

Where the people make [the difference].



WILLISTON STATE COLLEGE
STUDENT REGISTRATION GUIDE



APPLY FOR ADMISSION AT WSC	4
FIRST TIME USERS	4
REAPPLYING FOR ADMISSION	4
PAY APPLICATION FEE	4
OBTAIN YOUR EMPLID (STUDENT ID) NUMBER	4
TO OBTAIN YOUR EMPLID NUMBER	4
CLAIM CAMPUS CONNECTION ACCOUNT	5
CLAIM YOUR CAMPUS CONNECTION NDUS ACCOUNT ID AND PASSWORD	5
FORGOT NDUS ACCOUNT ID	5
FORGOT PASSWORD	5
LOG INTO CAMPUS CONNECTION ACCOUNT	5
CHECK TO-DO LISTS	5
SET UP WSC EMAIL	6
STUDENT EMAIL QUESTIONS	6
APPLY FOR FINANCIAL AID	6
STEP 1 APPLY FOR FSA ID	6
STEP 2 COMPLETE FAFSA	6
STEP 3 WAIT FOR CONFIRMATION EMAIL	6
ACCEPT/DECLINE FINANCIAL AID AWARDS	6
LOANS FOR NEW BORROWERS	7
FEDERAL DIRECT STUDENT LOANS	7
APPLY FOR WSC SCHOLARSHIPS	7
IF YOU ARE A FIRST TIME USER	7
IF YOU ARE A RETURNING USER	7
APPLY FOR HOUSING	7
TO APPLY FOR HOUSING ONLINE	7
SET UP EMERGENCY NOTIFICATION (ASSURANCE NM)	8
ENTER/REVIEW YOUR INFORMATION	8
CHECK HOLDS	8
VIEW ADVISOR	8
TO SEND YOUR ADVISOR AN E-MAIL	8
ADVISOR HOLDS	8
ACCEPT FINANCIAL OBLIGATION AGREEMENT	9
ADD A CLASS	9
DROP A CLASS	9
ENROLL IN COLLABORATIVE COURSES	9
TO SIGN UP FOR A COLLABORATIVE COURSE	10
WITHDRAW TO ZERO CREDITS	10
VIEW/PRINT MY CLASS SCHEDULE	10
ORDER BOOKS	10
HOW TO REQUEST BOOKS ONLINE	10
CHARGE BOOKS	11
CHARGING BOOKS TO YOUR FINANCIAL AID	11
TO CHARGE BOOKS TO A THIRD PARTY	11
RETURNING BOOKS	11
LOGIN TO ONLINE COURSE USING BLACKBOARD	11
TO ACCESS BLACKBOARD	12
VIEW AND PRINT ACCOUNT SUMMARY	12
VIEW/PRINT ELECTRONIC BILLING STATEMENT	12
SET UP USER ELECTRONIC BILLING STATEMENTS	12

PAY FOR COURSES IN CAMPUS CONNECTION	13
SET UP A PAYMENT PLAN	13
VIEW/PRINT 1098-T	14
VIEW AN UNOFFICIAL TRANSCRIPT	14
ORDER AN OFFICIAL TRANSCRIPT	14
ENROLLMENT VERIFICATION	14
VIEW ACADEMIC ADVISEMENT REPORT	15
NAVIGATING ADVISEMENT REPORTS	15
STUDENT HEALTH INSURANCE	15
DOMESTIC AND CANADIAN STUDENTS	15
INTERNATIONAL STUDENTS	16
DEPENDENT ENROLLMENT	16
SMARTHINKING (24/7 ONLINE TUTORING)	16
BIO-DEMOGRAPHIC INFORMATION	17
ADDRESS [PHYSICAL & MAILING]	17
CAMPUS HOURS	17
FAX NUMBERS	17

APPLY FOR ADMISSION AT WSC

FIRST TIME USERS

1. Go to **WILLISTONSTATE.EDU**
 2. Click on **APPLY NOW** [grey menu bar]
 3. Click **CREATE ACCOUNT**
 4. Enter the information on the page
 5. Click **SUBMIT** information
 6. Click **HERE** to begin your application
 7. Enter username and password
 8. Click **LOGIN** to start your application
 9. Click **START APPLICATION**
- If there are required questions left to answer, the application status will read **INCOMPLETE**. If all required questions have been answered, the application status will read **COMPLETE**, and there will be a submit button.

