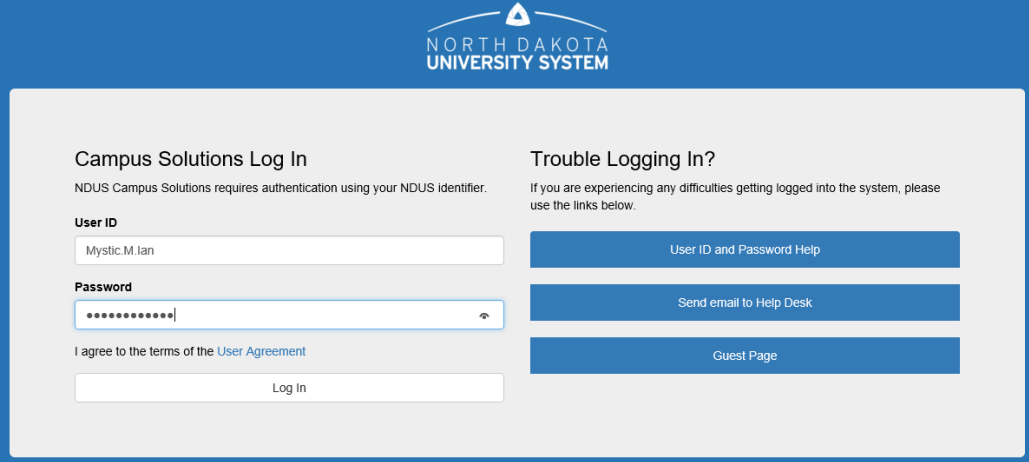


CampusConnection Helpsheet

View Advising Notes

Occasionally your advisor or another office at Bismarck State College may add an advising note in your CampusConnection Student Center. An email will notify you a new note has been added, and provide a link to click on to view the note. You can also access your advising notes using the steps below.


1. Access [CampusConnection](#).
2. Enter CampusConnection UserID and Password. Click **[Log In]**.



The screenshot shows the "Campus Solutions Log In" interface for the North Dakota University System. It features a "User ID" field with the text "Mystic.M.Ian", a "Password" field with masked characters, and a "Log In" button. To the right, there is a "Trouble Logging In?" section with three buttons: "User ID and Password Help", "Send email to Help Desk", and "Guest Page".

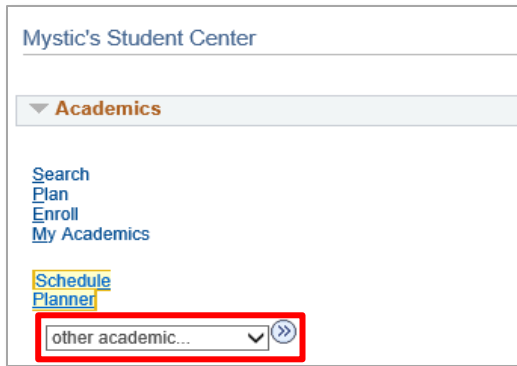
On your Student Homepage:

3. Click **[Student Self Service]** tile.

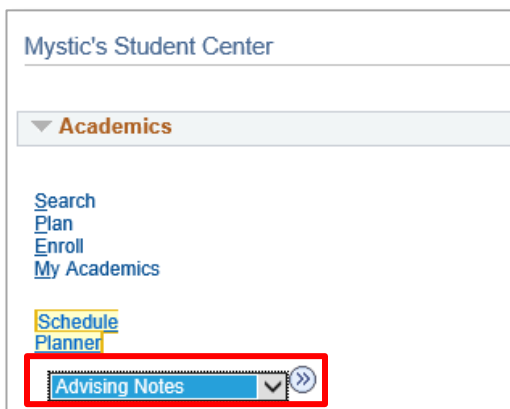



The screenshot displays a "Student Homepage" dashboard with a grid of tiles. The "Academic Progress" tile shows a pie chart with 18% complete and 82% incomplete. The "Tasks" tile shows a warning icon and 11 To Do's and 3 Holds. The "Manage Classes" tile shows a calendar icon. The "Financial Account" tile shows a building icon. The "Financial Aid" tile shows a graduation cap icon. The "Academic Records" tile shows a graduation cap icon. The "Profile" tile shows a person icon. The "Information Center" tile shows a person icon with an 'i'. The "Student Self Service" tile is highlighted in yellow and shows a person icon reading a book.

