

Where the people make [the difference].

# STEVENS HALL



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## 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. Click my **EMPLID**
4. Enter the information
5. Click **SUBMIT**
6. 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](mailto:help.desk@nodak.edu) | [helpdesk.ndus.edu](http://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](mailto:help.desk@nodak.edu) | [helpdesk.ndus.edu](http://helpdesk.ndus.edu)

## SET UP DUO MOBILE

1. Download **DUO MOBILE** on your device
2. While this is downloading, log on to **<https://2fa.ndus.edu>** (This needs to be a separate device from your phone)
3. Login with your **CAMPUS CONNECTION** credentials
4. Select **CALL ME**. Press 5 when you receive phone call
5. Select **DEVICE OPTIONS**
6. Go to **ACTIVATE DUO MOBILE** and then select phone type
7. Open **DUO MOBILE** on your phone and select **I HAVE DUO MOBILE INSTALLED**
8. Click the + in the top right corner and **SCAN THE BAR CODE** on the screen with your phone. Click on **CONTINUE**. You will now have the

option to call or send a push to your phone.

## 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 SELF-SERVICE** [left menu]

## CHECK TO-DO LISTS

1. Log on **CAMPUS CONNECTION** [see page 6]
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  
(If you have not set up **DUO MOBILE**, it will prompt you to do so. Please refer to the **DUO MOBILE** instructions on page 5)
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 | CREATE FSA ID

Apply for FSA ID with the Department of Education at **HTTPS://STUDENTAID.ED.GOV/SA/FAFSA/FILLING-OUT/FSAID**. 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 | APPLY FOR 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 you may be eligible to 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](mailto:wsc.financialaid@willistonstate.edu)

## ACCEPT/DECLINE FINANCIAL AID AWARDS

1. Log on **CAMPUS CONNECTION**.
2. Select the **FINANCIAL AID** tile
3. Select appropriate **AID YEAR**
4. On the left-hand side, select **ACCEPT/DECLINE**
5. Select the **PENCIL TOOL** to edit: **ACCEPT** or **DECLINE**
6. To reduce an amount, select **ACCEPT**, check **REDUCE BOX**, then key **DOLLAR AMOUNT** in the **ACCEPTED FIELD** next to the loan you wish to reduce.
7. Click **SUBMIT**
8. If you decline an award, the accepted amount will display zero dollars.

After you accept your Federal Student loan(s) you will need to complete the following steps. You will need your FSA ID to complete these steps.

1. Go to <http://studentloans.gov>
2. Click **LOG IN** (FSA ID)
3. Complete the **ENTRANCE COUNSELING** for undergraduate students.
4. Complete the **LOAN AGREEMENT FOR A SUBSIDIZED/ UNSUBSIDIZED LOAN (MPN)** for undergraduate students.

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

### FOR MORE INFORMATION

701.774.4248 | [wsc.financialaid@willistonstate.edu](mailto: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/SCHOLARSHIPS**

### 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](mailto:wsc.financialaid@willistonstate.edu)

## APPLY FOR HOUSING

### TO APPLY FOR HOUSING ONLINE

1. Log into **CAMPUS CONNECTION** [see page 6]
2. Select **STUDENT 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](mailto: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 6]
2. Click on **PROFILE**
3. Click on **EMERGENCY NOTIFICATIONS**
4. Select **ADD CONTACT**
5. Fill in Information and then select **SAVE**

## CHECK HOLDS

1. Log on **CAMPUS CONNECTION** [see page 6]
2. Select **TASKS**. You will see what items are needed on your To Do List

Not all holds prevent registration access.

## VIEW ADVISOR

1. Log on to **CAMPUS CONNECTION** [see page 6]
2. Go to **ACADEMIC PROGRESS**
3. Select **CAMPUS PREFERENCES**
4. Select **WSC, TERM, and AID YEAR** then **SAVE**
5. Click on **ADVISORS AND ADVISING NOTES** on the left hand side
6. Advisor's name, phone number and email will be available.

