Where the people make the difference.
# IMPORTANT DATES

- **ADDRESS (PHYSICAL & MAILING)**
- **ADDRESSES (ONLINE)**
- **CAMPUS HOURS**
- **PHONE NUMBERS**
- **FAX NUMBERS**

# APPLY FOR ADMISSION AT WSC
- **FIRST TIME USERS**
- **RETURNING USERS**

# PAY APPLICATION FEE

# OBTAIN YOUR EMPLID (STUDENT ID) NUMBER
- **TO OBTAIN YOUR EMPLID NUMBER**

# CLAIM CAMPUS CONNECTION ACCOUNT
- **CLAIM YOUR CAMPUS CONNECTION**
- **NDUS ACCOUNT ID AND PASSWORD**
- **FORGOT PASSWORD**

# LOG INTO CAMPUS CONNECTION ACCOUNT

# CHECK ADMISSION FILE STATUS
- **NEXT STEPS (FOR COURSE ENROLLMENT)**

# APPLY FOR HOUSING
- **TO APPLY FOR HOUSING ONLINE**

# APPLY FOR FINANCIAL AID
- **STEP 1 | APPLY FOR FSA ID**
- **STEP 2 | COMPLETE FAFSA**
- **STEP 3 | WAIT FOR CONFIRMATION EMAIL**

# ACCEPT/DECLINE FINANCIAL AID AWARDS
- **LOANS FOR NEW BORROWERS**
- **FEDERAL DIRECT STUDENT LOANS**

# APPLY FOR WSC SCHOLARSHIPS
- **IF YOU ARE A FIRST TIME USER**
- **IF YOU ARE A RETURNING USER**

# ACCEPT FINANCIAL OBLIGATION AGREEMENT

# SET UP EMERGENCY NOTIFICATION (NOTIFIND)
- **ENTER/REVIEW YOUR INFORMATION**

# CHECK HOLDS

# CHECK TO-DO LISTS

# VIEW ADVISOR
- **TO SEND YOUR ADVISOR AN E-MAIL**

# ADVISOR HOLDS

# ADD A CLASS

# DROP A CLASS

# WITHDRAW TO ZERO CREDITS

# VIEW AND PRINT ACCOUNT SUMMARY

# VIEW/PRINT ELECTRONIC BILLING STATEMENT

# SETUP USER ELECTRONIC BILLING STATEMENTS

# PAY FOR COURSES IN CAMPUS CONNECTION

# SET UP A PAYMENT PLAN

# VIEW/PRINT 1098-T

# LOGIN TO ONLINE COURSE USING MOODLE
- **TO ACCESS MOODLE**

# SET UP WSC EMAIL
- **HOW TO REQUEST BOOKS ONLINE**

# CHARGE BOOKS
- **CHARGING BOOKS TO YOUR FINANCIAL AID**
- **TO CHARGE BOOKS TO A THIRD PARTY**
- **DATES TO CHARGE**
- **RETURNING BOOKS**

# ENROLL IN COLLABORATIVE COURSES
- **TO SIGN UP FOR A COLLABORATIVE COURSE**

# STUDENT HEALTH INSURANCE
- **DOMESTIC AND CANADIAN STUDENTS**
- **INTERNATIONAL STUDENTS**
- **DEPENDENT ENROLLMENT**

# SMARTHINKING (24/7 ONLINE TUTORING)

# VIEW PRINT MY CLASS SCHEDULE

# VIEW AN UNOFFICIAL TRANSCRIPT

# ORDER AN OFFICIAL TRANSCRIPT

# ENROLLMENT VERIFICATION

# VIEW ACADEMIC ADVISEMENT REPORT
- **NAVIGATING ADVISEMENT REPORTS**

# BIO-DEMOGRAPHIC INFORMATION
IMPORTANT DATES

2015-2016
1/11/16  Registration/Classes start at 4:00 p.m.
1/12/16  First full day of classes
1/18/16  HOLIDAY | MARTIN LUTHER KING JR. DAY
1/21/16  Last day to add course or drop without record
1/27/16  Final bill payment deadline
(To be determined by Institutional deadlines may be earlier)
2/8/16  Enrollment census date
2/15/16  HOLIDAY | PRESIDENTS DAY
3/14-3/18  SPRING BREAK
3/25/16  HOLIDAY | EASTER
3/28/16  HOLIDAY | EASTER
4/8/16  Last day to withdraw from term or drop with record
5/9-5/13  Last Week of Classes/Finals Week

