Student Enrollment Process

QUESTIONS CAN BE DIRECTED TO:
Enrollment Services | Williston State College | 1410 University Avenue Williston, ND 58801
701.774.4211 (f) | wsc.admission@willistonstate.edu

How to Accept your Financial Obligation Agreement

1. Log on to **Campus Connection.**
2. Under **Finances,** click the **Financial Obligation Agreement** link.
3. On the **Financial Obligation Agreement** page, choose **Williston State College** for the institution and search for the correct **Effective Term**. Click **Submit**.
4. Read the agreement and click **Accept or Decline**. If you decline this agreement, you may not be able enroll for the term.
5. 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.

How to Enroll in Classes in Campus Connection

1. Log on 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 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.

How to Drop a Class in Campus Connection
1. Log on to **Campus Connection.**
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.

How to Drop/Withdraw from all Classes
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 or by filling out the **Student Withdrawal to Zero Credits Form.**