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WSC MISSION STATEMENT

Where the people make [the difference].

Provide accessible, affordable, life-changing, & life-long educational pathways to residents of North Dakota, the Upper Plains, and beyond.
ADVISING HANDBOOK

THE IMPORTANCE OF ADVISING

Academic advising at WSC is designed to assist students in using campus resources and to guide students in making informed choices regarding academic and career plans. Students are advised to prepare long-range plans according to curriculum guidelines for their selected degree program. Attention to details such as semester credit loads and course sequences are recommended.

Following admission to WSC, each student is assigned an advisor from the department in which the student is majoring. An advisor assists a student in selecting courses to ensure a well-balanced education and helps interpret college policies and requirements. However, students are fully responsible for their academic decisions including selecting courses, meeting course requisites and co-requisites/prerequisites, and adhering to policies, procedures, and deadlines. Students are required to meet with their advisors prior to registration and in order to have their holds lifted. Advisor assignments and holds may be viewed on Campus Connection.

The Academic Records Office serves as the centralized support center for academic advising on campus.

THE LEADER ACRONYM

WSC strives to provide quality academic advising for students. By providing advice, tools, and guidance, advisors can be an asset to students as they follow the path to their educational goals.

WSC advisors can be a LEADER that students can consult and rely on as they progress towards graduation, transfer, and beyond.

LISTEN to your advisee to know his or her educational, career, and personal goals.

EDUCATE your advisee on the best path and tools that are available to help him or her within his or her coursework.

ASSIST your advisee with questions, concerns, or provide any guidance he or she may need.

DISCUSS academic challenges, opportunities, and choices with your advisee to provide the best personalized support.

ENCOURAGE your advisee to use available tools to help ensure academic success.

RESPOND to your advisee and be accessible for his or her questions and feedback.
ADVISOR & ADVISEE RESPONSIBILITIES

The advisor and advisee relationship is vital in promoting student growth and personal development through learning, discovery, and engagement.

ADVISOR RESPONSIBILITIES

1. Be accessible to advisees through posted office hours, scheduled appointments, telephone calls, and emails.
2. Assist advisees in developing academic goals, making choices that will lead to the development of a successful academic plan, and plans to address immediate problems or issues.
3. Provide advisees with up-to-date and accurate information about selecting courses and developing an academic plan that satisfies degree requirements.
4. Clarify WSC policies, requirements, programs, and procedures when needed.
5. Be a responsive listener and refer advisees to a support office or person when appropriate.
6. Discuss academic performance with advisees and the implications of their performance for their academic and career goals.
7. Discuss career opportunities with advisees and make referrals when appropriate.
8. Empower advisees to explore their interests and make their own decisions regarding academic, career, and life goals.
9. Encourage advisees to change advisers if they no longer have an interest in the advisor’s area and/or a positive relationship is not developing.
10. Understand and comply with the mandates of the Family Education Rights and Privacy Act of 1974 as Amended (FERPA).

ADVISEE RESPONSIBILITIES

1. Take the initiative to contact and get to know your academic advisor, and help your academic advisor get to know you. Be mindful of the need to work with your academic advisor during posted office hours or make other arrangements in advance.
2. Consult with your academic advisor about changes in your academic progress, course selection, and academic, career, and life goals.
3. Notify your academic advisor immediately whenever a serious problem (medical, financial, personal) disrupts your ability to attend classes or interferes with your ability to focus on your education and to perform your best work.
4. Prepare for meetings with your academic advisor by gathering relevant decision-making information, creating a list of questions and drafting a course schedule.
5. Keep a personal record of your progress toward your degree. Organize official college documents (Catalog, SEPs, Academic Requirement Reports, etc.) and bring them with you to advising meetings.
6. Follow WSC procedures when registering for courses and making adjustments to your class schedule.
7. Observe academic deadlines. Know when to register and when to drop or add classes. Schedule an appointment with your advisor well in advance of these deadlines.
8. Take the initiative to investigate options for changing advisors if you no longer have an interest in the advisor’s area and/or a positive relationship is not developing.
9. Make appointments with your advisor early in the registration process.
10. Keep your appointments or notify your advisor as soon as possible if you cannot make your appointment.

HOW TO START THE ADVISING CONVERSATION

1. Discuss the student’s current working status. This will help determine a manageable course load.
2. Ask the student about his or her strengths and weaknesses, as well as interests, to find suitable courses.
3. Explain the requirements and differences of AA, AS, and AAS degrees so the student can better understand which degree is a best fit.
4. Explain the general education requirements for AAS and how these are important to his or her career path.
5. Ask the student if he or she has considered continuing his or her education at a school following WSC. If the student knows, locate that school’s catalog and use it as a guide for determining courses.
6. Ask the student his or her preference for online and/or on campus coursework.
   A. If the student wants online classes, ask if he or she has completed coursework online and explain how online courses require dedication, time management, and the responsibility to log into Blackboard on a regular basis.
   B. Explain the online Blackboard orientation to the student (See Page 8) to get him or her started before classes begin.
WSC [ADVISING HANDBOOK]

IMPORTANT CAMPUS CONTACTS

ACADEMIC RECORDS
WSC Academic Records assists with all questions regarding registration, Veteran's benefits, drops and withdrawals, transferring credit(s), transcripts, grades, graduation, diplomas, and academic policies. 701.774.4267 | wsc.records@willistonstate.edu

ATHLETICS
WSC Athletics is affiliated with the NJCAA and offers men's basketball and baseball as well as women's basketball, volleyball, and softball. Men's hockey, affiliated with the ACHA, is also offered. 701.774.4589 | wsc.athletics@willistonstate.edu

BOOKSTORE
The WSC Bookstore offers textbooks, supplies, clothing, gifts, drinks, snacks, gift cards and greeting cards. Textbook requests for courses are processed here. Faculty/Staff receive a 20% discount on all clothing. 701.774.4260 | wsc.bookstore@willistonstate.edu

CAMPUS SECURITY
WSC Campus Security ensures the safety and well-being of students, faculty, staff, and property. Campus Security provides conspicuous patrol, respond to calls for assistance including emergency and crisis situations, and provides other safety-related services. 701.570.6699

ACCESSIBILITY SERVICES
Accessibility Services assists students with disabilities, faculty, and staff working with students with disabilities through academic support services, and referrals to internal academic support services and outside agencies when appropriate. 701.774.4224 | wsc.accessibility@willistonstate.edu

ENROLLMENT SERVICES
WSC Enrollment Services supports all students through the application, enrollment, and first-term advising processes. 701.774.4200 | wsc.admission@willistonstate.edu

EXTENDED LEARNING
The WSC Extended Learning Department provides information and support for students who are taking classes in an online, IVN, and/or Early Enrollment format. Extended Learning can also assist with online tutoring, proctoring for online students, and more. 701.774.4500 | wsc.extendedlearning@willistonstate.edu

FINANCIAL AID
WSC Financial Aid offers personalized advising sessions and assistance on various forms of financial aid. WSC Financial Aid assists with FAFSAs, federal financial aid, WSC scholarships, and external scholarships. 701.774.4248 | wsc.financialaid@willistonstate.edu

IT SERVICES
WSC's Technology Department builds and maintains a technology infrastructure that facilitates and enhances the teaching, learning, and working efforts of WSC students, faculty, and staff. 701.774.4570 | helpdesk@willistonstate.edu

LEARNING COMMONS
The WSC Learning Commons provides materials to check out such as books, videos, calculators, and computers. The Learning Commons also provides database access, ebooks, interlibrary loans, printing, copying, scanning, research assistance, and access to LibGuides. 701.774.4226 | wsc.circulation@willistonstate.edu

Mental Health Counseling Services
WSC Counseling Services provide confidential consultation, brief short term intervention, and referrals free of charge to all current students. 701.774.4212, Secondary: 701.774.4200 | wsc.counseling@willistonstate.edu

RESIDENCE LIFE
WSC Residence Life offers traditional college housing and independent apartment style units. Each hall is equipped with cable TV, Internet, parking, laundry as well as in hall leadership and programming opportunities. Dining plan set-up or questions can also be directed here. 701.774.4528 | wsc.housing@willistonstate.edu

STUDENT AFFAIRS
WSC Student Affairs assists with all questions regarding the Student Code of Conduct, prevention programming, Title IX, and student health insurance. 701.774.4586 | wsc.studentaffairs@willistonstate.edu

STUDENT FINANCE
WSC Student Finance assists students with all questions regarding charges, account payment, payment plans, and 1098Ts and other tax documents. 701.774.4299 | wsc.studentaccounts@willistonstate.edu

STUDENT LIFE
WSC Student Life oversees all student life events and entertainment, student organizations, Student Government, and the Teton Activity Board. 701.774.4213 | c.d.kadrmas@willistonstate.edu

TUTURING SERVICES
WSC Tutoring Services has the Math and Communication Labs to provide supplemental math and communication assistance. Smarthinking offers 24/7 online tutoring access to students across a wide variety of subject areas. 701.774.4504 (Math Lab) | amanda.k.davis@willistonstate.edu

701.774.4595 (Comm Lab) | wsc.writinglab@willistonstate.edu

701.774.4594 (Smarthinking) | wsc.extendedlearning@willistonstate.edu
SERVICE INDICATORS/HOLDS

Service indicators are holds that can impact a student for a variety of reasons. Students should watch for any holds on their CampusConnection and ensure they are taken care of in order to register for coursework. Please see the Advisor Resources on how to remove advisor holds. Below is a table of services indicators that have a negative impact on a student’s account.