REAPPLYING FOR ADMISSION

1. Go to **WILLISTONSTATE.EDU**
 2. Click on **APPLY NOW** [grey menu bar]
 3. Click **CREATE ACCOUNT**. A new account will need to be created in order to submit a new application for admission
 4. Enter the information on the page
 5. Click **SUBMIT** information
 6. Click **HERE** to begin your application
 7. Enter username and password
 8. Click **LOGIN** to start your application
 9. Click **START APPLICATION**
- If there are required questions left to answer, the application status will read **INCOMPLETE**. If all required questions have been answered, the application status will read **COMPLETE**, and there will be a submit button.

PAY APPLICATION FEE

The application fee is a one-time only fee. If you have previously attended WSC, you will not be required to pay again. The application payment can be paid at the end of the online application via debit or credit card.

If you elect not to pay the application fee online, you may pay by calling 701.774.4200 or re-access online payment through the following link: <http://ow.ly/x3pol>

OBTAIN YOUR EMPLID (STUDENT ID) NUMBER

The application for admission must be processed before you can request your EMPLID. The application may take up to 48 business hours. Your EMPLID number will also be mailed to your mailing address.

TO OBTAIN YOUR EMPLID NUMBER

1. Go to **HELPDESK.NDUS.EDU/NDUSACCOUNT**
2. Click **WHAT IS MY EMPLID?**
3. Enter the information on the page
4. Click **SUBMIT**
5. Your seven-digit **EMPLID** will appear the next page

If you didn't enter your social security number in the application for admission, this process may not return your EMPLID.

FOR MORE INFORMATION/ASSISTANCE

NDUS Help Desk | Help available 24/7

1.866.457.6387 | help.desk@nodak.edu | helpdesk.ndus.edu

CLAIM CAMPUS CONNECTION ACCOUNT

Campus Connection is a student portal where students are able to enroll in courses, drop courses, pay for courses, review grades and unofficial transcripts and view their advisor contact information.

CLAIM YOUR CAMPUS CONNECTION NDUS ACCOUNT ID AND PASSWORD

1. Go to **CLAIM.NDUS.EDU**
2. Click **CLAIM AN NDUS ACCOUNT**
3. Watch video
4. Enter your **BIRTHDATE** and **EMPLID** (see page 6)
5. Your **NDUS ACCOUNT ID** will be some variation of firstname.lastname [example: john.doe]
6. Create your **PASSWORD**
7. Enter an **ALTERNATE EMAIL ADDRESS**

Keep your username, password and security questions stored in a safe place. To retrieve your username and password follow the directions below. Additional assistance can be requested by contacting the helpdesk.

FORGOT NDUS ACCOUNT ID

1. Go to **CLAIM.NDUS.EDU**
2. Click **I FORGOT MY NDUS ACCOUNT ID**
3. Enter your **DATE OF BIRTH & EMPLID** [see page 4]
4. Your **NDUS ACCOUNT ID** will be some variation of firstname.lastname in bold [example: john.doe]

FORGOT PASSWORD

1. Go to **CLAIM.NDUS.EDU**
2. Click **I FORGOT MY NDUS PASSWORD**
3. Enter your **NDUS ACCOUNT ID** [example: john.doe]
4. Click **SEARCH**
5. Answer security questions
6. Establish a new password following the guidelines provided

FOR MORE INFORMATION/ASSISTANCE

NDUS Help Desk | Help available 24/7

1.866.457.6387 | help.desk@nodak.edu | helpdesk.ndus.edu

LOG INTO CAMPUS CONNECTION ACCOUNT

1. Go to **WILLISTONSTATE.EDU**
2. Click on **CAMPUS CONNECTION**
3. Enter **USERID** and **PASSWORD** [see page 4]
4. Click **SIGN IN**
5. Click on **STUDENT CENTER** [left menu]

CHECK TO-DO LISTS

1. Log on **CAMPUS CONNECTION** [see page 5]
2. Items listed in the **TO-DO LIST** box [right side of page] are required to complete your file with the appropriate office.
3. Click **DETAILS** to view more specific information
4. Click on a **TO-DO ITEM** to view specific

SET UP WSC EMAIL

Your student email account is the official means of communication used by WSC. It is important to check your student email account on a regular basis.

1. Go to **WILLISTONSTATE.EDU**.
2. Click the **STUDENT EMAIL BUTTON** [middle of page]
3. Click **OFFICE 365 LOGIN** button
4. username: campusconnectionusername@ndus .edu
password: your Campus Connection password
5. Select **OUTLOOK APP**
6. Select **CENTRAL TIME ZONE**.

