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**E-MAIL ACTIVATION LINK**

WSC students are required to obtain a WSC email address. Please follow the instructions below to activate your WSC email.

1. Open Internet Explorer
2. Go to enroll.nodak.edu
3. Click Continue
4. Follow the on-screen instructions

** Please note you can’t activate your e-mail for 24 to 48 hours after you register for classes.
NDUS ID & PASSWORD

To Claim:
1. Go to http://claim.ndus.edu/
2. Click Claim Your Account
3. Follow On-Screen Instructions
   (It will be some variation of John.Doe)

Forgot NDUS ID:
1. Go to http://claim.ndus.edu/
2. Click Have I Claimed My NDUS Account?
3. Have your DOB & EMPLID (WXXXXXXX) ready
4. Your ID will be the bold print dotted identifier
   provided in the text (Ex. John.Doe)

Forgot Password:
1. Go to http://claim.ndus.edu/
2. Click Forgot Your Password?
3. Enter your NDUS ID (ex John.Doe)
4. Click Next
5. Answer Security Questions
6. Establish a new password following the
   guidelines provided.

Questions?
Contact the NDUS Helpdesk at
1-866-457-6387 or help.desk@nodak.edu.
SIGN ON TO CAMPUSCONNECTION

1. Open Internet Explorer
2. Go to the WSC website:  www.willistonstate.edu
3. Click on CampusConnection
4. Enter UserID and Password*
5. Click Sign In

In the menu at the left:
6. Click on Student Center

* see previous page if you do not remember your user ID or password
CHANGE PASSWORD

To change your password, go to http://claim.ndus.edu

Under Change your Password? click: Click here to go to the NDUS account login page

Enter your UserID and password.

Once logged in you will be able to choose a new password.
BIO-DEMOGRAPHIC INFORMATION

Students are responsible to use CampusConnection for keeping WSC current with address, phone number and e-mail address information.

1. Log on to CampusConnection
2. Click on Student Center

Under Personal Information:

3. Click Demographic Data
4. Choose the item to update from the menu at the top of the page

Updateable Bio-Demo Information:

1. Names
2. Addresses
3. Phone Numbers
4. E-mail Addresses
5. Emergency Contacts
CHECK HOLDS

1. Log on to CampusConnection
2. Click on Student Center

If you have any holds they will be listed on the right side of the page. Holds listed may be applied by any NDUS institution attended, current or previous.

3. Click details to view specific holds

Details show which institution/department applied the hold

Reminder: Not all holds prevent registration access. Click on a Hold Item to view the hold reason
CHECK TO DO LISTS
1. Log on to CampusConnection
2. Click on Student Center

Right side of the page:
Items listed in the To Do List box 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 Instructions
TRANSFER CREDIT REPORT

1. Log on to CampusConnection
2. Click on Student Center

Under Academics:

3. Click My Academics
4. Click View my transfer credit report

Institution = This should always be WSC
Source Institution = Institution credits are being transferred from
Incoming Course = Course as printed on transfer institution transcript
Equivalent Course = Lists the equivalent WSC course

*Please note: Course credits for students who attended WSC prior to Fall 2002 are converted manually to the CampusConnection System in order to create one complete student record. Those converted credits have been coded as “Williston State Conversion”. These credits can be applied to graduation requirements, just as transfer credits would.

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<th>Transfer Term</th>
<th>Incoming Course</th>
<th>Units</th>
<th>Grade Input</th>
<th>Status</th>
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<th>Units</th>
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<tr>
<td>2008 Fall</td>
<td>ACCT 200</td>
<td>3.00</td>
<td>C</td>
<td>Posted</td>
<td>ACCT 200</td>
<td>3.00</td>
<td>C</td>
</tr>
<tr>
<td>2008 Fall</td>
<td>ACCT 225</td>
<td>3.00</td>
<td>C</td>
<td>Posted</td>
<td>ACCT 215</td>
<td>3.00</td>
<td>C</td>
</tr>
<tr>
<td>2008 Fall</td>
<td>BADM 210</td>
<td>3.00</td>
<td>C</td>
<td>Posted</td>
<td>TRNSFR 100</td>
<td>3.00</td>
<td>C</td>
</tr>
</tbody>
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Where people make the difference.
SEARCH FOR A COURSE

