CURRENT STUDENT REGISTRATION GUIDE

Stay on the right track!
Take a look at this step-by-step guide.
Welcome to
Bismarck State College

Summer Registration begins March 21\textsuperscript{st}, 2016. This guide will assist you with summer registration.

It is divided into four sections:

- Prepare for Registration
- Plan your Degree
- Registration
- After Registration

Need help? Look for the \(\text{\textbullet}\). It will link to detailed help sheets or video tutorials.
Log in to CampusConnection

ACTION ITEMS

1. Log in to CampusConnection.

Using your NDUS account ID and password, log in to CampusConnection, your one-stop shop for all student transactions.

CampusConnection allows you to:
- Register (add/drop) for classes
- Accept/Decline financial aid
- Pay tuition/fees
- Search open and closed class sections
- View academic advisor
- View/Print class schedule
- View grades
- View unofficial transcripts
- Order official transcripts
- Manage your bio-demographic information

ACTION ITEMS

Forgot NDUS Account ID?
Forgot NDUS Account password?

Bismarck State College homepage

CampusConnection log in screen
Prepare for Registration

View your Holds and To Do List

ACTION ITEMS

1. View your CampusConnection To Do List.
2. View your CampusConnection Holds.
3. Resolve any holds or To Do’s that will prevent class registration.

Outstanding Holds and To Do’s listed on your CampusConnection Student Center could prevent you from registering for classes. Some holds are for information only. Holds listed may be applied by any North Dakota University System institution you have attended.

On your Student Center in CampusConnection:
- Select “details” to view who applied the hold or “more” to view what to do items should be completed.

Note: Some holds prevent you from enrolling in classes. Click on the hold item and read the instructions to ensure that the hold will not prevent you from enrolling in classes.

CampusConnection Student Center
Prepare for Registration

Accept Financial Obligation Agreement

**ACTION ITEMS**

1. Review the Financial Obligation Agreement.
2. Accept the terms of the agreement.

This agreement is listed as a hold on your CampusConnection. It is an understanding of the legal obligation to pay charges assessed to your Student Account.

You will not be able to register until this hold is accepted.

To remove the hold, you will need to read and agree to the terms.

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On your Student Center in CampusConnection:

- Under Finances>click “Financial Obligation Agreement”
- Select institution: Bismarck State College.
- Select effective term: 2016 Summer
- Click “Submit”
- After reading the terms, click “Accept”
- Click “OK” to return to Student Center.
Prepare for Registration

Apply for Summer Financial Aid

**ACTION ITEMS**

If you have not completed the FAFSA 2015-2016, complete action items 1-5.

If you have completed the FAFSA 2015-2016, complete action items 4 and 5.

1. File your 2015 taxes.
2. Create a FSA ID.
   - Go to fsaid.ed.gov
   - Both student and parent need to create a username and password
3. Complete FAFSA 2015-2016 (Free Application for Federal Student Aid).
   - Go to fafsa.ed.gov
4. Complete the Summer Aid Request.
5. Watch for communications posted to your CampusConnection and BSC campus email.

Federal Financial Aid is available for summer semester if you plan to be enrolled at least half-time (6 credits) and have remaining aid that was NOT used during the fall 2015 and spring 2016 semesters.
Prepare for Registration

Access your BSC Email

ACTION ITEMS

1. Log in to your BSC Email.
2. Check for new communications.
3. Setup your email on your mobile phone.
4. Read the BSC Student Email policy.

BSC student email is the college’s official means of communication with students.

You are expected to check your BSC email on a frequent and consistent basis in order to stay current with academic and financial communications as well as College events.

What is my BSC email address?
NDUS ID@bismarckstate.edu
Example: jane.doe@bismarckstate.edu

How do I login to my email?
NDUS ID@ndus.edu
Example:
Username: jane.doe@ndus.edu
Password: NDUS account password (same as CampusConnection)
Know your Advisor

ACTION ITEMS

1. Locate your advisor using CampusConnection.
2. Schedule an appointment with your advisor to discuss degree requirements.

You are assigned an advisor within your program of study.

Your advisor can help you:

- Select classes.
- Ensure graduation requirements are met.
- Act as your go-to person with any questions.

Visiting with your advisor prior to registration each semester will ensure that you will meet degree requirements in a timely manner.

On your Student Center in CampusConnection:
- Advisor Name and Phone Number
- Select “Details” for advisor email
Plan your Degree

Run Academic Requirements Report

ACTION ITEMS

2. Run your report.
3. Print your report.

Your Academic Requirements Report (Degree Audit) is an interactive tool that provides you with all the requirements needed to complete your degree and allows you to track the progress towards that degree.

This report will outline each requirement and show which classes you have taken to meet the requirements including transfer credits, as well as areas where you still need to meet requirements.

PDF Version

Interactive Version

Video Tutorial
Understand your Academic Requirements Report

To accurately plan your schedule, and choose classes that meet degree requirements, you need to understand your Academic Requirements Report.

Watch the video tutorial for your degree now!