STUDENT EMAIL QUESTIONS

If you are encountering problems or need your password reset, contact the NDUS Help Desk at:

Phone: 1-866-457-6387

Help Desk Hours: 24 hrs - 7 days a week

Website: <http://helpdesk.ndus.edu>

WSC IT HELPDESK | STEVENS HALL 203
701.774.4570 | 8a - 4:30p

APPLY FOR FINANCIAL AID

STEP 1 | APPLY FOR FSA ID

Apply for FSA ID with the Department of Education at **HTTPS://STUDENTAID.ED.GOV/SA/FAFSA/FILLING-OUT/FAID**. You will need a FSA ID to Sign your FAFSA application electronically, sign your Master Promissory Note (MPN) and complete Entrance Loan Counseling.

STEP 2 | COMPLETE FAFSA

Complete your **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**. Priority funding date for some programs is April 15th of each year. Follow these instructions:

- Go to **WWW.FAFSA.GOV** to fill out your FAFSA application
- When filling out the tax information use the **IRS DATA RETRIEVAL TOOL**
- Williston State College School Code is 003007

STEP 3 | WAIT FOR CONFIRMATION EMAIL

Watch for an email three to five days after completing the FAFSA application. Email will confirm FAFSA been processed and will contain information on how to access your Student Aid Report (SAR) online.

FOR MORE INFORMATION

701.774.4248 | wsc.financialaid@willistonstate.edu

ACCEPT/DECLINE FINANCIAL AID AWARDS

1. Log on **CAMPUS CONNECTION**. [see page 5]
2. Under **FINANCES** click **ACCEPT/DECLINE AWARDS**
3. Click **APPROPRIATE YEAR** in the **AID YEAR COLUMN** [left side of the screen]
4. To accept and/or decline **CHECK MARK THE ACCEPTED OR DECLINED BOX** next to the award

5. To reduce an accepted loan, **KEY IN THE DOLLAR AMOUNT** in the **ACCEPTED FIELD** next to the loan you wish to reduce
6. Click **SUBMIT**
7. Click **YES**
8. Click **OK**

If you decline an award, the accepted amount will display zero dollars.

LOANS FOR NEW BORROWERS

You will need your FSA ID to complete these steps.

FEDERAL DIRECT STUDENT LOANS

1. Go to **WWW.STUDENTLOANS.GOV**
2. Click **SIGN IN**
3. Complete the **ENTRANCE LOAN COUNSELING**
4. Sign the **MASTER PROMISSORY NOTE**

Be sure to keep an eye on your **CAMPUS CONNECTION CHECKLIST**. Pay special attention to checklist items like verification, master promissory note, entrance counseling, Perkin's MPN, and Perkin's entrance counseling. These items must be completed before financial aid will disburse.

FOR MORE INFORMATION

701.774.4248 | wsc.financialaid@willistonstate.edu

APPLY FOR WSC SCHOLARSHIPS

WSC students are very fortunate to have access to a strong base of scholarship resources offered through the WSC Foundation. Over one million dollars in scholarships are awarded from up to 60 different scholarship funds annually. High school and college GPAs are the main criteria used to determine award amounts following a graduated scale beginning at a 2.0 GPA.

Remember that you must complete an application for each academic year you attend WSC. Students must maintain a 2.0 GPA and be fulltime to be eligible.

1. Go to **WILLISTONSTATE.EDU**
2. Click on **FUTURE STUDENTS** [grey menu bar]
3. Click on **FINANCING YOUR EDUCATION**
4. Click on **FINANCIAL AID**
5. Click on **SCHOLARSHIPS AND WAIVERS**
6. Click **APPLY NOW FOR SCHOLARSHIPS** located on the upper right hand corner

IF YOU ARE A FIRST TIME USER

Click **REGISTER** and complete each tab with your personal information

IF YOU ARE A RETURNING USER

Enter the username and password you created to review your account or add additional information to complete your scholarship application.