1. Log on to CampusConnection

In the menu bar
2. Click on Student Center
3. Click on Search located under Academics
4. Select Institution = WSC
5. Click on drop-down arrow to select Term
6. Click on drop-down arrow to select Course Subject (example: Math)
7. Enter Course Number (example: 103) if known
8. Click search
ADD/REGISTER CLASSES

1. Log on to CampusConnection

In the menu on the left:
2. Click on Student Center

Under Academics:
3. Click on Enroll
4. Select the appropriate Term
5. Click Continue

To select classes to add:
Option #1 Enter Class NBR
Option #2 (If you don’t know the class NBR)

1. Select Class Search
2. Click Search
3. Populate the Course Subject, Course Number and Course Career
4. To choose the class you wish to add to your schedule, click select class
5. Click next to add the class(es) to your shopping cart
6. To add more classes to your shopping cart click search the button

**Repeat this process until all classes have been selected.

7. When you are satisfied with your class selections, click proceed to step 2 of 3

8. To OFFICIALLY add the classes onto “My Class Schedule” click Finish Enrolling

9. Click on My Class Schedule to confirm

10. Print a copy of your schedule and review
DROP CLASSES

1. Log on to CampusConnection

In the menu on the left:

2. Click on Student Center

Under Academics:

3. Click on Enroll

4. Choose the drop tab from the menu at the top of the page

5. Select the appropriate term

6. Click continue

7. Select the class(es) to drop by placing a check in 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
SWAP CLASSES

1. Log on to CampusConnection
In the menu on the left:
2. Click on Student Center
Under Academics:
3. Click on Enroll
4. Choose the swap tab from the menu at the top of the page
5. Select the appropriate term
6. Click Continue
7. Select the class you wish to swap
8. Enter the Class Number or search for the class you want to add
9. Click Next
10. Click Finish Swapping
11. View the results. The Status Field, will display a CHECK if it’s a successful swap, or an X if an ERROR has occurred
12. Click My Class Schedule to confirm
WITHDRAW TO ZERO CREDITS
Students who are withdrawing to zero credits for the current semester must complete the withdrawal process by contacting the Admission & Records Office at 701-774-4210.
VIEW/PRINT MY CLASS SCHEDULE

1. Log in to CampusConnection

In the menu on the left:

2. Click on Student Center

Under Academics:

3. Click the drop-down arrow

4. Select Class Schedule

5. Click the button

6. Select appropriate term

7. Click Continue

8. Select display option of List View or Weekly Calendar View

9. If “List View”, click on Printer Friendly Page. This option will print Portrait

10. If “Weekly Calendar View”, change your orientation to Landscape. Note: You may need to adjust your start and end times

11. Click on the print button on your browser toolbar
VIEW MY ADVISOR

1. Log in to CampusConnection

In the menu on the left:

2. Click on Student Center

Right side of the page:
Your advisor name and office phone number will be displayed

To send your advisor an e-mail:

1. Click Details

2. Click the advisor’s name
VIEW MY GRADES

1. Log on to CampusConnection

In the menu on the left:

2. Click on Student Center

Under Academics:

3. Click the drop-down arrow
4. Select Grades
5. Click the ➤
6. Select appropriate term
7. Click Continue
8. Select Printer/Friendly Page at the bottom
9. Click the print button on your browser
VIEW/PRINT UNOFFICIAL TRANSCRIPT

1. Log on to CampusConnection

In the menu on the left:

2. Click on Student Center

Under Academics:

3. Click My Academics
4. Click View my unofficial transcript
5. Select Institution – Williston State College
6. Select Report Type – Unofficial Transcript
7. Click the Go button
8. Print if desired
REQUEST OFFICIAL TRANSCRIPT

1. Log in to CampusConnection

In the menu on the left:

2. Click Self Service
3. Click Academic Records
4. Click Official Transcript Request
5. Select Williston State College on the left
6. Click Order Official Transcript
7. Click Order
8. Complete the 6-step request process

Cost per transcript is $5.00, unless special order options are chosen.
ENROLLMENT VERIFICATION

1. Log in to CampusConnection

In the menu on the left:

2. Click Self Service

3. Click Academic Records

4. Click Enrollment Verification, then select Williston State College

5. Click on Self Service Enrollment Verification

6. Choose either “Current Enrollment” or “All Enrollment”

7. Click Obtain an Enrollment Certificate
ACCEPT/DECLINE FA AWARDS

1. Log on to CampusConnection

In the menu on the left:

2. Click on Student Center

Under Finances:

3. Click Accept/Decline Awards

4. Click the appropriate year in the Aid Year column on the left side of the screen.

You may Accept and/or Decline any or all Awards that are currently available.

5. To Accept and/or Decline, place a check in the Accepted box next to the award.

To reduce an accepted loan, key in the dollar amount in the Accepted field next to the loan you wish to reduce.

6. Click Submit

7. Click Yes

8. Click Ok

Reminders: If you decline an award, the accepted amount will display zero dollars.
Please follow these instructions as WSC no longer mails regular statements.

**VIEW STUDENT ACCOUNT (Tuition/Fees) INFORMATION**

Students are responsible for accessing and verifying their student account information (tuition/fees/room/board) is accurate on CampusConnection.

1. Log on to CampusConnection

**In the menu on the left:**

2. Click on Student Center

**Under Finances:**

Account Summary will display total amount owed.

**To obtain account details:**

1. Click Account Inquiry

2. Choose Activity from the menu at the top of the page

*Note: Account Activity may be viewed by specific Institution and/or term.*
MAKE A PAYMENT

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

1. Log on to CampusConnection

**In the menu on the left:**

2. Click on Student Center

3. Click Pay Online Now
   *Please wait while the page loads*

4. Choose Payments from the menu at the top of the page
   If attended multiple campuses, choose the appropriate campus from the drop-down menu

5. Click Go

To make a payment:

6. Click Pay in the action column on the right side of the screen

7. Select payment method from the drop down menu

8. Click Go

9. Complete payment options

10. Click Continue

11. Click Submit Payment

Payment Confirmations and e-mails must be maintained by the student for payment verification, as we are unable to duplicate this information and provide it at a later date.
VIEW 1098-T INFORMATION

1. Log on to CampusConnection

In the menu on the left:

2. Click on Student Center

Under Finances:

3. Click View 1098-T Info

4. Takes you to the Account Services Page

5. Click on the link in the Tax Year

6. Opens new browser window with 1098-T information

7. Print if desired
PRINT STATEMENT (eBills)

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

1. Log on to CampusConnection

   In the menu on the left:

2. Click on Student Center

   Under Finances:

3. Click Pay Online Now

   Please wait while the page loads.

4. Choose eBills from the menu at the top of the page

5. Click View in the action column on the right side of the screen

6. Click Print This Statement

   In the Menu at the top of the browser:

7. Click File

8. Click Print
SETUP AN AUTHORIZED USER TO MAKE A PAYMENT

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 the CampusConnection Portal
2. Click Student Center
3. Click Pay Online Now
   Please wait while the page loads.
4. Choose Authorized Users from the menu at the top of the page.
5. Click Add an Authorized User
6. Enter the authorized user’s email address
7. Choose whether or not the authorized user can view statements and payment history
8. Click Add User
9. Check I Agree
10. Click Continue

Please note: The authorized user will receive an email with their log in information.
MAKE A PAYMENT AS AN AUTHORIZED USER

Log in as a authorized user

1. Open your web browser
2. Go to the WSC website: www.willistonstate.edu
3. Click Campus Connection
4. Click the Authorized User for Online Payment link at the bottom of the web page.
5. To log in, use the email address and password sent to your provided email address.

Please note: The first successful login attempt will require a password reset for security reasons