2016-2017
8/22/16  Registration/Classes start at 4:00 pm
8/23/16  First full day of classes
8/31/16  Last day to add courses or drop without record
9/5/16  HOLIDAY | LABOR DAY
9/7/16  Final bill payment deadline
(To be determined by Institutional deadlines may be earlier)
9/19/16  Enrollment census date
11/10/16  Last day to withdraw from term or drop with record
11/11/16  HOLIDAY | VETERANS DAY
11/24/16  HOLIDAY | THANKSGIVING
11/25/16  HOLIDAY | DAY AFTER THANKSGIVING
12/12-12/16  Last Week of Classes/Finals Week
1/9/17  Registration/Classes start at 4:00 p.m.
1/10/17  First full day of classes
1/16/17  HOLIDAY | MARTIN LUTHER KING JR. DAY
1/19/17  Last day to add course or drop without record
1/25/17  Final bill payment deadline
(To be determined by Institutional deadlines may be earlier)
2/6/17  Enrollment census date
2/20/17  HOLIDAY | PRESIDENTS DAY
3/13-3/17  SPRING BREAK
4/7/17  Last day to withdraw from term or drop with record
4/14/17  HOLIDAY | EASTER
5/9-5/13  Last Week of Classes/Finals Week

ADDRESSES [PHYSICAL & MAILING]
Williston State College
1410 University Avenue
Williston, ND 58801

ADDRESSES [ONLINE]
willistonstate.edu
facebook.com/willistonstate
@willistonstate

CAMPUS HOURS

Campus offices 8a - 4:30p
Bookstore 7:45a – 4p

PHONE NUMBERS

Academic Records 701.774.4267
Adult Learning Center 701.572.5886
Athletics 701.774.4589
Bookstore 701.774.4260
Campus Security 701.774.4202
Collaborative Student 701.774.4212
Counseling Services 701.774.4212
Dual Credit Enrollment 701.774.4202
Enrollment Services 701.774.4210
Extended Learning 701.774.4500 or 4594
Financial Aid 701.774.4248
Housing 701.774.4528
IVN 701.774.4594
Library 701.774.4226
Moodle 701.774.4590
Student Finance 701.774.4299
Veterans Certifying Official 701.774.4267

FAX NUMBERS

Bookstore 701.774.4257
Enrollment Services 701.774.4211
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
Click CHECK YOUR 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.

RETURNING USERS
1. Go to WILLISTONSTATE.EDU
2. Click on APPLY NOW [grey menu bar]
3. Enter username and password
4. Click LOGIN to return to your application
5. Click CHECK YOUR 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 701.774.4210 or re-access online payment through the following link:
http://ow.ly/x3pol

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

TO OBTAIN YOUR EMPLID NUMBER
1. Go to HELPDESK.NDUS.EDU/NDUSACCOUNT
2. Click WHAT IS MY EMPLID?
3. Enter the information on the page
4. Click SUBMIT
5. Your seven-digit EMPLID will appear the next page
If you didn't enter your social security number in the application for admission, this process may not return your EMPLID.

FOR MORE INFORMATION/ASSISTANCE
NDUS HELP DESK | HELP AVAILABLE 24/7
1.866.457.6387 | help.desk@nodak.edu | helpdesk.ndus.edu

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

CLAIM YOUR CAMPUS CONNECTION NDUS ACCOUNT ID AND PASSWORD
1. Go to CLAIM.NDUS.EDU
2. Click CLAIM AN NDUS ACCOUNT
3. Click BEGIN
4. Complete 12-questions quiz
5. At the end of quiz, enter your BIRTHDATE and EMPLID [see page 6]
6. Your NDUS ACCOUNT ID will be some variation of firstname. lastname [example: john.doe]
7. Create your PASSWORD

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 6]
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 NEXT
5. Answer security questions
6. Establish a new password following the guidelines provided

FOR MORE INFORMATION/ASSISTANCE
NDUS HELP DESK | HELP AVAILABLE 24/7
1.866.457.6387 | help.desk@nodak.edu | helpdesk.ndus.edu

LOG INTO CAMPUS CONNECTION ACCOUNT
1. Go to WILLISTONSTATE.EDU
2. Click on CAMPUS CONNECTION
3. Enter USERID and PASSWORD [see page 6]
4. Click SIGN IN
5. Click on STUDENT CENTER [left menu]

CHECK ADMISSION FILE STATUS
1. Log on to CAMPUS CONNECTION [see page 7]
2. Items listed in the TO DO LIST BOX [right side of screen] 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
When all items on your to do list are complete, your application is completed.