FOR MORE INFORMATION

701.774.4248 | wsc.financialaid@willistonstate.edu

APPLY FOR HOUSING

TO APPLY FOR HOUSING ONLINE

1. Log into **CAMPUS CONNECTION** [see page 5]

2. Select **SELF SERVICE**
3. Select **ON-CAMPUS HOUSING**
4. Verify that your Internet specifications are compatible
5. To work with the housing application and select **CONTINUE**
6. Select **WSC**
7. Log in with **CAMPUS CONNECTION** username and password
8. Click **APPLICATION** located on the green bar on top of the page
9. Select **APPLICATION STEP 1**
10. Once application step 1 is complete, select **APPLICATION STEP 2**
11. To apply for housing online: Select **APPLY ONLINE**
12. Follow on-screen prompts

FOR MORE INFORMATION

701.774.4528 | wsc.housing@willistonstate.edu

SET UP EMERGENCY NOTIFICATION (ASSURANCE NM)

Assurance NM is the campus emergency notification system used to notify students, faculty, and staff of vitally important information in emergency situations, such as health or safety threats, school closing, etc. Every 90 days, you will be reminded to review and update your emergency notification information. For more information, select the Frequently Asked Questions link.

ENTER/REVIEW YOUR INFORMATION

1. Log on to **CAMPUS CONNECTION** [see page 5]
2. Click **EMERGENCY NOTIFICATION UPDATE** [left menu]
3. Enter current phone and/or email for notifications. Select the campus(es)
4. Click **ACCEPT**

CHECK HOLDS

1. Log on to **CAMPUS CONNECTION** [see page 5]
2. Holds will be listed on the top, right side of the page. Holds listed may be applied by any NDUS institution attended, current or previous.
3. Click **DETAILS** to view specific holds, this will show which institution/department applied the hold
4. Click on a **HOLD ITEM** to view the hold reason

Not all holds prevent registration access.

VIEW ADVISOR

1. Log on to **CAMPUS CONNECTION** [see page 5]
2. Your **ADVISOR NAME AND OFFICE PHONE NUMBER** will be displayed [right side of screen]

TO SEND YOUR ADVISOR AN E-MAIL

1. Click **DETAILS**
2. Click **ADVISOR'S NAME**
3. Allow pop-up window
4. Send email

ADVISOR HOLDS

New and returning students are required to meet with their advisor each semester prior to enrollment. Students can find their advisor's contact information in Campus Connection. Students are able to attend an on-campus

registration session or set up an individual time with their assigned advisor.

ACCEPT FINANCIAL OBLIGATION AGREEMENT

1. Log on to **CAMPUS CONNECTION** [see page 5]
2. Under **FINANCES** click the **FINANCIAL OBLIGATION AGREEMENT** link
3. On the **FINANCIAL OBLIGATION AGREEMENT** page, choose **WILLISTON STATE COLLEGE** for the institution and search for the correct **EFFECTIVE TERM**. Click **SUBMIT**.
4. Read the agreement and click **ACCEPT OR DECLINE**. If you decline this agreement, you may not be able enroll for the term.
5. Once accepted you will be notified by the following notice: Your Financial Obligation hold will be lifted from your account. If you are attending another campus, you may click **BACK TO AGREEMENT** to sign the agreement for another campus.

ADD A CLASS

1. Log on to **CAMPUS CONNECTION** [see page 5]
2. Under **ACADEMICS**, click **ENROLL**
3. Select the **APPROPRIATE TERM**
4. Click **CONTINUE**
5. To select classes to add:
OPTION #1 Enter class number (4 digit or 5 digit number found on the course schedule), click **ENTER**
OPTION #2 (If you don't know the class number) Click **SEARCH**
Choose the **COURSE SUBJECT** and **COURSE NUMBER**, click **SEARCH**, click **SELECT**
6. Click **NEXT** to add the class(es) to your shopping cart
7. Repeat this process until all classes have been selected
8. When you are satisfied with your class selections, click **PROCEED TO STEP 2 OF 3**
9. To officially add the classes onto **MY CLASS SCHEDULE** click **FINISH ENROLLING**
10. View the results. The status field, will display a **CHECK** if it's a successful drop, or an **X** if an error has occurred
11. Click on **MY CLASS SCHEDULE** to confirm

DROP A CLASS

1. Log on to **CAMPUS CONNECTION** [see page 5]
2. Under **ACADEMICS**, click **ENROLL**
3. Click the **DROP TAB** [menu at the top of the page]
4. Select the **APPROPRIATE TERM**
5. Click **CONTINUE**
6. Check the box next to the class
7. Click **DROP SELECTED CLASSES**
8. Click **FINISH DROPPING**
9. View the results. The status field, will display a **CHECK** if it's a successful drop, or an **X** if an error has occurred
10. Click **MY CLASS SCHEDULE** to confirm

ENROLL IN COLLABORATIVE COURSES

A collaborative student is one who is currently enrolled at more than one North Dakota University System institution for a particular term. The

institution from which the student is earning a degree is considered the home institution. The institution(s) that supply courses for a degree are considered provider institutions.