<table>
<thead>
<tr>
<th>HOLD DESCRIPTION</th>
<th>STUDENT IMPACT</th>
<th>CONTACT FOR QUESTIONS</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Suspension (SUS)</td>
<td>Student cannot drop or add coursework until completing the appeal process for academic suspension.</td>
<td>Accessibility &amp; Retention Specialist</td>
<td>Ext. 4212</td>
</tr>
<tr>
<td>Additional Information (ADL)</td>
<td>Student must submit additional information for admission purposes.</td>
<td>Director for Extended Learning</td>
<td>Ext. 4221</td>
</tr>
<tr>
<td>Advisor Hold (ADV)</td>
<td>Student is unable to enroll until he or she has met with his or her advisor.</td>
<td>Student advisor that is listed in CampusConnection</td>
<td></td>
</tr>
<tr>
<td>Athletic Eligibility Hold (AEH)</td>
<td>Student cannot drop or add coursework until discussing course changes with Athletics. The Director for Athletics will inform the Registrar of the needed change, should it be approved.</td>
<td>Director for Athletics</td>
<td>Ext. 4546</td>
</tr>
<tr>
<td>Awareness Education Requirement (AER)</td>
<td>Student cannot drop or add coursework until completing required awareness education.</td>
<td>Dean of Students</td>
<td>Ext. 4295</td>
</tr>
<tr>
<td>Community Restitution Hold (CMS)</td>
<td>Student cannot drop or add coursework until completing required community restitution hours.</td>
<td>Director for Residence Life</td>
<td>Ext. 4528</td>
</tr>
<tr>
<td>Conditional Acceptance Hold (CND)</td>
<td>Student has pending admission documents to submit but has been accepted on conditional circumstances.</td>
<td>Enrollment Services</td>
<td>Ext. 4539</td>
</tr>
<tr>
<td>Counseling Center Hold (CSH)</td>
<td>Student cannot drop or add coursework until completing required counseling sessions.</td>
<td>Mental Health Counselor</td>
<td>Ext. 4212</td>
</tr>
<tr>
<td>Delinquent Account (SF5)</td>
<td>Student cannot drop or add coursework or send any official transcripts until completing payment arrangements.</td>
<td>Student Accounts</td>
<td>Ext. 4299</td>
</tr>
<tr>
<td>Dual Credit Student Hold (DSH)</td>
<td>Student cannot drop or add coursework and must work directly with Enrollment Services.</td>
<td>Enrollment Coordinator</td>
<td>Ext. 4202</td>
</tr>
<tr>
<td>Financial Obligation Agreement (FOA)</td>
<td>Student cannot enroll for the term until agreeing to the Financial Obligation Agreement. The FOA states that the student understands that his or her courses require payment using any means necessary (financial aid, scholarships, out of pocket, etc.)</td>
<td>Student Accounts</td>
<td>Ext. 4586</td>
</tr>
<tr>
<td>Gainful Employment Disclosure (FGE)</td>
<td>This only affects students in certificate or diploma program and not students pursuing associate’s degrees. Students must click to acknowledge that they have in fact read their disclosure agreement. In order to remove the hold. This hold is in accordance with the Gainful Employment (GE) federal regulations and will help WSC maintain compliance with the rule.</td>
<td>Financial Aid</td>
<td>Ext. 4242</td>
</tr>
<tr>
<td>International Student Hold (ISH)</td>
<td>Students who are in the country on a student visa and are enrolled at WSC will have this hold. Students can ADD courses but cannot DROP courses without discussion with the Registrar.</td>
<td>Registrar, Research Analyst</td>
<td>Ext. 4202</td>
</tr>
<tr>
<td>Library Hold (LIB)</td>
<td>Student cannot drop or add coursework or send any official transcripts until library has removed hold.</td>
<td>Director for the Learning Commons</td>
<td>Ext. 4594</td>
</tr>
<tr>
<td>No On Campus Courses Allowed (OCC)</td>
<td>Student cannot add coursework without assistance from the Registrar.</td>
<td>Registrar, Research Analyst</td>
<td>Ext. 4267</td>
</tr>
<tr>
<td>Payment Arrangements (PA1)</td>
<td>Student cannot drop or add coursework or send any official transcripts until completing payment arrangements.</td>
<td>Student Accounts</td>
<td>Ext. 4299</td>
</tr>
<tr>
<td>Second Career Hold (CAR)</td>
<td>Student has applied for graduation and cannot enroll past his or her expected graduation term.</td>
<td>Registrar, Research Analyst</td>
<td>Ext. 4267</td>
</tr>
<tr>
<td>Student Finance Global Service Indicator (GSF)</td>
<td>Student cannot drop or add coursework or send any official transcripts until completing payment arrangements. The hold may be from another campus. Students should check hold information to know point of contact.</td>
<td>Student Accounts</td>
<td>Ext. 4299</td>
</tr>
<tr>
<td>Student Withdraw (WRA)</td>
<td>Student withdrew from a previous term and cannot enroll until a new application for admission has been submitted.</td>
<td>Registrar, Research Analyst</td>
<td>Ext. 4267</td>
</tr>
<tr>
<td>Veteran Student Hold (VSH)</td>
<td>Students who are using Veteran Benefits for their education will have this hold. Students can ADD courses but cannot DROP courses without discussion with the Registrar.</td>
<td>School Certifying Official (SCO)</td>
<td>Ext. 4526</td>
</tr>
<tr>
<td>Williams County Graduate (WCG)</td>
<td>NO IMPACT, informative to WSC personnel.</td>
<td>Financial Aid</td>
<td>Ext. 4242</td>
</tr>
</tbody>
</table>
## BLACKBOARD ORIENTATION

An online orientation has been developed to familiarize students with Blackboard prior to the start of the semester. Students can access this course once they are enrolled in classes as early as a month prior to the start of the semester. They do so by logging into Blackboard online.willistonstate.edu and selecting Student Orientation from the Course Tab.

For more information regarding this orientation, please contact: wsc.extendedlearning@willistonstate.edu

## FIRST YEAR VS. TRANSFER STUDENTS

<table>
<thead>
<tr>
<th></th>
<th>FIRST-YEAR</th>
<th>TRANSFER</th>
<th>NON-DEGREE SEEKING</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIV 100 &amp; 101</td>
<td>Student is required to take College Strategies (UNIV 100) unless:</td>
<td>Student is required to take College Transition (UNIV 101).</td>
<td>Student is NOT required to take UNIV 100 or UNIV 101 although either course may be helpful to the student.</td>
</tr>
<tr>
<td></td>
<td>- Student is 25+ years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Student has been in the workforce for a period of time</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Student has been out of high school for 5+ years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting courses</td>
<td>As these courses require a significant amount of mathematical configurations, please ensure the student is eligible to place into College Algebra (MATH 103) or has completed the course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry courses</td>
<td>As these courses require a significant amount of mathematical configurations, please ensure the student is eligible to place into College Algebra (MATH 103) or has completed the course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM 110 &amp; 212</td>
<td>As this course requires a significant amount of writing, please ensure the student is eligible to place into College Composition I (ENGL 110) or has completed the course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL Prefix courses</td>
<td>As these courses require a significant amount of writing, please ensure the student is eligible to place into College Composition I (ENGL 110) or has completed these courses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 110 or 125</td>
<td>Please review Placement Guidelines to ensure the student is placed in the correct English course. Students wishing to take ENGL 125 must place into ENGL 110 in order to enroll.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math 103 or higher courses</td>
<td>Please review Placement Guidelines to ensure student is placed in correct math course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology courses</td>
<td>As this course requires a significant amount of writing, please ensure the student is eligible to place into College Composition I (ENGL 110) or has completed the course.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## STUDENT TYPE

<table>
<thead>
<tr>
<th>WILLIAMS COUNTY GRADUATE</th>
<th>REGIONAL COUNTY GRADUATE</th>
<th>STUDENT ATHLETES</th>
<th>INTERNATIONAL STUDENTS</th>
<th>VETERAN STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Credits Enrolled</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12 (non-developmental)</td>
</tr>
<tr>
<td>Maximum Number of Courses Online</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1 course or 3 credits</td>
</tr>
<tr>
<td>Minimum Number of Courses on Campus</td>
<td>-</td>
<td>1 course</td>
<td>For eligibility purposes, HPER 101 cannot be repeated for credit</td>
<td>9 credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>
ATHLETIC ELIGIBILITY GUIDELINES

The following guidelines represent a summary of the important requirements for academic eligibility established for WSC’s athletic programs by the NJCAA, Mon-Dak, and the WSC athletic department.

