from Course Mosaic includes a link. Click on the link, confirming your account. Clicking the link will take you back into Course Mosaic and you can pick up where you left off by providing payment. The payment screen looks like this:

Type your payment information into the fields, then click the “Complete Step” button. A confirmation screen will appear indicating you are registered and have paid for the course.

HELP
If at any time you need help with the DualEnroll.com system, you have a variety of options from which to seek help.

Course Mosaic Help Desk Button
Click on the “Help” hyperlink at the top right-hand corner of the screen if you need help with the Course Mosaic system.

MSSU Office of Academic Outreach
Contact MSSU for help:

417-625-9785 or 417-625-9731
dualcredit@mssu.edu or wengert-j@mssu.edu or montee-t@mssu.edu