The collaborative process allows the home campus to combine credit from more than one institution for the purpose of financial aid. At the home campus, this process produces a single billing statement and a transcript that reflects combined credits at both the home and provider institution(s).

TO SIGN UP FOR A COLLABORATIVE COURSE

1. Go to **WILLISTONSTATE.EDU**
2. Click **FUTURE STUDENTS** [grey menu bar]
3. Click **REGISTRATION**
4. Click on **COLLABORATIVE STUDENT REGISTRATION**
5. Select **COLLABORATIVE REGISTRATION FORM** found under collaborative registration process.

FOR MORE INFORMATION

701.774.4202 | wsc.collaborative@willistonstate.edu

WITHDRAW TO ZERO CREDITS

Students who are withdrawing to zero credits for the current semester must complete the STUDENT WITHDRAWAL TO ZERO CREDITS FORM.

1. Go to **WILLISTONSTATE.EDU**
2. Click on **CURRENT STUDENTS**
3. Click on **ACADEMIC RECORDS**
4. Select **RECORDS FORMS**
5. Select **STUDENT WITHDRAWAL TO ZERO CREDITS FORM**

Complete form and submit by:

- Fax to: 701.774.4211
- Email to wsc.records@willistonstate.edu
- Mailing to:
WSC, ATTN: Records, 1410 University Avenue, Williston, ND 58801
- Drop off: in the Student Services office

VIEW/PRINT MY CLASS SCHEDULE

1. Log on **CAMPUS CONNECTION** [see page 5]
2. Under **ACADEMICS**, click the **DROP-DOWN ARROW**
3. Select **CLASS SCHEDULE**, Click the **DOUBLE-ARROW** button
4. Select **APPROPRIATE TERM**, click **CONTINUE**
5. Select display option of **LIST VIEW** or **WEEKLY CALENDAR VIEW**
6. In **LIST VIEW**, click on **PRINTER FRIENDLY PAGE**. This option will print portrait. In **WEEKLY CALENDAR VIEW**, change your orientation to landscape. (You may need to adjust your start and end times)

Click the **PRINT BUTTON** on the browser toolbar

ORDER BOOKS

Books should be ordered in person in the WSC bookstore. You may request your books online if you do not live in the Williston area. Students are unable to order their books over the phone.

HOW TO REQUEST BOOKS ONLINE

1. Go to **BOOKSTORE.WILLISTONSTATE.EDU**

2. Click **TEXTBOOKS** [left menu]
3. Select the **TERM, DEPARTMENT** and **COURSE** for the book needed, click **ADD COURSE**
Repeat for each course
4. Click **VIEW YOUR MATERIALS** for a list of required books
5. Enter student ID to charge to financial aid or enter a credit card number to complete order transaction
6. On-campus students can pick up book orders in person at the WSC bookstore. Distance students can request delivery.

FOR ANY QUESTIONS REGARDING ORDERS CONTACT

wsc.bookstore@willistonstate.edu | **701.774.4260** | **7:30a – 4:30p**

CHARGE BOOKS

CHARGING BOOKS TO YOUR FINANCIAL AID

Students may charge books to financial aid if they are receiving any aid, including grants, scholarships and loans. This does not mean your financial aid will cover the cost of the books. Coverage depends on amount of aid you receive, your tuition and fees, and room and board.

Go to the bookstore with your WSC Student ID on the days specified by WSC to charge books and/or supplies to financial aid.

CHARGING BOOKS TO A THIRD PARTY

A third party is an outside agency authorizing WSC Student Finance Services to invoice them for books and/or supplies. [Examples: Military Benefits, Workforce Investment Act (WIA), Workforce Safety and Insurance (WSI), Vocational Rehabilitation, BIA and private employers]

TO CHARGE BOOKS TO A THIRD PARTY

1. Verify with your **THIRD PARTY ORGANIZATION** to assure the necessary paperwork was sent. All third party authorizations/contracts must be in WSC STUDENT FINANCE SERVICES prior to the designated tuition/fee due date for the semester.
2. Go to the **BOOKSTORE** with your **WSC STUDENT ID** on the days specified by WSC to charge books and/or supplies to a third party.
3. Notify the **WSC BOOKSTORE** you are charging to a third party **PRIOR TO PURCHASING BOOKS WITH THE CASHIER.**

Students charging books prior to third party authorization approval may be denied third party processing/payment and will be responsible for any balance not covered by the third party.