Please note that, at all times, we must advise student athletes for both their current eligibility requirements as well as the eligibility requirements of their next institution if they plan to transfer.

PRACTICE

In order to be eligible for practice, students must be enrolled in at least 1 credit and have a valid physical on file.

ELIGIBILITY

Enrollment Requirements

- Students must be enrolled full-time (12 credit hours) prior to the 15th calendar day of the semester.
- Students can use any combination of hours during the semester (1st 8 week, 2nd 8 week, etc.) as long as 9 credits begin prior to the end of the season. This only affects volleyball in the fall and basketball and hockey in the spring.
- If students drop below the required number of credit hours, they immediately become ineligible. Ineligibility is not retroactive.
- Students must have official transcripts on file of all other colleges attended, if applicable, even if they are considered sophomores.

Academic Progress Requirements

- Students must pass a minimum of 12 credits (with a minimum 2.0 GPA) each semester that they are enrolled.
- Sophomores must have successfully passed 24 credit hours prior to the semester of their sport.

Transfer – Graduation Requirements

- The goal for every student when he or she arrives on campus is to graduate.
- Depending on NCAA Qualifier status, many students, especially lower academic level students, must graduate before being eligible at NCAA Division 1 schools.
- NCAA Division 2 and NAIA schools (Minot State, Jamestown, & Dickinson) do not require graduation. They require the 12 credit hours per semester enrolled rule.
  - These schools do not look at the credits passed at WSC but rather the credits that will transfer into their degree programs. The choice of degree program is vital for student athletes who plan to transfer.
- In situations where students are in their final semester and cannot graduate, it may be better for them to take classes that fit the 4-year program instead of those that work toward a graduation plan at WSC.
- If graduation is possible, students should be encouraged to graduate as many schools waive the core requirements of a 2-year degree (reduces the number of credit hours needed to be eligible).

Athletic Department Requirements

- Must agree to Drug Testing Procedures
- Must agree to Student Athlete Code of Conduct
- Must have a valid physical on file and approval from trainer for participation

FOR MORE INFORMATION

ATHLETIC DIRECTOR
701.774.4546 | jaden.olson@willistonstate.edu
**FERPA GUIDELINES FOR FACULTY & STAFF**

**WHAT IS FERPA?**

Family Educational Rights and Privacy Act (1974) or "Buckley Amendment":
- Federal law designed to protect the privacy of student education records.
- Applies to all educational agencies or institutions that receive funds by the Secretary of Education.
- Provides guidelines for appropriately using and releasing student education records.
- Students are the "owners" of their education records, and the institution is the "custodian" of the records.

**STUDENT RIGHTS**

Students have the right to:
- Inspect and review everything in their records except:
  - Information about other students
  - Financial records of parents, &
  - Confidential letters of recommendation if they waived their right of access.
- Seek amendment to records they believe are incorrect.
- Consent to disclose academic records.
- File a complaint with the Family Policy Compliance Office:
  - U.S. Department of Education 400 Maryland Ave SW
  - Washington, DC 20202-4605

Institutions must annually notify students of their rights under FERPA.
Records cannot be destroyed when a request to view them has been made.
- Institution has 45 days to comply with request.

**WHEN DO FERPA RIGHTS BEGIN & END?**

- When students become 18 years of age or enroll in a higher education institution at any age. WSC considers "enrollment" the point of registration.
- FERPA rights do not apply to alumni activities.
- FERPA rights end at death, unless otherwise specified by state law.

**KEY RESOURCES/ ADDITIONAL INFORMATION**

- WSC Academic Records Office

**TYPES OF STUDENT INFORMATION**

**Education Records** - Any record maintained by the institution related to a student, including:
- Personal information (name, ID, etc.)
- Enrollment records (unofficial & official transcripts)
- Grades
- Class Schedules & Rosters
- Student exams or papers
- Student financial records
- Student employment information (work study, assistantships, etc.)

**Storage Media** - may include the following:
- Electronic document or email
- Computer printout
- Class list on a desktop
- Notes taken during an advising session
- Database
- Documents & materials that are handwritten, taped, saved on disks, film, etc.

**Exceptions to Education Record Definitions:**
- Records in the "sole possession of the maker"
- Law enforcement records created for a legal purpose
- Employment records, not based on student status
- Medical/psychological treatment records protected under HIPAA

**DIRECTORY INFORMATION**

Releasable items that are not generally considered sensitive or confidential:
- Name (all on record)
- Address (all on record)
- E-mail address (all on record)
- Phone number (all on record)
- Height, weight, & photos of athletic team members
- All major/minor fields of study
- Class level
- Dates of attendance
- Enrollment status
- Name of previous institutions attended
- Participation in officially recognized activities & sports
- Honors/awarded received
- All degrees earned
- Date degree(s) earned
- Photographic, video, or electronic images of students taken & maintained by the institution

**NON-DIRECTORY INFORMATION**

The following are some examples of CONFIDENTIAL DATA that may NOT be released without a student's written consent:
- Race
- Gender
- Date of birth
- SSN
- Student ID number
- Grades
- GPA
- Country of Citizenship
- Religion

For any questions regarding what else is considered confidential data, please contact: wsc.records@willistonstate.edu

**EDUCATION RECORD ACCESS**

Who may access education records?
- Student
- Third party authorized in writing by the student
- School officials with a legitimate educational interest
- Parents of dependent students (most recent federal tax return required)
- A person in response to a court-ordered subpoena
- Institution where student seeks to enroll or is enrolled
- Education Departments, state/local officials for legislative requests
- Accrediting agencies
- Health/safety emergency personnel
- Those representing WSC’s legal interests in matters where a student’s record is relevant
- Those who plan, conduct, or review research related to WSC educational programs
- Those employed or contracted by an institution to perform their designated job functions (i.e., National Student Clearinghouse)

**Right to Consent to Disclosure:**
- A student has the right to control to whom his/her education record is released.
- Consent to Release form available at WSC website "FERPA Information"
- ND Open Records Laws requires release of directory information that is not suppressed by student.

"No Release":
- Students are given the opportunity to suppress directory information from public release.
- Everyone within the institution must respect a student’s "No Release" on his or her record.
- Must be done in writing with the Academic Records Office.
- "No Release" requests are coded in CampusConnection with a blue window shade symbol.
GUIDELINES FOR ALL EMPLOYEES

- Federal regulations allow electronic signatures; signed releases are still required by WSC for most transactions.
- All WSC employees are responsible for protecting the confidentiality of student education records.
- “Need to Know” - Access to student data is to perform job responsibilities and role with WSC.
- Data stored/transmitted electronically must be secure and only available to those entitled to it.
- Be vigilant and report any FERPA violations.
- Once a student is enrolled with WSC, you must communicate with the student via their WSC email address.

IMPORTANT REMINDERS

NEVER:
- Use SSN or Student ID in posting grades or other information.
- Release non-directory student information without written consent of student.
- Release ANY type of transcript to a student via email. Unofficial transcripts can only be mailed OR faxed.
- Release class schedule to locate a student.
- Release directory information if student has a “No Release”.
- Leave sensitive information on desk/desktop when away from office.
- Discard documents with sensitive information without proper destruction and disposal.
- Leave graded papers in a stack for student pick up.
- Circulate printed lists with student IDs, SSNs, or grades for attendance, verification, or distribution.
- Discuss student progress with anyone other than the student without consent on file with WSC.
- Access student records for personal reasons or reasons not related to job responsibilities.
- Release lists with sensitive student information to third parties outside your department.

FOR MORE INFORMATION
ACADEMIC RECORDS OFFICE
701.774.4267 | wsc.records@willistonstate.edu
GRADUATION, TRANSFER, & OTHER INFORMATION

HOW/WHEN TO APPLY FOR GRADUATION
The WSC Commencement ceremony is for all students graduating in the academic year (summer, fall, & spring). The ceremony is held every May on the Friday of finals week.

Students can graduate in the fall, spring, or summer; however, there is only one spring ceremony per academic year. Students must apply following enrollment in their last semester. Students are contacted via their WSC email address regarding their graduation audit.

Should a student require a course substitution or waiver, advisors must submit these forms to the WSC Academic Records office promptly in order to ensure a quicker processing on their advisee's audit. To obtain a Course Substitution Form for your advisee(s), please contact the Academic Records Office at wsc.records@willistonstate.edu.

How Students Apply for Graduation:
1. Go to Graduation Application

Please Note: The Academic Records Office will complete the initial audit and will contact students via their WSC email address. The Graduation Audit letters will be available on CampusConnection under Advising Notes.

