Dates to Remember:

**Book charging for students residing outside of Williston:**
Monday, December 17th, 2012

**Book charging for on campus students:**
Friday, January 4th, 2013

**Instruction Begins (after 4:00PM):**
Monday, January 7th, 2013

**First Full Day of Classes:**
Tuesday, January 8th, 2013

**Last day to add a full semester class:**
Thursday, January 17th, 2013

**Last day to change a full semester course to AUDIT or S/U Grading:**
Thursday, January 17th, 2013

**Last day to charge books to Financial Aid:**
Thursday, January 17th, 2013

**Disbursement of excess Financial Aid:**
Monday, January 28th, 2013

**Last day to DROP a class WITHOUT a TRANSCRIPT NOTATION:**
Full-Semester Class:
Thursday, January 17th, 2013
Partial-Semester Class:
Refer to Course Syllabus

**Last day to WITHDRAW from a class WITH a TRANSCRIPT NOTATION:**
Full-Semester Class:
Friday, April 5th, 2013
Partial-Semester Class:
Refer to Course Syllabus

**Last day to WITHDRAW from ALL classes**
Friday, April 5th, 2013

Pay your HOME campus for your WSC course(s).

Pay your WSC if we are the PROVIDER CAMPUS!

**Book and Supply Purchasing:**
To purchase books and supplies from the WSC Bookstore, go to the following link:
http://www.willistonstate.edu/Current-Students/Student-Services/Bookstore/Textbooks.html

Students receiving financial aid and living outside of the Williston area, (zip codes other than 58801-58802), can charge books beginning December 17th.

Students who reside in the Williston area, (zip codes 58801-58802), can charge their books beginning January 4th. Please note: We will not ship to zip codes 58801-58802.

The last day to charge books and supplies is January 17th.

The last day to return books is January 17th.

Any returned books may be subject to a $25 restocking fee.

Students not receiving financial aid may purchase books and supplies with a debit/credit card, or check at any time.

**Important 2013 Spring Semester Information**

**Payment of Tuition & Fees:**

**Dual Credit Students:** Please disregard this information.
Please contact the Student Services Office at 1-888-863-9455, ext. 4299 with questions, concerns, or to make payment arrangements.

**Tuition and Fee payment is due Wednesday, January 23rd, 2013.**

**Please note:** If tuition and fees are not paid in full, or arrangements are not made, you will be administratively withdrawn from classes for non-payment.

**Paper statements will NO longer be mailed.**
Students will be notified by their WSC email when a balance owing is on their account.

**Please log on to your Campus Connections to view your account detail**

Students who fail to pay tuition and fee costs may have their account turned over to a COLLECTION AGENCY and may not be allowed to enroll in subsequent semesters. Transcripts and grades may not be released until the debt is paid in full or proper arrangements are made with the Student Services Office.

**View your statement or pay online in Campus Connections:**
Select Student Center>Pay Online Now

**Payments via mail:**
Student Services Office
1410 University Ave
Williston, ND 58801

**Payments in Person:**
Student Services Office
Monday-Friday
8:00 a.m. - 4:30 p.m

**Payment Plan Arrangements**
For more information, please contact Student Accounts in the Student Services Office at 701-774-4299 locally or 1-888-863-9455 ext. 4299.

**COLLABORATIVE STUDENTS**
A collaborative student is a student who is getting their degree from Williston State College, but taking courses at another NDUS institution within the same term.

**WSC Home**
If you are a collaborative student and taking classes from another institution, “provider campus”, contact that school’s bookstore to purchase your books. If you are receiving financial aid from WSC, you must first contact Crystal in the Student Services Office at WSC for authorization to charge books at another school’s bookstore. The email address is crystal.hotchkiss@willistonstate.edu and the phone number is 701-774-4299 or 1-888-863-9455 ext. 4299.

**WSC Provider**
If you are a collaborative student and WSC is your “provider campus”, you must contact your “home campus” if you wish to charge your WSC books to your financial aid. The “home campus” will then contact crystal.hotchkiss@willistonstate.edu if you can charge.

DO NOT PAY WSC IF WE ARE THE PROVIDER CAMPUS!
Pay your HOME campus for your WSC course(s).
MANDATORY EMAIL ADDRESS INFORMATION

INFORMATION REGARDING TUITION, FEES, REGISTRATION, IMPORTANT DATES, EVENTS, ETC. WILL BE SENT VIA THIS EMAIL ADDRESS.

WSC Live@edu E-mail for all Students!

We are pleased to announce that all WSC students are provided a free, feature-rich, web accessible e-mail account sponsored by Microsoft and Williston State College. The new system is built on Microsoft’s Live@edu collaborative system. Although WSC is still responsible for creating each account and connecting it to the campus from a collaboration perspective, students will now have access to a powerful, flexible system with plenty of disk space and many additional features. WSC students are expected to use their Live@edu e-mail account in order to ensure you receive information from your teachers and advisors, as well as all other communication regarding student bills, registration, student life, etc.

Look for important information at www.willistonstate.edu/Live@edu.

students are encouraged to login as soon as possible and provide basic information necessary to complete their enrollment process for their Live@edu account. Students should visit www.outlook.com and login using their new email address: john.smith@my.willistonstate.edu

Login Instructions:

1. Students should visit www.outlook.com
2. Windows Live ID: john.smith@my.willistonstate.edu (same name as your Campus Connection Login ex. John.Smith)
3. Default Password: wscJS### where JS are your initials capitalized, first and last name, and ### is the last 3 digits of your Student ID#. (example: wscJS123) You will be asked to change your password the first time you login.

Need Help? Reset Password?
Send an e-mail to WSChelpdesk@willistonstate.edu

Download Free Anti-virus software for your Windows® & Apple® computers

Williston State College and the NDUS are recommending Microsoft Security Essentials as anti-virus for your personal Windows® computers and ClamXav for Apple® computers. These are available at no cost for you to download & install.

If you have a Windows® computer software is available at: http://windows.microsoft.com/en-US/windows/products/security-essentials

Or if you have an Apple® computer software is available at http://www.clamxav.com/

If your computer has McAfee Antivirus installed, you should uninstall it before installing new software. The North Dakota University System’s license for McAfee anti-virus expired March 2012. NDUS has decided not to renew the contract with McAfee.
To uninstall McAfee, either:

a) use Add/Remove programs in your computer's Control Panel to remove the McAfee or
b) Run one of the McAfee removal tools to remove McAfee https://software.ndus.edu/ (login with your CampusConnection Login and password to use these tools). Use either the version for 32-bit Windows 7, Vista, and XP OR the 64-bit Windows 7, Vista and XP. If you do not know which version of Windows you have installed go to Start> right click Computer or My Computer> click Properties and look at your System information.

If you have any questions please e-mail: WSChelpdesk@willistonstate.edu

NotiFind is an emergency notification system used by Williston State College to notify students, faculty and staff of an emergency situation via phone, email and texting. This system is also used for notification of school cancellations due to weather. If you would like to participate, please select the "I choose to participate" option when prompted about NotiFind; enter your contact information. If you are not prompted when signing into ConnectND and would like to participate, select “Emergency Notification Update” from the menu on the left of the ConnectND screen; enter your contact information.
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

Students should submit to the college registrar written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Educational records, including but not limited to a student’s academic transcript, may be released to another NDUS institution without prior, written consent, provided the student has applied for admission to the second institution.

Other exceptions apply.

Contact Kaylyn Bondy for more information at 1-888-863-9455 ext. 4585 or 1-701-774-4585 locally.

4. The right to file a complaint with the US Department of Education concerning alleged failures by Williston State College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605