Students who charge books/supplies not allowed by their third party will be responsible for such charges immediately upon notification.

RETURNING BOOKS

1. Must be **ORIGINAL CONDITION** (wrapped books cannot be open)
2. Must have original receipt

Must be returned by the **DEADLINE** scheduled for that term

Please see **BOOKSTORE POLICY** (attached to your receipt) for dates

LOGIN TO ONLINE COURSE USING BLACKBOARD

WSC utilizes the learning management system Blackboard to deliver our online courses. Blackboard is the virtual classroom in which you will attend class,

interact with your instructor, submit assignments, take quizzes and tests, etc.

Courses will appear in **BLACKBOARD BY 4AM CST** on the first day of class. Please log in and check your classes as soon as possible. Classes typically have assignments due the first week, and these must be completed to be sure your instructor is aware that you have been active in the class. Note that you must enter and complete coursework in your class by the official add/drop date to avoid being dropped as a no-show.

TO ACCESS BLACKBOARD

1. Go to **WILLISTONSTATE.EDU**
2. Click **BLACKBOARD**
3. Enter your **USERNAME AND PASSWORD**
4. Your name should be in the top right corner of Blackboard
5. Click **MY WSC** to see your classes

ASSISTANCE WITH BLACKBOARD

wsc.extendedlearning@willistonstate.edu | 701.774.4590

BLACKBOARD LOGIN ASSISTANCE

NDUS Help Desk | Help available 24/7
1.866.457.6387 | HELP.DESK@NODAK.EDU

VIEW AND PRINT ACCOUNT SUMMARY

1. Log on to **CAMPUS CONNECTION** [see page 5]
2. Under **FINANCES** click **ACCOUNT SUMMARY**
3. If prompted to choose the **INSTITUTION** [WILLISTON STATE COLLEGE] and **ACCOUNT TERM** [term of choice]
4. Click **CONTINUE**
5. Your **ACCOUNT SUMMARY** will appear

This will show your total charges for the term along with any personal payments and financial aid that has disbursed to your account. If you have any aid that has not credited your account, it will show as anticipated towards the bottom.

You will want to make sure to check your Campus Connection **TO DO LIST** [left side of page] is complete. Any incomplete items may prohibit disbursement of aid on your account.

QUESTIONS ON ACCOUNT SUMMARIES

701.774.4299 | wsc.studentaccounts@willistonstate.edu

VIEW/PRINT ELECTRONIC BILLING STATEMENT

This prints the last eBill sent to your campus email address. If an eBill has not been sent via email, it will not be available.

1. Log on to **CAMPUS CONNECTION** [see page 5]
2. Under **FINANCES**, click **PAY ONLINE NOW** and **AGAIN** (Cookies may need to be enabled in order for the TouchNet page to load)
3. Choose **EBILLS** [top menu]
4. Click **VIEW** in the action column [right side of screen]
5. Print if desired

SET UP USER ELECTRONIC BILLING STATEMENTS

This will allow someone other than the student to be set up to make a payment. Authorized user must have an email account.

1. Log on to **CAMPUS CONNECTION** [see page 5]
2. Under **FINANCES**, click **PAY ONLINE NOW** and **AGAIN** (Cookies may need to be enabled in order for the TouchNet page to load)
3. Choose **AUTHORIZED USERS** [top menu]
4. Click **ADD AN AUTHORIZED USER**
5. Enter **EMAIL ADDRESS**
6. Choose whether or not the authorized user can view billing statement and payment history
7. Click **CONTINUE**
8. Read the **AGREEMENT**, check the **AGREEMENT BOX**, click **SUBMIT** button.

The authorized user will receive an email with their log-in information.

PAY FOR COURSES IN CAMPUS CONNECTION

Online payment can be made by check, check card, or credit card.