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FOR MORE INFORMATION/ASSISTANCE
NDUS HELP DESK | HELP AVAILABLE 24/7
1.866.457.6387 | help.desk@nodak.edu | helpdesk.ndus.edu

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1. Go to WILLISTONSTATE.EDU
2. Click on CAMPUS CONNECTION
3. Enter USERID and PASSWORD [see page 6]
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2. Items listed in the TO DO LIST BOX [right side of screen] 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
When all items on your to do list are complete, your application is completed.
NEXT STEPS [FOR COURSE ENROLLMENT]
1. Accept your FINANCIAL OBLIGATION AGREEMENT [see page 6]
2. View COURSE SCHEDULES at willistonstate.edu/class-schedule.html
3. Meet with your ADVISOR to choose classes and remove advisor holds [see page 10]

APPLY FOR HOUSING

TO APPLY FOR HOUSING ONLINE
1. Log into CAMPUS CONNECTION [see page 7]
2. Select SELF SERVICE
3. Select ON-CAMPUS HOUSING
4. Verify that your Internet specifications are compatible
5. To work with the housing application and select CONTINUE
6. Select WSC
7. To apply for housing online: Select APPLY ONLINE
8. Follow on-screen prompts

FOR MORE INFORMATION
701.774.4528 | wsc.housing@willistonstate.edu

APPLY FOR FINANCIAL AID

STEP 1 | APPLY FOR FSA ID
Apply for FSA ID with the Department of Education at HTTPS://STUDENTAID.ED.GOV/SA/FAFSA/FILLING-OUT/FSaida. You will need a FSA ID to Sign your FAFSA application electronically, sign your Master Promissory Note (MPN) and complete Entrance Loan Counseling.

STEP 2 | COMPLETE FAFSA
Complete your FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA). Priority funding date for some programs is April 15th of each year. Follow these instructions:
- FILE YOUR TAXES prior to filling out the FAFSA
  - If you filed taxes electronically wait 2 weeks to fill out the FAFSA
  - If you filed taxes by paper wait 6-8 weeks to fill out the FAFSA
- Go to WWW.FAFSA.GOV to fill out your FAFSA application
- When filling out the tax information use the IRS DATA RETRIEVAL TOOL
- Williston State College School Code is 003007

STEP 3 | WAIT FOR CONFIRMATION EMAIL
Watch for an email three to five days after completing the FAFSA application. Email will confirm FAFSA been processed and will contain information on how to access your Student Aid Report (SAR) online.

FOR MORE INFORMATION
701.774.4248 | wsc.financialaid@willistonstate.edu

ACCEPT/DECLINE FINANCIAL AID AWARDS
1. Log on to CAMPUS CONNECTION [see page 7]
2. Under FINANCES click ACCEPT/DECLINE AWARDS
3. Click APPROPRIATE YEAR in the AID YEAR COLUMN [left side of the screen]
4. To accept and/or decline CHECK MARK THE ACCEPTED OR DECLINED BOX next to the award
5. To reduce an accepted loan, KEY IN THE DOLLAR AMOUNT in the ACCEPTED FIELD next to the loan you wish to reduce
6. Click SUBMIT
7. Click YES
8. Click OK
If you decline an award, the accepted amount will display zero dollars.

FOR MORE INFORMATION
701.774.4248 | wsc.financialaid@willistonstate.edu

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

Remember that you must complete an application for each academic year you attend WSC. Students must maintain a 2.0 GPA and be fulltime to be eligible.
1. Go to WILLISTONSTATE.EDU
2. Click on FUTURE STUDENTS [grey menu bar]
3. Click on SCHOLARSHIPS
4. Click on APPLY NOW FOR SCHOLARSHIPS

IF YOU ARE A FIRST TIME USER
Click SIGN UP 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 addition information to compete your scholarship application.