- **AA and AS Degree**
- **AAS Degree and Diploma**
- **Program Certificate**
- **Bachelor of Applied Science**
Choose classes from your Academic Requirements Report

ACTION ITEMS

1. Check out English and math placement scores.
   - ACT
   - COMPASS
   - ACCUPLACER

2. Choose courses from your Academic Requirements Report.

Choose courses from each of the “Not Satisfied” or expanded sections.
It is a good idea to develop a list of 6-9 courses. This will help if the courses you want are closed or don’t fit into your schedule.
ACTION ITEMS

1. Register for classes.

Use the enroll feature in CampusConnection to create your schedule.

Receiving Financial Aid? The number of classes you enroll in may affect the amount of financial aid for which you are eligible. Check out information on Enrollment Status.

Registration Help sheets:
Add Class
Drop Class
Swap Class

Registration Status
Green ✔ = successful registration
Red X = Error – unable to add
- Review the message and proceed accordingly
You are not officially enrolled in a class unless it appears on your class schedule. Your class schedule provides you with class location, instructor, start/end dates, and times. You will need your class schedule to purchase your textbooks.

**ACTION ITEMS**

1. Check that all classes appear on your class schedule.
2. Print your class schedule.

The “status” determines if you are “enrolled” or “dropped”.

“Room” indicates the class is offered online or the location on campus.

Class Schedule
Review Dates & Deadlines

ACTION ITEMS

1. Print the Dates & Deadlines Schedule.
2. Print the Academic Calendar.
3. Mark add, drop, and refund deadlines on your calendar.
   - Match up the begin and end dates listed on your class schedule with the Dates & Deadlines Schedule.

BSC provides all important dates and deadlines in two documents.

- Academic Calendar – lists school dates, such as textbook purchasing, tuition deadlines, and school breaks.
- Dates and Deadlines Schedule – lists classes by length as well as the add, drop, and withdraw deadlines. It also includes the last day to drop/withdraw for 100% tuition refund.

You are responsible for knowing the “Dates & Deadlines”, not abiding by these dates could not only impact your GPA, but your wallet as well!
After Registration

Accept or Decline Financial Aid

**ACTION ITEMS**

1. Accept/Decline Summer Financial Aid.

Look for your Financial Aid award communications, posted to your CampusConnection and BSC campus email.

Your financial aid file needs to be completed, meaning you have accepted your financial aid award and completed your financial aid to do list, before you can charge textbooks against your financial aid.

We recommend that you do not borrow more than you need for your educational expenses.

If you are unsure of how much to borrow, contact 701-224-5494 or bsc.financialaid@bismarckstate.edu for assistance.

![CampusConnection Student Center](image)
After Registration

Purchase Textbooks

**ACTION ITEMS**

1. View **book list**.
   - Will help you determine if a book is required and the approximate cost.
2. Purchase your textbooks with the BSC Bookstore.
   - In person at the BSC Bookstore (Main Level - Student Union)
   - Over the phone (with a credit card) 701-224-5453 or 1-800-445-5073
   - Online at shopbookstore.bismarckstate.edu (with a credit card)

**Summer 2016**

May 16: Begin purchasing textbooks – check, cash, or credit card.
June 1: Begin purchasing textbooks with financial aid, third party, and collaborative students.
June 8: Last day to purchase textbooks with financial aid or third party.
June 10: Last day to return books for a refund.

You must have your MYSTIC CARD to purchase textbooks.

BSC also offers a [textbook rental program](#).

Learn more! [FA Charging](#) • [3rd Party Charging](#) • [Book Buy Back](#)
After Registration

Pay Tuition

**ACTION ITEMS**

1. **View your tuition and fees.**
2. **Pay tuition**
   - Student Finance starts accepting summer payments on May 9, 2016.
     - Pay online through CampusConnection
     - Mail payment
       - BSC Student Finance
         - PO Box 5587
         - Bismarck, ND 58506
     - Pay in person: Student Finance Office, Schafer Hall, 1st floor
     - Pay by phone:
       - Last Name A – M: 701-224-5533
       - Last Name N – Z: 701-224-5706

Tuition and fees on the student account are due by the first day of class. All other charges such as late fees, fines, room, board, etc. are due the date they are incurred.

Late fees are assessed the 14th of every month on any balance 30 or more days past due. Check your account summary online and look for “Due Now” charges.

For further information, visit the [tuition and fees webpage](#).
After Registration

Attend Classes

**ACTION ITEMS**

1. View your class schedule.
2. Check that all classes appear on your class schedule.
3. Review BSC Student Policy: Class Attendance.

As a student you are expected to attend all class sessions of any class for which you are registered. To avoid being administratively dropped, it is important for you to establish a record of regular attendance and participation.

Labs begin the first week of class.

Questions….
Contact the Academic Records Office at 701-224-2607 or 1-800-445-5073.

The “status” determines if you are “enrolled” or “dropped”.

“Room” indicates the class is offered online or the location on campus.

Need help getting started with an online class?
Click Here!
Review Student Handbook

**ACTION ITEMS**

1. View the [Student Handbook](#) to learn more about BSC.

The BSC Student Handbook is more than just a policy manual, it includes information about campus resources, safety information, extracurricular activities, and more. The handbook lists offices you may need to go to for particular information and how to contact them.