COURSE OVERRIDE INFORMATION
Course overrides are processed by the Academic Records Office. Students who are attempting to enroll in more than 20 credits, have a time conflict with multiple courses, or are requesting to enroll in a course where requisites are required must obtain approval from appropriate parties.

Credit Load: Approval from advisor.
Time Conflicts: Approval from all instructors involved.
Requisites Required: Approval from course instructor & Department Chair.

Students can request an override using the Course Override form. The form must be completed in its entirety in order to be processed. Completed forms must be returned to the Academic Records Office for processing. The form can be found at: Course override form.

TRANSFERRING TO ANOTHER INSTITUTION
Students who plan ahead, ask questions, and use pathways created by transfer and/or articulation agreements experience the most successful transfer experience.

If your advisee is currently enrolled at WSC, discuss his or her plans with him or her or consult with the Academic Records Office should he or she have additional questions.

Ask your advisee to call or contact his or her intended transfer institution. Ask him or her to send you the following materials and information (this information may also be available on the intended transfer institution’s website):
- College catalog
- Transfer brochure
- Information on admissions criteria & on materials required for admission (e.g. portfolio, transcripts, test scores). Note that some majors have limited enrollments or their own special requirements such as a higher Grade Point Average (GPA).
- Information on financial aid (how to apply & by what date).

After reviewing these materials, make an appointment with the advisee to ensure the best plan of study for the student.

REQUESTING AN OFFICIAL WSC TRANSCRIPT
Students will also need to send their official college transcript from WSC to their new institution.

How to Request an Official WSC Transcript:
1. Go to WSC Transcript Request

SATISFACTORY ACADEMIC PROGRESS
To receive federal financial aid, students must be enrolled in a program leading to a degree. To continue receiving federal financial aid, students must complete 2/3 (66.67%) of their attempted credit hours with a 2.0 cumulative GPA.

Students are placed on Financial Aid Warning status if they do not meet the aforementioned requirements, during which time they will continue to receive aid for one subsequent semester.

Students will no longer be eligible for aid if they do not improve their progress after the warning term, if they complete a term with all “F”s, or leave classes but fail to officially withdraw resulting in a 0.00 GPA. Receiving all “F’s” in a term results is an automatic disqualification.

Students have the option to make an appeal to re-establish their eligibility, by completing a disqualification appeal form and submitting a Student Plan of Study Agreement approved by an advisor. Students must complete their program within a certain number of credit hours attempted.

FOR MORE INFORMATION
WSC FINANCIAL AID
701.774.4248 | wsc.financialaid@willistonstate.edu

CREDIT FOR PRIOR LEARNING
Institutions may allow students to earn course credits without enrolling in the course by evaluating their competency with locally developed tests or other proficiency assessments. WSC permits students to demonstrate college level competency and establish college credits through the successful completion of approved industry training. This allowance does not apply to (a) courses for which nationally standardized examinations exist and are accepted by system-wide agreements, or (b) courses covered by articulation agreements with secondary schools.

1. Credit may be awarded only to enrolled WSC students.
2. New students must have transcriptable coursework entered on a WSC academic record prior to recording industry training credit.
3. Students should be aware that industry training credit may not transfer:
   A. Students are urged to check the intended transfer institution for current transfer information.
   B. WSC does not assume responsibility for the transferability of industry training credit.
4. Credits earned through industry training do not count toward WSC residency requirements.
5. Credits earned through industry training count toward WSC graduation requirements.
6. Students are not allowed credit for industry training for courses:
   A. in which they were previously enrolled and for which they earned credit for any accredited institution, or
   B. in which they are currently enrolled.
7. Duplicate credit will not be awarded for overlapping industry training.
8. The recording fee for industry training is ½ the traditional classroom resident rate. Tuition must be paid in advance and is non-refundable.
9. A maximum of 15 semester hours of non-traditional college credit (i.e. AP, CLEP, military training, WSC Challenge exam credit, portfolio development, industry training, and prior learning) may be applied to an associates degree, diploma, or certificate at WSC.

Credit for Prior Learning Process:
1. The student consults with his/her advisor or the Director for Extended Learning for the appropriateness of using industry training for credits.
2. Upon recommendation of the Director for Extended Learning, the student must provide official documentation of industry training.
3. If appropriate, the student completes the WSC admissions application process.
4. The student works with the Director for Extended Learning to complete the Credit for Prior Learning form.

5. Upon approval of the request form, Student Finance is notified and a charge is then recorded to the student’s account.

6. Upon payment of the charge for industry training credits, the Academic Records Office records the credit(s) on the student’s record.

FOR MORE INFORMATION
WSC EXTENDED LEARNING
701.774.4500 | wsc.extendedlearning@willistonstate.edu

COURSE DROP & WITHDRAWAL INFORMATION

Does your advisee need to drop a course or withdraw from all of his or her courses?

WSC follows the North Dakota University System’s policies and procedures for ‘Dropping a Class’ and ‘Withdrawing for a Term.’

Course Drop
This procedure allows students to discontinue enrollment in a particular course, but to maintain enrollment in some courses for the semester. All course drops must be completed in Campus Connection. Please Note: Some holds may prevent a student from dropping a course. Students should view holds on their account prior to dropping a course.

Withdrawing to Zero Credits
This procedure allows students to withdraw to zero credits for the semester. Students withdrawing completely from college will not complete this process in Campus Connection, but instead must complete the “Cancellation/Withdrawal Form.” Students must complete this form by the published deadline.

1. Go to: Withdraw/Drop Information on our website

Administrative Hardship Withdrawal
This procedure allows students to file for a hardship withdrawal due to extenuating circumstances. Students must request the Administrative Hardship Withdrawal form by contacting the Academic Records Office.

ACADEMIC REQUIREMENTS REPORTS (ARR)

Campus Connection provides students tools that can assist with course selection, viewing degree requirements, and tracking degree progress to ensure completion in a timely manner.

The Academic Requirements Report (Degree Audit) provides students all of the requirements needed to earn a specific degree (the degree that is active in Campus Connection) and allows students and their advisors to track the progress towards that degree. The report will outline each requirement and show which courses have been taken to meet the requirements. All programs, except for Certificate of Completions, are available in Campus Connection for degree audit reports.

FOR MORE INFORMATION
701.774.4267 | wsc.records@willistonstate.edu
# COURSE PREREQUISITES