1. Log on to **CAMPUS CONNECTION** [see page 5]
2. Under **FINANCES** click **PAY ONLINE NOW** and **AGAIN** (Cookies may need to be enabled in order for the TouchNet page to load)
3. Choose **PAYMENTS** [top menu]
If attending multiple campuses, choose the appropriate campus from the drop-down menu
4. Click **GO**
5. Click **MAKE A PAYMENT**
6. Select the **ACCOUNT BALANCE** you wish to pay.
7. To pay a portion of the balance due, change **THE AMOUNT IN THE BOX** on the account payment screen
8. Click **CONTINUE**
9. Select or add a payment method
10. Click **SUBMIT PAYMENT**
A receipt will be emailed to you

Payment confirmations emails must be maintained by the student for payment verification. Paper receipts are available by request.

SET UP A PAYMENT PLAN

1. Go to **WILLISTONSTATE.EDU**
2. Click **CURRENT STUDENTS** [grey menu bar]
3. Click **STUDENT FINANCIAL PAYMENTS**
4. Click **FEE PAYMENT INFORMATION** [left menu]
5. Click **PAYMENT PLAN INFORMATION** [left menu]
6. **REVIEW AND PRINT** the **PAYMENT PLAN TERMS** [middle of page]
There is a required code in the payment plan terms you need in order to process your online form.
7. Click the **ENROLLMENT FORM LINK** [middle of page]
8. Submit the online enrollment form and pay the \$10 enrollment fee with a credit card or electronic check.

After submitting the enrollment form and \$10 fee, log into Campus Connection to make the minimum \$250 down payment [see page 13] which is required to setup your payment plan. The full amount will show as due but you may select the dollar amount and change to the amount you wish to pay.

Once the enrollment form, enrollment fee and down payment have been received, you will then receive an email notification from our Student Accounts

Office regarding your monthly amount due and payment due dates.

Billing statements will be sent to your WSC email address.

Please make sure to check this regularly to ensure your payments are made on time.

TO MAKE PAYMENTS IN PERSON/PHONE

WSC Student Accounts | mon-fri 8a – 3:30P

701.774.4299 | wsc.studentaccounts@willistonstate.edu

TO SEND PAYMENTS VIA MAIL

WSC Student Accounts Office, 1410 University Avenue Williston, ND 58801

VIEW/PRINT 1098-T

The 1098-T form shows the amount of tuition and fees billed for the calendar year. This document is used for tax-filing purposes.

Forms are mailed out in January to those students who do not grant consent on Campus Connection.

1. Log on to **CAMPUS CONNECTION** [see page 5]
2. Under **FINANCES**, choose **VIEW 1098-T INFO**
3. If you have not granted consent to view your 1098-T statements online, do the following: Click the **GRANT CONSENT** button. Read the **1098-T CONSENT AGREEMENT**, check the **AGREEMENT BOX**, click the **SUBMIT** button.
4. Click on the **TAX YEAR LINK**
5. The 1098-T form will open in a new window

VIEW AN UNOFFICIAL TRANSCRIPT

1. Log on to **CAMPUS CONNECTION** [see page 5]
2. Under **ACADEMICS**, click **MY ACADEMICS**
3. Click **VIEW MY UNOFFICIAL TRANSCRIPT**
4. Select institution **WILLISTON STATE COLLEGE**
5. Select a report type [transfer detail or transfer summary]
6. Click **VIEW REPORT**
7. Print if desired

ORDER AN OFFICIAL TRANSCRIPT

1. Go to **WILLISTONSTATE.EDU**
2. Click **REQUEST TRANSCRIPT** [top of page]
3. Click **ORDER TRANSCRIPT**
4. Fill out fields for **PERSONAL INFORMATION**
5. Select **RECIPIENT**
6. Enter **RECIPIENT DETAILS**
7. **REVIEW ORDER**
8. Enter **CREDIT CARD**
9. Sign **CONSENT**
10. An order number will be provided when the transaction is complete
11. An email will be sent when the order is received and when order is sent.

QUESTIONS REGARDING TRANSCRIPT ORDERS

701.774.4585 | wsc.records@willistonstate.edu

ENROLLMENT VERIFICATION

1. Log on to **CAMPUS CONNECTION** [see page 5]

2. Click **SELF SERVICE** [left menu]
3. Click **ACADEMIC RECORDS**
4. Click **ENROLLMENT VERIFICATION**, select **WILLISTON STATE COLLEGE**
5. Click on **SELF SERVICE ENROLLMENT VERIFICATION**
6. Choose either **CURRENT ENROLLMENT** or **ALL ENROLLMENT**
7. Click **OBTAIN AN ENROLLMENT CERTIFICATE**

VIEW ACADEMIC ADVISEMENT REPORT

The advisement report is designed to help students and advisors track, plan and verify the completion of current degree programs.