4. On your Student Center select the drop-down in **[Other Academics]**.



5. Select **[Advising Notes]**.



6. To view the note, select **[Advising Note]** .

| Advising Note | Created By | Assigned To | Institution | Subject | Category | Subcategory | Status | Created On | Last Updated |
|---|--------------|-------------|------------------------|---------------------------------------|-------------------------|-------------------------|--------|------------|--------------|
|  | Sandra Fried | Mystic Ian | Bismarck State College | Important! Degree Requirements Needed | Graduation Requirements | Requirements Incomplete | Open | 06/17/2019 | 06/17/2019 |

The note can appear in the comments or as an attached PDF/WORD file.

Sample note in comments:

Advising Notes

| Advising Note | | | |
|---------------|---------------------------|-------------|------------------|
| Institution | Bismarck State College | Created On | 10/05/2018 |
| Category | Graduation Application | Created By | Kenegunda Miller |
| Subcategory | Needed | Note Status | Open |
| Assigned To | Mary Mystic | | |
| Subject | Need additional paperwork | | |

[update note](#)

| Note Items | | | |
|------------|------------|------------------|---|
| Note Item | Entered On | Entered By | Comment |
| 1 | 10/05/2018 | Kenegunda Miller | Good morning Mary, We recieved your Application for Degree but we will need a final transcript from MSU-Moorhead before we can review your requirements. Thank you |

Sample note in document form (PDF/WORD):

| Attachments | | Audit | |
|--------------------------------|--------------------------------|----------------------|--|
| Attached File | Description | View | |
| Mystic_Ian_Warning_Letter.docx | Mystic_Ian_Warning_Letter.docx | View | |

7. If necessary, respond to the advising note by selecting [**Update Note**].

Advising Notes

Advising Note

| | | | |
|-------------|---------------------------------------|------------|--------------|
| Institution | Bismarck State College | Created On | 06/17/2019 |
| Category | Graduation Requirements | Created By | Sandra Fried |
| Subcategory | Requirements Incomplete | Status | Open |
| Assigned To | Preston Eagleson | | |
| Subject | Important! Degree Requirements Needed | | |

[Update Note](#)

Note Items Personalize | Find | View All | 1 of 1 | Last

| Note Item | Entered On | Entered By | Comment |
|-----------|------------|------------|---------|
|-----------|------------|------------|---------|

Attachments Audit

| Attached File | Description | View |
|--------------------------------|--------------------------------|----------------------|
| Mystic_Ian_Warning_Letter.docx | Mystic_Ian_Warning_Letter.docx | View |

8. Add comments, click [**submit**].

Advising Note

| | | | |
|-------------|---------------------------------------|------------|--------------|
| Institution | Bismarck State College | Created On | 06/17/2019 |
| Category | Graduation Requirements | Created By | Sandra Fried |
| Subcategory | Requirements Incomplete | Status | Open |
| Assigned To | Preston Eagleson | | |
| Subject | Important! Degree Requirements Needed | | |

Add A New Note Item

Hi Joe, What course would I need to register for to meet degree requirements for the Associate in Arts degree?
Thanks

Note Items Personalize | Find | View All | 1 of 1 | Last

| Note Item | Entered On | Entered By | Comment |
|-----------|------------|------------|---------|
|-----------|------------|------------|---------|

Attachments Audit

| Attached File | Description | View |
|--------------------------------|--------------------------------|----------------------|
| Mystic_Ian_Warning_Letter.docx | Mystic_Ian_Warning_Letter.docx | View |

[Submit](#) [Return](#) [Add Attachment](#)

9. The person who initiated the note will be notified to view your comment.