**PLEASE NOTE:** If a course is not listed, there are no prerequisites, corequisites, or other permissions required.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>CREDITS</th>
<th>REQUIRED PRE-REQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASC 091</td>
<td>Algebra Prep One</td>
<td>3</td>
<td>Placement per placement guidelines</td>
</tr>
<tr>
<td>ASC 093</td>
<td>Algebra Prep III</td>
<td>2</td>
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<td>ACCT 201</td>
<td>Elements of Accounting II</td>
<td>3</td>
<td>ACCT 200</td>
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<td>ACCT 205</td>
<td>Cost Accounting</td>
<td>3</td>
<td>ACCT 201</td>
</tr>
<tr>
<td>ACCT 215</td>
<td>Business in The Legal Environment</td>
<td>3</td>
<td>Sophomore Standing</td>
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<tr>
<td>AH 260</td>
<td>Kinesiology I</td>
<td>3</td>
<td>Co-requisite: BIOL 115 &amp; BIOL 115L</td>
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<tr>
<td>AH 261</td>
<td>Kinesiology II</td>
<td>3</td>
<td>AH 260</td>
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<td>AH 299</td>
<td>Special Topics</td>
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<td>Department Approval</td>
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<td>ART 230</td>
<td>Drawing II</td>
<td>3</td>
<td>ART 130 &quot;C&quot; or higher</td>
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<td>ART 275</td>
<td>Advanced Art Methods</td>
<td>3</td>
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<td>ART 299</td>
<td>Special Topics</td>
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<td>Department Approval</td>
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<tr>
<td>BIOL 115</td>
<td>Human Structure &amp; Function Lab</td>
<td>1</td>
<td>Corequisite: BIOL 115</td>
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<td>Genetics</td>
<td>3</td>
<td>BIOL 150 with a &quot;C&quot; or higher or Instructor Approval</td>
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<td>BIOL 215L</td>
<td>Genetics Lab</td>
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<td>Corequisite: BIOL 215</td>
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<td>BIOL 221</td>
<td>Anatomy &amp; Physiology II L/L</td>
<td>4</td>
<td>BIOL 220</td>
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<td>BIOL 271</td>
<td>Bio-Technology L/L</td>
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<td>BIOL 150 with a &quot;C&quot; or higher or Instructor Approval</td>
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<td>BIOL 295</td>
<td>Independent Projects</td>
<td>1-4</td>
<td>Department Approval</td>
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<td>BIOL 299</td>
<td>Special Topics</td>
<td>1-4</td>
<td>Department Approval</td>
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<td>BADM 220</td>
<td>Consumer Behavior</td>
<td>3</td>
<td>BADM 201</td>
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<td>BADM 245</td>
<td>Recreation Administration</td>
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<td>BADM 150</td>
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<td>BADM 260</td>
<td>Principles of Retailing</td>
<td>3</td>
<td>BADM 201</td>
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<td>BADM 299</td>
<td>Special Topics</td>
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<td>BOTE 218</td>
<td>Desktop Publishing</td>
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<td>CSCI 101</td>
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<tr>
<td>CHEM 115</td>
<td>Introductory Chemistry L/L</td>
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<td>Recomendation: Prior completion of high school algebra</td>
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<tr>
<td>CHEM 116</td>
<td>Introduction to Organic &amp; Biochemistry L/L</td>
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<td>CHEM 115 or CHEM 121 with a &quot;C&quot; or higher or Equivalent</td>
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<tr>
<td>CHEM 121</td>
<td>General Chemistry I L/L</td>
<td>5</td>
<td>MATH 103 with a &quot;C&quot; or higher, concurrent enrollment in MATH 103 or higher, or Instructor Approval</td>
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<tr>
<td>CHEM 122</td>
<td>General Chemistry II L/L</td>
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<td>CHEM 121 with a &quot;C&quot; or higher</td>
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<tr>
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<td>Survey of Organic Chemistry</td>
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<td>CHEM 121 with a &quot;C&quot; or higher</td>
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<tr>
<td>CHEM 241</td>
<td>Organic Chemistry I L/L</td>
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<td>CHEM 122 with &quot;C&quot; or higher</td>
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<tr>
<td>CHEM 242</td>
<td>Organic Chemistry II L/L</td>
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<td>CHEM 260</td>
<td>Elements of Biochemistry L/L</td>
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<td>CHEM 240 or CHEM 241 &quot;C&quot; or higher</td>
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<td>CHEM 299</td>
<td>Special Topics</td>
<td>1-4</td>
<td>Department Approval</td>
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<tr>
<td>COMM 299</td>
<td>Special Topics</td>
<td>1-4</td>
<td>Department Approval</td>
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<tr>
<td>CIS 165</td>
<td>Networking Fundamentals II</td>
<td>3</td>
<td>CIS 164</td>
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<tr>
<td>CIS 181</td>
<td>Creating Web Pages II</td>
<td>3</td>
<td>CIS 180</td>
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<tr>
<td>CIS 241</td>
<td>Digital Forensics Fundamentals</td>
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<td>Student must successfully complete CIS 141</td>
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<tr>
<td>CIS 250</td>
<td>Advanced Web Design</td>
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<td>CIS 180</td>
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<tr>
<td>CIS 267</td>
<td>Intermediate Networking I</td>
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<td>CIS 165</td>
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<td>CIS 299</td>
<td>Special Topics</td>
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<td>Department Approval</td>
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<tr>
<td>CSCI 161</td>
<td>Computer Science II</td>
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<td>CSCI 160 with a &quot;C&quot; or higher or Instructor Approval</td>
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<td>CSCI 172</td>
<td>Intermediate Visual Basic</td>
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<td>CSCI 122 with a &quot;C&quot; or higher or Instructor Approval</td>
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<td>CSCI 299</td>
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<td>EDUC 250</td>
<td>Introduction to Teaching</td>
<td>2</td>
<td>Corequisite: EDUC 298</td>
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<td>COURSE</td>
<td>DESCRIPTION</td>
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<td>REQUIRED PRE-REQS</td>
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<td>EDUC 298</td>
<td>Pre-Professional Experience</td>
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<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
<td>Minimum ACT English 18, other placement score, ASC 087 “C” or higher, or department approval</td>
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<td>College Composition II</td>
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<td>ENGL 110 with a “C” or higher</td>
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<td>ENGL 125</td>
<td>Introduction to Professional Writing</td>
<td>3</td>
<td>ACT/COMPASS passing scores or ASC 087 with a “C” or higher</td>
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<td>ENGL 299</td>
<td>Special Topics</td>
<td>1-3</td>
<td>Department Approval</td>
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<td>FREN 102</td>
<td>First Year French II</td>
<td>4</td>
<td>FREN 101 with a “C” or higher or Equivalent</td>
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<td>FREN 201</td>
<td>Second Year French I</td>
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<td>FREN 102 with a “C” or higher</td>
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<td>GEOL 299</td>
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<td>Department Approval</td>
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<td>HPER 211</td>
<td>CPR</td>
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<td>Previous certification in CPR</td>
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<td>HPER 299</td>
<td>Special Topics</td>
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<td>Department Approval</td>
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<td>HIST 299</td>
<td>Special Topics</td>
<td>1-3</td>
<td>Department Approval</td>
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<td>HUMS 299</td>
<td>Special Topics</td>
<td>1-4</td>
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<td>MASH 120</td>
<td>Swedish Massage I</td>
<td>3</td>
<td>Admission to the Massage Therapy Program</td>
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<td>MASH 121</td>
<td>Massage Therapy Clinical I</td>
<td>1.5</td>
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<td>MASH 150</td>
<td>Kinesiology Techniques I</td>
<td>3</td>
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<td>MASH 160</td>
<td>Business Topics</td>
<td>3</td>
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<tr>
<td>MASH 194</td>
<td>Independent Study</td>
<td>1-6</td>
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<tr>
<td>MASH 220</td>
<td>Swedish Massage II</td>
<td>3</td>
<td>Admission to the Massage Therapy Program &amp; a “C” or higher in MASH 120</td>
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<tr>
<td>MASH 221</td>
<td>Massage Therapy Clinical II</td>
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<td>MASH 240</td>
<td>The Business of Massage</td>
<td>2</td>
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<td>MASH 250</td>
<td>Kinesiology Techniques II</td>
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<td>MASH 260</td>
<td>Advanced Massage Techniques</td>
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<td>College Algebra</td>
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<td>Trigonometry</td>
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<td>MATH 103 with a “C” or higher, placement, or Instructor Approval</td>
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<td>Pre-Calculus</td>
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<td>Applied Calculus</td>
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<td>MATH 103 “C” or higher, Placement, or Instructor Approval</td>
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<td>MATH 108</td>
<td>Calculus I</td>
<td>4</td>
<td>MATH 105 OR MATH 107 with a “C” or higher, Placement, or Instructor Approval</td>
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<td>MATH 109</td>
<td>Calculus II</td>
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<td>MATH 165 with a “C” or higher, Placement, or Instructor Approval</td>
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<td>Elementary Statistics</td>
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<td>MATH 205</td>
<td>Calculus III</td>
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<td>MATH 166 with a “C” or higher, Concurrent Enrollment in MATH 166, or Instructor Approval</td>
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<td>Introduction to Differential Equations</td>
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<td>MATH 265 with a “C” or higher, Concurrent Enrollment in MATH 265, or Instructor Approval</td>
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<td>MATH 277</td>
<td>Math for Elementary Teachers I L/L</td>
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<td>MATH 103 with a “C” or higher, Placement, or Instructor Approval</td>
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<td>MIRC 202</td>
<td>Microbiology</td>
<td>3</td>
<td>College Biology or Chemistry Course “C” or higher or Instructor Approval</td>
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<td>MIRC 299</td>
<td>Special Topics in Music</td>
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<td>NURS 120</td>
<td>Foundations of Nursing</td>
<td>3</td>
<td>Admission to the Practical Nursing Program</td>
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<tr>
<td>NURS 121</td>
<td>Practical Nursing I</td>
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<td>Admission to the Practical Nursing Program</td>
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<td>NURS 122</td>
<td>Clinical Practice I</td>
<td>3</td>
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<td>NURS 123</td>
<td>Clinical Practice II</td>
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<td>NURS 126</td>
<td>Clinical Practice III</td>
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<td>NURS 128</td>
<td>Practical Nursing III</td>
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<tr>
<td>NURS 224</td>
<td>Professional Role Development</td>
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<td>Alternations in Health I</td>
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<tr>
<td>NURS 226</td>
<td>Maternal Child Nursing</td>
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<td>NURS 228</td>
<td>Alternations in Health II</td>
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<tr>
<td>NURS 229</td>
<td>Health Promotion &amp; Psychosocial Nursing</td>
<td>2</td>
<td>Admission to the Associate Degree Nursing Program</td>
</tr>
<tr>
<td>NURS 237</td>
<td>Clinical Applications II</td>
<td>5</td>
<td>Admission to the Associate Degree Nursing Program</td>
</tr>
<tr>
<td>NURS 259</td>
<td>Role Transitions</td>
<td>1</td>
<td>Admission to the Associate Degree Nursing Program</td>
</tr>
<tr>
<td>NURS 299</td>
<td>Special Topics</td>
<td>1-4</td>
<td>Department Approval</td>
</tr>
<tr>
<td>NUTR 240</td>
<td>Principles of Nutrition</td>
<td>3</td>
<td>College Biology or Chemistry with a &quot;C&quot; or higher</td>
</tr>
<tr>
<td>PHYS 110L</td>
<td>Introductory Astronomy Lab</td>
<td>1</td>
<td>Corequisite: PHYS 110</td>
</tr>
<tr>
<td>PHYS 211</td>
<td>College Physics I L/L</td>
<td>4</td>
<td>MATH 103 with a &quot;C&quot; or higher or Instructor Approval</td>
</tr>
<tr>
<td>PHYS 212</td>
<td>College Physics II L/L</td>
<td>4</td>
<td>PHYS 211 with a &quot;C&quot; or higher, Equivalent, or Instructor Approval</td>
</tr>
<tr>
<td>PHYS 251</td>
<td>University Physics I L/L</td>
<td>5</td>
<td>MATH 165 with a &quot;C&quot; or higher or Instructor Approval</td>
</tr>
<tr>
<td>PHYS 252</td>
<td>University Physics II L/L</td>
<td>5</td>
<td>MATH 166 with a &quot;C&quot; or higher or Instructor Approval</td>
</tr>
<tr>
<td>PHYS 299</td>
<td>Special Topics</td>
<td>1-3</td>
<td>Department Approval</td>
</tr>
<tr>
<td>PSYC 250</td>
<td>Developmental Psychology</td>
<td>3</td>
<td>PSYC 111 with a &quot;C&quot; or higher</td>
</tr>
<tr>
<td>PSYC 270</td>
<td>Abnormal Psychology</td>
<td>3</td>
<td>PSYC 111 with a &quot;C&quot; or higher</td>
</tr>
<tr>
<td>SOC 299</td>
<td>Special Topics</td>
<td>1-3</td>
<td>Department Approval</td>
</tr>
<tr>
<td>SPAN 102</td>
<td>First Year Spanish II</td>
<td>4</td>
<td>SPAN 101 with a &quot;C&quot; or higher or Equivalent</td>
</tr>
<tr>
<td>SPAN 201</td>
<td>Second Year Spanish I</td>
<td>4</td>
<td>SPAN 202 with a &quot;C&quot; or higher or Equivalent</td>
</tr>
<tr>
<td>SPAN 202</td>
<td>Second Year Spanish II</td>
<td>4</td>
<td>SPAN 201 with a &quot;C&quot; or higher or Equivalent</td>
</tr>
<tr>
<td>TECH 130</td>
<td>Electric Motor Control</td>
<td>3</td>
<td>Prerequisite: TECH 103</td>
</tr>
<tr>
<td>TECH 143</td>
<td>Prog. Logic Controller Fundamentals</td>
<td>4</td>
<td>TECH 103 &amp; TECH 105 with a &quot;C&quot; or higher</td>
</tr>
<tr>
<td>TECH 210</td>
<td>SCADA Fundamentals</td>
<td>2</td>
<td>TECH 103 &amp; TECH 143</td>
</tr>
<tr>
<td>TECH 229</td>
<td>Special Topics in Automation</td>
<td>3</td>
<td>Instructor Permission</td>
</tr>
<tr>
<td>DTEC 105</td>
<td>Maintenance Procedures</td>
<td>4</td>
<td>Admission to the Transportation Program</td>
</tr>
<tr>
<td>DTEC 106</td>
<td>Introduction to Engines</td>
<td>4</td>
<td>Admission to the Transportation Program</td>
</tr>
<tr>
<td>DTEC 107</td>
<td>Basic Electrical Systems</td>
<td>4</td>
<td>Admission to the Transportation Program</td>
</tr>
<tr>
<td>DTEC 126</td>
<td>Intro/ Fuel/ Ignition Systems</td>
<td>4</td>
<td>Admission to the Transportation Program</td>
</tr>
<tr>
<td>DTEC 127</td>
<td>Hydraulics/ Pneumatics Systems</td>
<td>4</td>
<td>Admission to the Transportation Program</td>
</tr>
<tr>
<td>DTEC 136</td>
<td>Brake Systems</td>
<td>4</td>
<td>Admission to the Transportation Program</td>
</tr>
<tr>
<td>DTEC 137</td>
<td>Suspension &amp; Steering Systems</td>
<td>4</td>
<td>Admission to the Transportation Program</td>
</tr>
<tr>
<td>DTEC 216</td>
<td>Advanced Electronic/ Fuel Systems</td>
<td>4</td>
<td>Admission to the Transportation Program</td>
</tr>
<tr>
<td>DTEC 217</td>
<td>Heating, Vent., Air Cond. &amp; Cooling Systems</td>
<td>4</td>
<td>Admission to the Transportation Program</td>
</tr>
<tr>
<td>DTEC 220</td>
<td>Drive Train System</td>
<td>6</td>
<td>Admission to the Transportation Program</td>
</tr>
<tr>
<td>DTEC 266</td>
<td>Shop Practices/Welding</td>
<td>4</td>
<td>Admission to the Transportation Program</td>
</tr>
<tr>
<td>DTEC 267</td>
<td>Diesel Engine Diag/ Repair</td>
<td>6</td>
<td>Admission to the Transportation Program</td>
</tr>
<tr>
<td>WELD 107</td>
<td>Adv. Welding Tech. &amp; Manufacturing Lab</td>
<td>5</td>
<td>Admission to the Welding Program</td>
</tr>
<tr>
<td>WELD 109</td>
<td>Blueprint Reading for Welders</td>
<td>3</td>
<td>Admission to the Welding Program</td>
</tr>
<tr>
<td>WELD 110</td>
<td>Introduction to Welding Lab</td>
<td>2</td>
<td>Admission to the Welding Program</td>
</tr>
<tr>
<td>WELD 120</td>
<td>Introduction to Wire Feed Process Lab</td>
<td>2</td>
<td>Admission to the Welding Program</td>
</tr>
<tr>
<td>COURSE</td>
<td>DESCRIPTION</td>
<td>CREDITS</td>
<td>REQUIRED PRE-REQS</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------------------------</td>
<td>---------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| WELD 121 | Weld. Theory & Safety for Semi-Auto. Processes | 2       | Admission to the Welding Program  
Corequisite: WELD 122                                                                |
| WELD 122 | Wire Feed & Welding Certification Lab       | 4       | Admission to the Welding Program                                                  |
| WELD 123 | Beginning Fabrication Lab                   | 5       | Admission to the Welding Program & WELD 107                                      |
| WELD 131 | Layout and Patternmaking Basics             | 3       | Admission to the Welding Program & WELD 109                                      |
| WELD 151 | Welding Theory, Technology, & Safety        | 3       | Admission to the Welding Program  
Corequisite: WELD 110                                                                |
| WELD 153 | SMAW Welding Lab                            | 4       | Admission to the Welding Program & WELD 109                                      |
| WELD 213 | Metal Fabrication Lab                       | 3       | Admission to the Welding Program & WELD 109                                      |
| WELD 214 | GTAW Lab & Lecture                          | 6       | Admission to the Welding Program & Instructor Approval                            |
| WELD 215 | Specialty Weld Process                      | 3       | Admission to the Welding Program & WELD 151, 153  
Corequisite: WELD 220                                                                |
| WELD 220 | Basic Metallurgy                            | 2       | Admission to the Welding Program  
Corequisite: WELD 215                                                                |
| WELD 299 | Special Topics                              | 1-3     | Admission to the Welding Program & Department Approval                            |
PLACEMENT GUIDELINES
Students sign up for placement testing at www.willistonstate.edu/placement.