1. Log on to **CAMPUS CONNECTION** [see page 5]
 2. Under **ACADEMICS**, click **MY ACADEMICS**
 3. Click **VIEW MY REQUIREMENT REPORT**
- Two output report formats:
Click **VIEW REPORT AS PDF** to view/output/print
Click **EXPAND ALL** to view interactive report

NAVIGATING ADVISEMENT REPORTS

By default, the report **EXPANDS** requirements that are **NOT SATISFIED** and **COLLAPSES** requirements that are **SATISFIED**.

Use  **TO EXPAND** and  **TO COLLAPSE** every requirement in the report.

These three icons indicate the status of a course used to satisfy an academic requirement as taken, in progress or planned.

 **TAKEN**  **IN PROGRESS**  **PLANNED**

By default, a maximum of 10 courses are displayed for an individual requirement.

Use **VIEW ALL**, **FIRST**, **NEXT** and **LAST** to view more.

The first requirement on every report is a notice that official degree requirements completion is determined by the Registrar. This requirement may be **COLLAPSED** but will never be **SATISFIED**.

Currently the following degrees are setup in our graduation audit.

Associate in Arts
Associate in Science
Associate in Applied Science, Nursing
Associate in Applied Science, Accounting
Associate in Applied Science, Business Management
Associate in Applied Science, Information Technology
Associate in Applied Science, Massage Therapy
Certificate in Nursing
Certificate in Massage Therapy

FOR MORE INFORMATION

701.774.4267 | wsc.records@willistonstate.edu

STUDENT HEALTH INSURANCE

DOMESTIC AND CANADIAN STUDENTS

Domestic undergraduate students enrolled in seven or more credit hours per semester may enroll in the plan on a voluntary basis. Dependents of students

enrolled in the plan may purchase coverage. For current open-enrollment dates please contact wsc.studentinsurance@willistonstate.edu. If you miss the open-enrollment period you will not be able to enroll in the plan. The premium can be paid via eCheck or credit card at the time of purchase. Online enrollment is a simple process using the website www.uhcsr.com/ndus and clicking on the link for the school you attend. On your school's page you will find links to Online Enrollment, plan details, My Account, your ID Card and our smartphone app.

If you have any additional questions please call customer service at 877.433.4585

INTERNATIONAL STUDENTS

All international students must enroll in the student health insurance plan, except for limited policy exceptions, and are enrolled by WSC. Your premium will be charged to your student account. Please contact wsc.studentinsurance@willistonstate.edu for payment amounts and procedures.

DEPENDENT ENROLLMENT

You may enroll your dependents using the website

1. Go to **WWW.UHCSR.COM/NDUS**
2. Click on **WILLISTON STATE COLLEGE**
3. Click on **ENROLL NOW** [right side of page]

For current open-enrollment dates please contact wsc.studentinsurance@willistonstate.edu. If you miss the enrollment period for dependents you will not be able to enroll them in the plan.

The student insurance plan meets all of the requirements of the Patient Protection and Affordable Care Act, provides access to the national UnitedHealthcare Options PPO Network and is a Platinum level plan.

FOR MORE INFORMATION

701.774.4553 | wsc.studentinsurance@willistonstate.edu

SMARTHINKING (24/7 ONLINE TUTORING)

1. Go to **WILLISTONSTATE.EDU**
2. Click **CURRENT STUDENTS** [grey menu bar]
3. Click **TUTORING SERVICES**
4. Click **FREE ONLINE TUTORING**
5. Follow **ACCESSING SMARTHINKING DIRECTIONS**

BIO-DEMOGRAPHIC INFORMATION

Students are responsible for maintaining current bio-demographic information including: addresses, phone numbers, e-mail addresses, emergency contacts.

1. Log on **CAMPUS CONNECTION**. [see page 5]
2. Under **PERSONAL INFORMATION**
3. Click **DEMOGRAPHIC DATA**
4. Choose the tab to update [top of page]
5. Click **SAVE** to save any updates

ADDRESS [PHYSICAL & MAILING]

Williston State College
1410 University Avenue
Williston, ND 58801

CAMPUS HOURS

Campus offices	8a - 4:30p
Bookstore	7:30a - 4:30p

FAX NUMBERS

Bookstore	701.774.4257
Enrollment Services	701.774.4211