### 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 6]
2. Click on **FINANCIAL ACCOUNT**
3. Select **FINANCIAL OBLIGATION AGREEMENT**
4. On the **FINANCIAL OBLIGATION AGREEMENT** page, choose **WILLISTON STATE COLLEGE** for the institution and search for the correct **EFFECTIVE TERM**. Click **SUBMIT**.
5. Read the agreement and click **ACCEPT OR DECLINE**. If you decline this agreement, you may not be able to enroll for the term.
6. 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 6]
2. Click **MANAGE CLASSES**
3. Select **MY WEEKLY SCHEDULE** on the left
4. Click on **ADD** on the top of the page
5. Select the **APPROPRIATE TERM**
6. Click **CONTINUE**
7. 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**
8. Click **NEXT** to add the class(es) to your shopping cart
9. Repeat this process until all classes have been selected
10. When you are satisfied with your class selections, click **PROCEED TO STEP 2 OF 3**
11. To officially add the classes onto **MY CLASS SCHEDULE** click **FINISH ENROLLING**
12. View the results. The status field, will display a **CHECK** if it's a successful drop, or an **X** if an error has occurred
13. Click on **MY CLASS SCHEDULE** to confirm

## DROP A CLASS

1. Log on to **CAMPUS CONNECTION** [see page 6]
2. Select **MANAGE CLASSES**
3. Select **MY WEEKLY SCHEDULE** on the left hand side
4. Click the **DROP TAB** [ menu at the top of the page]

5. Select the **APPROPRIATE TERM**
6. Click **CONTINUE**
7. Check the box next to the class
8. Click **DROP SELECTED CLASSES**
9. Click **FINISH DROPPING**
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 **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](mailto: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](mailto: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 6]
2. Select **MANAGE CLASSES**
3. Select **MY WEEKLY SCHEDULE**
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 AND CLASS MATERIALS

Textbooks, software and other required materials vary by class. A complete list of materials for each class can be found on the WSC Bookstore webpage [bookstore.willistonstate.edu/home](http://bookstore.willistonstate.edu/home). Purchasing your materials from the bookstore will ensure you purchase the correct materials for your class. Your student ID and class schedule with section numbers are required to purchase textbooks from the bookstore.

### HOW TO REQUEST BOOKS ONLINE

1. Go to **BOOKSTORE.WILLISTONSTATE.EDU/HOME**
2. Go to **TEXTBOOK TAB > ORDER TEXTBOOKS**
3. Select **CURRENT TERM > DEPARTMENT > COURSE-SECTION-INSTRUCTOR**
4. Repeat for ALL COURSES on your schedule
5. Click **VIEW YOUR MATERIALS > Select your BOOKS AND MATERIALS > Click ADD TO CART > Click CONTINUE CHECKOUT**
6. Review Order > Click **CONTINUE CHECKOUT**
7. Answer all questions > Click **PAYMENT OPTIONS**
8. Login with e-mail/password OR Create an account  
(Note: this is NOT the same login as Campus Connections)
9. Choose **PICK UP IN STORE OR SHIP > Fill in all required information**
10. Choose Payment Option: Credit Card OR Financial Aid > **SUBMIT**

## 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.

### 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.**

Any bookstore charges not covered whole or in part by financial aid or a third party are the responsibility of the student. Payment arrangements should be made with WSC STUDENT FINANCE SERVICES.

## RETURNING BOOKS

Returns must be completed by the DEADLINE scheduled for that term.

Please see BOOKSTORE POLICY (attached to your receipt) for specific dates. A receipt is required to return all items. Items must be in the same condition as when purchased for a refund. Shrink-wrapped books must still be in wrapping and access codes must not be scratched. New books (not originally shrink wrapped) with highlighting, writing, or bent pages will be charged a 25% damage fee. A \$25.00 restocking fee will be charged per book for each course not dropped.

