HIGH SCHOOL SELF REGISTERED

STUDENT REGISTRATION GUIDE

BISMARCK STATE COLLEGE
Welcome to
Bismarck State College

This registration guide will assist you with your transition to BSC.

It is divided into four sections:

- Prepare for Registration
- Registration
- After Registration
- What You Need to Know

To Get Started…

Grab the checklist provided in your registration folder. Mark each item off when completed.

Need help? Look for the . It will link to detailed help sheets or video tutorials.
Claim your NDUS Account ID and Password

If you have not already done so, please complete the action items.

**ACTION ITEMS**

1. If you have not already done so, claim your NDUS account.
   - Claim an NDUS Account
   - What is My EMPLID?

2. Already claimed your account but forgot your account ID or password?
   - I Forgot My NDUS Account ID
   - I Forgot My NDUS Account Password

You will need an NDUS account ID and password to log in to CampusConnection in order to register for classes, accept or decline aid, and pay tuition.

You must go through a process called “Claim an NDUS Account”.

This process will require you to:

- Watch a video
- Take a quiz
- Enter your date of birth
- Enter your EMPLID
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
- 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

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.
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.

On your Student Center in CampusConnection:
- Under Finances > click “Financial Obligation Agreement”
- Select institution: Bismarck State College.
- Select effective term: 2016 Fall
- Click “Submit”
- After reading the terms, click “Accept”
- Click “OK” to return to Student Center.
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)
ACTION ITEMS

1. Register for classes.

Using the classes listed on your checklist, use the enroll feature in CampusConnection to create your schedule.

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.

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

The "status" determines if you are "enrolled" or "dropped".
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!
ACTION ITEMS

1. Locate your advisor using CampusConnection.

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
Complete FERPA

If you have not already done so, please complete the action items.

**ACTION ITEMS**

1. Print the FERPA Release Form, complete it, and return it to Academic Records.


Academic and financial records will not be released without written consent from you. This can include parents or guardians, employers and third party funding agencies.

The completed form must be turned in to the Academic Records office for processing.

For further information, visit our [Family Rights and Privacy Act (FERPA)](#) webpage.
After Registration

Set up your BSC Beyond Card

**ACTION ITEMS**

1. Set up your BSC Beyond Card at BSCBeyondCard.com.

The BSC Beyond Card is debit MasterCard that will come from HigherOne. It will hold your refunds when you drop a class, make an excess payment, or withdraw from school (prior to the refund deadlines).

Setting up your card will require you to:

- Authenticate
- Make your deposit choice
- Create your profile
- Setup your refund option

**BSC Beyond Card website**

Questions…

Contact the Student Finance Office at 701-224-5533.
ACTION ITEMS

   - 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)

Fall 2016
August 1:    Begin purchasing textbooks – check, cash, or credit card.
August 17:   Begin purchasing textbooks with financial aid, third party, and collaborative students.
August 30:   Last day to purchase textbooks with financial aid or third party.
September 2: Last day to return books for a refund.

Spring 2017
December 26: Begin purchasing textbooks – check, cash, or credit card.
January 4:   Begin purchasing textbooks with financial aid, third party, and collaborative students.
January 18:  Last day to purchase textbooks with financial aid or third party.
January 20:  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! 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 fall payments on August 10, 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](#).
What You Need to Know

Course Drop

If you are taking more than one class at Bismarck State College and would like to drop one class BUT continue enrollment in the other class(es), you must complete the drop in CampusConnection.

Withdraw to Zero Credits

CampusConnection will NOT allow you to drop your ONLY or LAST class. If you decide not to attend this class, you as the student are responsible for officially withdrawing from college.

BEFORE DROPPING OR WITHDRAWING, PLEASE REVIEW THE DATES AND DEADLINES FOR EFFECTIVE DATES.

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FALL 2016 DATES AND DEADLINES SCHEDULE

<table>
<thead>
<tr>
<th>Class Begin Date</th>
<th>Class End Date</th>
<th>Last Date to:</th>
<th>Last Date for Instructor to Drop a Student Non-Attendance</th>
<th>Last Date to:</th>
<th>Faculty Grades Due by 12 pm CT</th>
<th>Class Begin Date</th>
<th>Class End Date</th>
<th>Last Date to:</th>
<th>Last Date to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>08/12/16</td>
<td>12/16/16</td>
<td>08/31/16</td>
<td>09/05/16</td>
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<tr>
<td>1st - 8 wk</td>
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<td></td>
<td>08/22/16</td>
<td>10/16/16</td>
<td>08/26/16</td>
<td>08/29/16</td>
</tr>
<tr>
<td>2nd - 8 wk</td>
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<td></td>
<td>10/17/16</td>
<td>12/11/16</td>
<td>10/21/16</td>
<td>10/24/16</td>
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<tr>
<td>Early Entry</td>
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<td>08/22/16</td>
<td>01/13/16</td>
<td>09/03/16</td>
<td>09/05/16</td>
</tr>
</tbody>
</table>

*Must be completed no later than 11:59 pm CT.
NOTE: No refunds on partial drops after the 100% tuition refund date.
Final grades will be viewable in CampusConnection after they have been entered by faculty and posted by the Academic Records Office. Grades will be available approximately 5 business days after the last day of final exams.

To view grades:
On your Student Center in CampusConnection:

- Under Academics, in the white drop-down box, choose “Grades”.
- Click the double arrows
- To change terms, click “change term”.
- Choose the appropriate term, click “continue”.
What You Need to Know

Obtain Mystic Card

ACTION ITEMS

1. Obtain Mystic Card from Student Union Information Center
2. Add some Mystic Dollars today!

The Mystic Card is your official college identification card. You may pick up your Mystic Card (Student ID) from the Student Union Information Center once you are enrolled in classes.

You will need the following to obtain your Mystic Card:

- Picture ID (driver's license, military ID, etc.)
- Current class schedule
- Student ID #

What kind of services can I get from my Mystic Card?

- Mystic dollars for purchases at the BSC Bookstore, Mystic Marketplace, and Mystic Java
- Mystic Marketplace meal plans
- Library Services (the Mystic Card is your library card)
- Admission to BSC activities, e.g., athletic events, plays, concerts, and dances
- Use of BSC Aquatic and Wellness Center
What You Need to Know

Request Official Transcript

You may request an Official Transcript with any credits you earned through Bismarck State College while in High School.

Bismarck State College has authorized the National Student Clearinghouse to provide official transcript ordering online. This service will allow you to order official transcripts via the web anytime. In addition to the automated ordering service, you will also be able to track your order status, receive timely email notices regarding your transcript request, as well as review your order status history.

View the “Request Official Transcript” webpage for more detailed information.

Make sure to use Mozilla Firefox or Google Chrome to access the National Student Clearinghouse portal through CampusConnection.

In the Menu on CampusConnection:
- Click “Self Service”
- Under Academic Records, click “Enrollment Verification”
- Choose Bismarck State College, and click “Self-Service Enrollment Verification”
- Click “Order or Track a Transcript”
- Click “Start”
- Complete the order request.
Apply as a Freshman

Upon completion of your high school career, we invite you to stay connected with Bismarck State College. We encourage you and your parents to visit our campus and experience first-hand the academic and social atmosphere within the BSC community.

Explore the Technical and Transfer programs now!

For more information on BSC after high school, please contact an Admission Counselor at 701-224-5429 or visit us online.
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.