STUDENT ASSESSMENT
WSC is committed to assisting students in reaching their academic goals. To enhance students’ chances of success, it is important that students are enrolled in appropriate level courses. Therefore, Williston State College requires placement testing for proper placement in English and Math courses.

PRE-ENROLLMENT STUDENT ASSESSMENT
Degree seeking students are required to submit placement scores for admission purposes. This is consistent with NDUS Procedure 402.1.2

EARLY ENTRY STUDENTS
Early entry students who have not taken the ACT or SAT test are required to take the EdReady and/or Accuplacer tests for appropriate placement into college level Math and English courses.

NON-DEGREE STUDENTS
Non-Degree seeking students will be required to submit proper placement scores in order to enroll in college level Math and English courses.

TRANSFER STUDENTS
Transfer applicants that have Math and English successfully transfer in will not be required to submit ACT, SAT or placement scores.

INTERNATIONAL AND CANADIAN STUDENTS
Students from a foreign country including Canada are required to submit ACT, SAT or placement scores. Placement scores would consist of WSC’s EdReady and Accuplacer tests.

STUDENT 25 YEARS OR OLDER
Students age 25 or older on the first day of class are not required to have ACT or SAT test scores for admission. However, for admission purposes, degree seeking students age 25 are required to take the EdReady or Accuplacer test series.

ACT ASSESSMENT
Students must register directly with ACT for specific test dates and test sites. Scores should be sent directly to the Enrollment Services office at WSC. Students may register online using the ACT website: www.actstudent.org.

SAT ASSESSMENT
Students must register directly with CollegeBoard for specific test dates and test sites. Scores should be sent directly to the Enrollment Services office at WSC. Students may register online using the CollegeBoard Website: https://collegereadiness.collegeboard.org/sat.