FOR MORE INFORMATION
701.774.4248 | wsc.financialaid@willistonstate.edu

ACCEPT FINANCIAL OBLIGATION AGREEMENT
1. Log on to CAMPUS CONNECTION [see page 7]
2. Under FINANCES click the FINANCIAL OBLIGATION AGREEMENT link
SET UP EMERGENCY NOTIFICATION (NOTIFIND)

NotiFind 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 7]
2. Click EMERGENCY NOTIFICATION UPDATE [left menu]
3. Enter current phone and/or email for notifications. Select the campus(es)
4. Click SUBMIT CHANGES

CHECK HOLDS

1. Log on CAMPUS CONNECTION [see page 7]
2. Holds will be listed on the top, right side of the page. Holds listed may be applied by any NDUS institution attended, current or previous.
3. Click DETAILS to view specific holds, this will show which institution/department applied the hold
4. Click on a HOLD ITEM to view the hold reason

Not all holds prevent registration access.

CHECK TO-DO LISTS

1. Log on CAMPUS CONNECTION [see page 7]
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

VIEW ADVISOR

1. Log on to CAMPUS CONNECTION [see page 7]
2. Your ADVISOR NAME AND OFFICE PHONE NUMBER will be displayed (right side of screen)

TO SEND YOUR ADVISOR AN E-MAIL

1. Click DETAILS
2. Click ADVISOR’S NAME

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.

New students who have just completed the application process will not be able to register until their advisor hold is lifted. Williston State College holds on-campus registration sessions prior to the start of each semester where students can meet with an advisor, discuss courses and overall educational goals. New students are invited to a registration session once their application has been submitted. Advisors remove holds after advisement sessions.

Returning students are encouraged to contact their advisor to set up a meeting or they can attend an on-campus registration sessions.

ADD A CLASS

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

DROP A CLASS

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

WITHDRAW TO ZERO CREDITS

Students who are withdrawing to zero credits for the current semester must complete the withdrawal process by contacting the Records Office at 701.774.4267 or wsc.records@willistonstate.edu.
**VIEW AND PRINT ACCOUNT SUMMARY**

1. Log on to CAMPUS CONNECTION [see page 7]
2. Under FINANCES click ACCOUNT SUMMARY
3. If prompted to choose the INSTITUTION [WILLISTON STATE COLLEGE] and ACCOUNT TERM [term of choice]
4. Click CONTINUE
5. Your ACCOUNT SUMMARY will appear

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

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

**QUESTIONS ON ACCOUNT SUMMARIES**

701.774.4299 | wsc.studentaccounts@willistonstate.edu

**VIEW/PRINT ELECTRONIC BILLING STATEMENT**

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

1. Log on to CAMPUS CONNECTION [see page 7]
2. Under FINANCES, click PAY ONLINE NOW and AGAIN (Cookies may need to be enabled in order for the TouchNet page to load)
3. Choose EBILLS [top menu]
4. Click VIEW in the action column [right side of screen]
5. Print if desired

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

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

**PAY FOR COURSES IN CAMPUS CONNECTION**

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

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

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

**SET UP A PAYMENT PLAN**

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

After submitting the enrollment form and $10 fee, log into Campus Connection to make the minimum $250 down payment (see page 12) 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 – 4:30P
701.774.4299 | wsc.studentaccounts@willistonstate.edu

TO SEND PAYMENTS VIA MAIL

STUDENT ACCOUNTS OFFICE
1410 University Avenue Williston, ND 58801

**VIEW/PRINT 1098-T**

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

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

1. Log on to CAMPUS CONNECTION [see page 7]
2. Under FINANCES, choose VIEW 1098-T INFO
WSC ONLINE EMAIL & MOODLE

WSC ONLINE EMAIL & MOODLE

WSC utilizes the learning management system Moodle to deliver our online courses. Moodle 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 MOODLE BY 8AM 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 MOODLE