FOR ANY QUESTIONS REGARDING BOOKSTORE ORDERS CONTACT  
[wsc.bookstore@willistonstate.edu](mailto:wsc.bookstore@willistonstate.edu) | 701.774.4260 | 7:30a – 4:30p

## 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 **WSC ONLINE CAMPUS**
3. Click **BLACKBOARD**
4. Enter your **USERNAME AND PASSWORD**
5. Your name should be in the top right corner of Blackboard
6. Click **MY WSC** to see your classes

### ASSISTANCE WITH BLACKBOARD

[wsc.extendedlearning@willistonstate.edu](mailto: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](mailto:HELP.DESK@NODAK.EDU)

## VIEW AND PRINT ACCOUNT SUMMARY

1. Log on to **CAMPUS CONNECTION** [see page 6]
2. Click on **FINANCIAL ACCOUNT**
3. Select **WSC** as the Institution
4. Select the appropriate **ACCOUNT TERM**
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](mailto: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 6]
2. Select **FINANCIAL ACCOUNT**
3. Select **PAY ONLINE NOW** on the left hand side
4. Click **PAY ONLINE NOW**
5. You can view your statements under the statements section
6. 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 6]
2. Select **FINANCIAL ACCOUNT**
3. Select **PAY ONLINE NOW** on the left hand side
4. Click **PAY ONLINE NOW**
5. Select **AUTHORIZED USERS** on the right hand side
6. Click **ADD AUTHORIZED USER**
7. Enter in email for user and select yes or no for the next two questions
8. Click **CONTINUE**
9. 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 6]
2. Select **FINANCIAL ACCOUNT**
3. Select **PAY ONLINE NOW** on the left hand side
4. Click **PAY ONLINE NOW**
5. Click **MAKE A PAYMENT** under Student Account
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 confirmation 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.
- Click the **ENROLLMENT FORM** [middle of page]
  - 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.

- Log on to **CAMPUS CONNECTION** [see page 6]
- Click on **FINANCIAL ACCOUNT**
- Click on **VIEW 1098-T** on the left hand side
- 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.
- Click on the **TAX YEAR LINK**
- The 1098-T form will open in a new window

## VIEW AN UNOFFICIAL TRANSCRIPT

- Log on to **CAMPUS CONNECTION** [see page 6]
- Select **ACADEMIC RECORDS**
- Click **VIEW UNOFFICIAL TRANSCRIPT** on left hand side
- Select institution **WILLISTON STATE COLLEGE**
- Select a report type [transfer detail or transfer summary]
- Click **SUBMIT**
- Print if desired

## ORDER AN OFFICIAL TRANSCRIPT

- Go to **WILLISTONSTATE.EDU**
- Click **REQUEST TRANSCRIPT** [top of page]
- Click **ORDER TRANSCRIPT**
- Fill out fields for **PERSONAL INFORMATION**
- Select **RECIPIENT**

- Enter **RECIPIENT DETAILS**
- REVIEW ORDER**
- Enter **CREDIT CARD**
- Sign **CONSENT**
- An order number will be provided when the transaction is complete
- 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

- Log on to **CAMPUS CONNECTION** [see page 6]
- Click **SELF SERVICE** [left menu]
- Click **ACADEMIC RECORDS**
- Click **ENROLLMENT VERIFICATION**, select **WILLISTON STATE COLLEGE**
- Click on **SELF SERVICE ENROLLMENT VERIFICATION**
- Choose either **CURRENT ENROLLMENT** or **ALL ENROLLMENT**
- 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.

- Log on to **CAMPUS CONNECTION** [see page 6]
  - Select **ACADEMIC PROGRESS**
  - 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](mailto: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](mailto: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](http://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](mailto: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](mailto: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](mailto: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 6]
2. Select **PROFILE**
3. Choose the tab to update [top of page]
4. 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