EDREADY AND ACCUPLACER ASSESSMENT
Students will be allowed to complete tests on designated testing days. Other testing options can be discussed with Enrollment Services office. Students must fill out and submit the online application for WSC before setting up a testing appointment. Fee for placement exams is $10 per test area. Test fees must be paid at the time of the exam and a receipt must be presented to the test administrator.

RETEST POLICY
Students who do not believe their ACT or SAT scores accurately reflect their ability can take the EdReady or Accuplacer tests.

References:
SBHE Policy 402.1.2; NDUS Procedure 402.1.2
### Placement Guidelines for English Courses

<table>
<thead>
<tr>
<th>Suggested English Course</th>
<th>Test Component</th>
<th>Minimum Score</th>
<th>Suggested English Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accuplacer (Next Gen.)</td>
<td>Writing</td>
<td>256</td>
<td>College Composition I (ENGL 110)</td>
</tr>
<tr>
<td>ACT</td>
<td>English Subtest</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>ACT Aspire</td>
<td>English Subtest</td>
<td>426+</td>
<td></td>
</tr>
<tr>
<td>EdReady (NROC)</td>
<td>English Placement</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>Pearson (CLEM, CREAM, &amp; Others)</td>
<td>English</td>
<td>70%</td>
<td></td>
</tr>
<tr>
<td>SAT (Old)**</td>
<td>Writing Subtest</td>
<td>430+</td>
<td></td>
</tr>
<tr>
<td>SAT (New)</td>
<td>Evidence-Based Reading &amp; Writing</td>
<td>480+</td>
<td></td>
</tr>
<tr>
<td>Smarter Balanced</td>
<td>Grade 11/12 English Language Arts (ELA)</td>
<td>3+</td>
<td></td>
</tr>
</tbody>
</table>

*Scores falling below these marks require students to take College Writing Prep (ASC 087)

**SAT (old) tests taken prior to March 5, 2016

### Placement Guidelines for Math Courses

<table>
<thead>
<tr>
<th>Test</th>
<th>Test Component</th>
<th>Minimum Score</th>
<th>Suggested Math Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accuplacer (Next Gen.)</td>
<td>Quantitative Reasoning, Algebra &amp; Statistics</td>
<td>255</td>
<td>College Algebra (MATH 103) Trigonometry (MATH 105) Precalculus (MATH 107) Elementary Stats (MATH 210)</td>
</tr>
<tr>
<td>ACT</td>
<td>Math Subtest</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>ACT Aspire</td>
<td>Math Subtest</td>
<td>431</td>
<td></td>
</tr>
<tr>
<td>ALEKS</td>
<td>Mathematics PPL</td>
<td>46</td>
<td></td>
</tr>
<tr>
<td>EdReady (NROC)</td>
<td>Mathematical Placement</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>MAA Maplesoft</td>
<td>Algebra</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Pearson (CLEM, CREAM, &amp; Others)</td>
<td>Math</td>
<td>70%</td>
<td></td>
</tr>
<tr>
<td>SAT (Old)**</td>
<td>Reading+Math</td>
<td>990</td>
<td></td>
</tr>
<tr>
<td>SAT (New)</td>
<td>Math</td>
<td>530-1120</td>
<td></td>
</tr>
<tr>
<td>Smarter Balanced</td>
<td>Grade 11/12 Mathematics</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

* Students falling below these marks require students to take Algebra Prep III (ASC 093)

### Placement Guidelines for Math Courses Cont.

<table>
<thead>
<tr>
<th>Test</th>
<th>Test Component</th>
<th>Minimum Score</th>
<th>Suggested Math Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accuplacer (Next Gen)</td>
<td>Advanced Algebra Functions</td>
<td>237</td>
<td>Calculus I (MATH 165) Applied Calculus (Math 146)</td>
</tr>
<tr>
<td>ACT</td>
<td>Math Subtest</td>
<td>24-36</td>
<td></td>
</tr>
<tr>
<td>SAT (Old)**</td>
<td>Reading+Math</td>
<td>1100+</td>
<td></td>
</tr>
<tr>
<td>SAT (New)</td>
<td>Math</td>
<td>Above 1120</td>
<td></td>
</tr>
</tbody>
</table>

*Note: Applied Calculus or Math for Elementary Teachers may be a requirement for some majors. Applied Calculus does not require Trig as it is a prerequisite for Calculus 165.

**SAT (old) tests taken prior to March 5, 2016
ADVISOR RESOURCES

HOW TO NOTIFY ALL ADVISEES THROUGH CAMPUS CONNECTION

1. Go to WILLISTONSTATE.EDU
2. Click on CAMPUS CONNECTION
3. Enter USER ID & PASSWORD
4. Click SIGN IN
5. Click ADVISOR CENTER

6. Scroll down to the bottom of the page
7. Click NOTIFY ALL ADVISEES

8. Change your SUBJECT LINE and ADD A MESSAGE and click SEND
HOW TO VIEW & PRINT UNOFFICIAL TRANSCRIPTS

1. Go to WILLISTONSTATE.EDU
2. Click on CAMPUS CONNECTION
3. Enter USER ID & PASSWORD
4. Click SIGN IN
5. Click ADVISOR CENTER
6. Select your advisee by clicking VIEW STUDENT DETAILS.
7. The following screen will appear

8. Click the drop-down menu and select TRANSCRIPT VIEW UNOFFICIAL
9. Click the BLUE ARROW
10. Select WILLISTON STATE as the ACADEMIC INSTITUTION
11. Report type is UNOFFICIAL XML TRANSCRIPT
12. Click VIEW REPORT

13. Document will load in web browser or may go to your downloads depending on your browser.
HOW TO ADD COURSES TO A STUDENTS SHOPPING CART USING SCHEDULE PLANNER

1. Go to WILISTONSTATE.EDU
2. Click on CAMPUS CONNECTION
3. Enter USER ID & PASSWORD
4. Click SIGN IN
5. Click ADVISOR CENTER,
6. Click SCHEDULE PLANNER

7. Choose the TERM and click SAVE AND CONTINUE

8. Choose the TERM, COURSE STATUS, INSTRUCTION MODE, SESSION AND LOCATION by clicking the CHANGE BUTTON next to each seen below

9. To set times when students does not want classes click +ADD BREAK

10.
11. Fill out information and click
12. Click the ADD COURSE button to find courses.

13. Find courses by filling out SUBJECT and COURSE using drop down menu

14. Click ADD COURSE
15. Click DONE
16. Continue until all classes have been chosen
17. Click GENERATE SCHEDULES.

18. Click COMPARE next to schedules to view (up to 4)

19. Click SEND TO SHOPPING CART once desired schedule is chosen.
NAVIGATING ACADEMIC REQUIREMENTS REPORT

Tips for using and navigating electronic degree audit reports:

1. By default, the report expands requirements that are Not Satisfied and collapses requirements that are Satisfied. Use **Collapse All** and **Expand All** to collapse and expand every requirement in the report.

2. Use **View Report as PDF** to view, output, or print report via an XML based PDF format.

3. The three icons , , and  indicate the status of a course used to satisfy an academic requirement as Taken, In Progress, or Planned.

4. Click to expand and to collapse an individual academic requirement.

5. By default, a maximum of 10 courses are displayed for an individual requirement. Use View All, First, Next, and Last to view more. They

6. Click on a course name to view a description of the course. Course sections are also shown.

7. 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.

8. All requirements are organized into three levels and reflect a student’s academic program(s).
   • Dark blue bars are the highest level of requirements. Usually, they are the following:
     • Liberal Arts Requirements AND Associate in Arts (AA) Requirements OR Associate in Science (AS) Requirements
     • Technical Program Requirements AND Certificate Requirements OR Associate in Applied Science (AAS) Requirements
   • Light blue bars are the next level of requirements and are grouped under dark blue bars. Two common examples of light blue bars include the following:
     • Minimum GPA Requirements
     • General Education Requirements
   • Detail lines are the most specific level of requirements and are included below light blue bars. These lines include the specific courses used to satisfy a requirement. Every detail line of a requirement or requirement group must be Satisfied for the requirement or requirement group to be Satisfied.

For any further questions, or to report a problem with degree audit, please contact Kathren Hoffman at 701.774.4267.
HOW TO VIEW A WHAT-IF ACADEMIC REQUIREMENTS REPORT

Is your advisee thinking of changing his or her program of study? The Program What-If report is designed to help you run simulated scenarios on prospective degree programs.