1. Go to WILLISTONSTATE.EDU
2. Click WSC ONLINE CAMPUS
3. Enter your USERNAME AND PASSWORD [see page 7] in the LOGIN BOX in the middle of your screen
4. Your name should be in the top right corner of Moodle
5. Scroll down to see your courses
6. Click the COURSE LINK to view your class

ASSISTANCE WITH MOODLE

WSC online@willistonstate.edu | 701.774.4590

MOODLE LOGIN ASSISTANCE

NDUS HELP DESK | HELP AVAILABLE 24/7
1.866.457.6387 | help.desk@nodak.edu

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. Username is your Campus Connection login (username is not @willistonstate.edu
   username: firstname.lastname@ndus.edu
   password: your Campus Connection password
4. 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

ORDER BOOKS

Books should be ordered in person in the WSC bookstore. You may request your books on-line if you do not live in the Williston area.

HOW TO REQUEST BOOKS ONLINE

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

FOR ANY QUESTIONS REGARDING ORDERS CONTACT

wsc.bookstore@willistonstate.edu | 701.774.4260 | 7:45a – 4p

CHARGE BOOKS

CHARGING BOOKS TO YOUR FINANCIAL AID

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

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

CHARGING BOOKS TO A THIRD PARTY

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

TO CHARGE BOOKS TO A THIRD PARTY

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

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

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

DATES TO CHARGE

Please refer to the important dates and information link under current students at willistonstate.edu for the dates to charge to financial aid. Please have your STUDENT ID and CLASS SCHEDULE with you.
RETURNING BOOKS
1. Must be ORIGINAL CONDITION (wrapped books cannot be open)
2. Must have original receipt
3. Must be returned by the DEADLINE scheduled for that term
   Please see BOOKSTORE POLICY (attached to your receipt) for dates

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 CLASSES [grey menu bar]
3. Click COLLABORATIVE STUDENT
4. Click next to MORE INFORMATION to learn more
5. Click next to COLLABORATIVE STUDENT FORM to register for a course

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

STUDENT HEALTH INSURANCE
DOMESTIC AND CANADIAN STUDENTS
Domestic undergraduate students enrolled in seven or more credit hours per semester may enroll in the plan on a voluntary basis. Dependents of students enrolled in the plan may purchase coverage. For current open-enrollment dates please contact wsc.studentinsurance@willistonstate.edu. If you miss the open-enrollment period you will not be able to enroll them in the plan.

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

DEPENDENT ENROLLMENT
You may enroll your dependents using the website 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

SMARTTHINKING (24/7 ONLINE TUTORING)
1. Go to WILLISTONSTATE.EDU
2. Click CURRENT STUDENTS [grey menu bar]
3. Click ACADEMIC SKILLS CENTER
4. Click FREE ONLINE TUTORING [left column]
5. Click TO ACCESS SMARTTHINKING CLICK HERE
6. Enter your CAMPUS CONNECTION USERNAME AND PASSWORD [see page 7]
7. Click LOGIN
8. Click ELEARNING COMMONS
9. Click the SMARTTHINKING link

VIEW/PRINT MY CLASS SCHEDULE
1. Log on to CAMPUS CONNECTION [see page 7]
2. Under ACADEMICS, click the DROP-DOWN ARROW
3. Select CLASS SCHEDULE, Click the DOUBLE-ARROW button
4. Select APPROPRIATE TERM, click CONTINUE
5. Select display option of LIST VIEW or WEEKLY CALENDAR VIEW
6. In LIST VIEW, click on PRINTER FRIENDLY PAGE. This option will print portrait. In WEEKLY CALENDAR VIEW, change your orientation to landscape. (You may need to adjust your start and end times)
7. Click the PRINT BUTTON on the browser toolbar

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

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

QUESTIONS REGARDING TRANSCRIPT ORDERS
701.774.4585 | wsc.records@willistonstate.edu

ENROLLMENT VERIFICATION

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

VIEW ACADEMIC ADVISEMENT REPORT

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

1. Log on to CAMPUS CONNECTION [see page 7]
2. Under ACADEMICS, click MY ACADEMICS
3. Click VIEW MY ADVISEMENT 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

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 7]
2. Under PERSONAL INFORMATION
3. Click DEMOGRAPHIC DATA
4. Choose the tab to update [top of page]
5. Click SAVE to save any updates

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