1. Go to WILLISTONSTATE.EDU
2. Click on CAMPUS CONNECTION
3. Enter USER ID & PASSWORD
4. Click SIGN IN
5. Click ADVISOR CENTER
6. Select your advisee by clicking VIEW STUDENT DETAILS
7. The following screen will appear

8. In the drop down menu choose WHAT IF REPORT
9. Click the BLUE ARROW
10. Click CREATE NEW REPORT
11. Make sure Williston State College is filled under INSTITUTION

12. Choose desired ACADEMIC PROGRAM and AREA OF STUDY

13. At the Bottom of the page click SUBMIT REQUEST
HOW TO REMOVE AN ADVISOR HOLD

1. Go to WIL LisToNSTAT E.EDU
2. Click on CAMPUS CONNECTION
3. Enter USER ID & PASSWORD
4. Click SIGN IN
5. Click ADVISOR CENTER
6. Click VIEW STUDENT DETAILS next to the student's name.
7. Click GENERAL INFORMATION at the top of the page
8. Click EDIT SERVICE INDICATORS
9. Click the ADV CODE LINK
10. Click RELEASE
HOW TO VIEW A STUDENTS GENERAL INFORMATION

1. Go to WILLISTONSTATE.EDU
2. Click on CAMPUS CONNECTION
3. Enter USER ID & PASSWORD
4. Click SIGN IN
5. Click ADVISOR CENTER
6. Directory information for the student can be found at the bottom of the student page
7. To access holds click GENERAL INFORMATION.

8. On this page you can view ALL STUDENTS SERVICE INDICATORS (positive and negative) including FERPA releases and scholarship holds that do not impact enrollment. For questions on how holds impact a student, please see the service indicator table on Page 7.

9. Click VIEW ALL if and advisee has more than 5 holds.
HOW TO COMPLETE THE GAINFUL EMPLOYMENT DISCLOSURE *ONLY APPLIES TO STUDENTS ENROLLED IN CERTIFICATE PROGRAMS*

1. Go to \texttt{WILLISTONSTATE.EDU}
2. Click on \textbf{CAMPUS CONNECTION}
3. Enter \textbf{USER ID & PASSWORD}
4. Click \textbf{SIGN IN}
5. On the \textbf{STUDENT CENTER} page, click \textbf{GAINFUL EMPLOYMENT DISCLOSURE AGREEMENT} under your \textbf{TO-DO LIST}
6. Review the disclosure agreement and check mark the \textbf{I HAVE READ ALL DISCLOSURES} check box
7. Click \textbf{FINISH}

FOR MORE INFORMATION
\texttt{701.774.4210 | wsc.admission@willistonstate.edu}

HOW TO REGISTER & ENROLL IN COURSES

**STEP 1: LOG INTO CAMPUS CONNECTION ACCOUNT**

RETURNING USERS

1. Go to \texttt{WILLISTONSTATE.EDU}
2. Click on \textbf{CAMPUS CONNECTION}
3. Enter \textbf{USER ID & PASSWORD}
4. Click \textbf{SIGN IN}
5. Click on \textbf{STUDENT CENTER}

FIRST TIME USERS

In order to access Campus Connection, you must activate, or “claim” your new NDUS User ID account.

1. Go to \texttt{CLAIM.NDUS.EDU}
2. Click \texttt{CLAIM AN NDUS ACCOUNT}
3. Click \texttt{BEGIN}
4. Complete 12-question quiz
5. Enter your \texttt{BIRTHDATE} and \texttt{EMPLID}
6. Your \texttt{NDUS ACCOUNT ID} will be a variation of \texttt{firstname.lastname}
7. Create your \texttt{PASSWORD}

**STEP 2: CHECK HOLDS**

1. Sign in to \textbf{CAMPUS CONNECTION}
2. Holds are listed on the top, right side of the page
3. Click \texttt{DETAILS} to view specific holds & which institution/department applied the hold
4. Click on a \texttt{HOLD ITEM} to view the hold reason

\textbf{Please Note:} Not all holds prevent registration access but Advisor Holds will. Holds may be applied by any attended, current, or previous NDUS institution.

**ADVISOR HOLDS & REGISTRATION SESSIONS**

New and returning students are required to meet with their advisor each semester prior to enrollment. Advisor contact information is listed in Campus Connection.

New students who have just completed the application process will not be able to register until their Advisor Hold is lifted. WSC holds on campus registration sessions prior to the start of each semester where students can meet with an advisor and discuss courses and overall educational goals. New students are invited to a registration session once their application is submitted. Holds are removed after advisement sessions.
Returning students are encouraged to contact their advisor to set up a meeting or they can attend an on-campus registration session.

FOR MORE INFORMATION
701.774.4210 | wsc.admission@willistonstate.edu

STEP 3: CHECK TO-DO LISTS
1. Sign in to CAMPUS CONNECTION
2. Items listed in the TO-DO LIST box are required to complete your file with the appropriate office
3. Click DETAILS for further information
4. Click on a TO-DO item to view specific details

STEP 4: ADDING CLASSES
1. Sign in to CAMPUS CONNECTION
2. Under ACADEMICS, click ENROLL
3. Select the APPROPRIATE TERM
4. Click CONTINUE
5. To select classes to add:
   - OPTION #1 Enter PEOPLESOFT NUMBER (PS Nbr) for course (found on class schedule) & click ENTER
   - OPTION #2 Click SEARCH, choose the COURSE SUBJECT & COURSE NUMBER, click SEARCH, & click SELECT
6. Click NEXT to add the class to your shopping cart
7. Repeat this process until all needed classes are selected
8. When you are satisfied, click PROCEED TO STEP 2 OF 3
9. To officially add the classes onto MY CLASS SCHEDULE, click FINISH ENROLLING
10. View the results:
    - A CHECK signifies a successful drop
    - An X signifies an error has occurred
11. Click on MY CLASS SCHEDULE to confirm

STEP 5: DROPPING CLASSES
1. Sign in to CAMPUS CONNECTION
2. Under ACADEMICS, click ENROLL
3. Click the DROP TAB
4. Select the APPROPRIATE TERM
5. Click CONTINUE
6. Check the BOX(ES) next to the class(es)
7. Click DROP SELECTED CLASSES
8. Click FINISH DROPPING
9. View the results:
    - A CHECK signifies a successful drop
    - An X signifies an error has occurred
10. Click MY CLASS SCHEDULE to confirm

Please Note: Students are able to drop ALL BUT ONE course based on term date and deadline regulations. Students must maintain enrollment in at least one course for the term. Students wishing to drop all courses are considered a withdrawal and must speak to the Academic Records Office.

ENROLLING 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 CLASSES
3. Click COLLABORATIVE STUDENT
4. Click MORE INFORMATION for further details
5. Click COLLABORATIVE STUDENT FORM to register for a course

FOR MORE INFORMATION
701.774.4202 | wsc.collaborative@willistonstate.edu

VIEW/PRINT CLASS SCHEDULE
1. Sign in to CAMPUS CONNECTION
2. Under ACADEMICS, click the DROP-DOWN ARROW
3. Select CLASS SCHEDULE
4. Click the DOUBLE-ARROW button
5. Select APPROPRIATE TERM, click CONTINUE
6. Select display option of LIST VIEW or WEEKLY CALENDAR VIEW
    - In LIST VIEW, click on PRINTER FRIENDLY PAGE to print your schedule in portrait view
    - WEEKLY CALENDAR VIEW will print your schedule in landscape view
7. Click the PRINT BUTTON on the browser tool bar

HOW TO CHANGE PROGRAMS & ADVISORS
Students have the option to change programs or advisors as needed. Students must obtain signatures from their new and previous advisor before the form can be processed.

1. Go to WILLISTONSTATE.EDU
2. Click CURRENT STUDENTS, select ACADEMIC RECORDS
3. Click RECORDS FORMS
4. Complete FORM with advisor(s) & submit to ACADEMIC RECORDS OFFICE for processing

Please Note: The Academic Records Office will process the form accordingly. Students will see the update to their advisor and program on Campus Connection.

HOW TO APPLY FOR GRADUATION
1. Go to WILLISTONSTATE.EDU
2. Click CURRENT STUDENTS, select ACADEMIC RECORDS
3. Click GRADUATION
4. Select the GRADUATION APPLICATION
5. Complete & submit APPLICATION

Please Note: The Academic Records Office will complete the initial audit and will contact students via their WSC email address.

FOR MORE INFORMATION
701.774.4267 | wsc.records@willistonstate.edu
HOW TO SEND A TRANSCRIPT TO ANOTHER COLLEGE

1. Go to WILLISTONSTATE.EDU
2. Click REQUEST TRANSCRIPT
3. Click START
4. Fill out fields for PERSONAL INFORMATION
5. Select RECIPIENT
6. Enter RECIPIENT DETAILS
7. Review ORDER
8. Enter CREDIT CARD information
9. Sign CONSENT

Please Note: An order number will be provided when the transaction is complete. An email will also be sent when the order is received and sent.

BLACKBOARD ORIENTATION

An online orientation has been developed to familiarize students with Blackboard prior to the start of the semester. Students can access this course once they are enrolled in classes as early as a month prior to the start of the semester. They do so by logging into Blackboard (online. willistonstate.edu) and selecting Student Orientation from the Course Tab.

For more information regarding this orientation, please contact: wsc.extendedlearning@willistonstate.edu