CURRENT STUDENT REGISTRATION GUIDE

APRIL 1-17
2015

Stay on the right track!
Take a look at this step-by-step guide.

BISMARCK STATE COLLEGE
CampusConnection

You will need your NDUS Account ID and Password to log in to CampusConnection, to obtain your registration appointment, and to register for classes.

Forgot ID & Password? To obtain:

- Stop by Help Desk – Schafer Hall, Room 129 (must bring photo ID)
- Call NDUS Help Desk at 866-457-6387
- Click on “Forgot my Password” and/or “What is my User ID?”

Action Item

1. Log in to CampusConnection

Registration Appointment

As a current student, you are provided with a priority registration date and start time. These are assigned based on the number of completed credits. The more credits completed, the sooner you can register.

When your registration appointment opens, CampusConnection will allow you to register for your Fall classes. To ensure class availability, register as soon as your appointment opens.

Note:
You may add classes to your shopping cart before your registration appointment begins. CampusConnection will not allow you to finish registering until your appointment opens. If adding classes to shopping cart, remember to go back in to CampusConnection to finish registering.

Action Item

1. Obtain your registration date and time
2. Mark your registration date and time on your calendar.

Go to www.bismarckstate.edu

- Click “Campus Connection”
- Next, click “Campus Connection – Enter the portal here.” graphic.

On your Student Center in CampusConnection:

- Your appointment date
- Click “Details” to determine what time your appointment begins.

Note: “Appointment Ends” indicates the last date for priority registration. You will continue to have access to add and drop classes as you wish. However, new students will also begin registration, so class availability will be reduced.
O Academic Advising Appointment

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

Ideally, you should meet with your advisor prior to your Fall registration appointment opening. The advisor appointment should be used to determine which classes are needed to graduate and for creating your Fall class schedule using the search feature in CampusConnection.

Note: If meeting with your advisor prior to your registration date and time opening, you may add classes to your shopping cart. Adding classes into the shopping cart does not guarantee registration. If the section is full or a prerequisite is not met a different class/section will need to be chosen.

ACTION ITEM
1. Locate your advisor using CampusConnection
2. Call or email your advisor to schedule an advising appointment.

O CampusConnection Holds and To Do's

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 ND University System Institution attended, current or previous.

ACTION ITEM
1. View your CampusConnection To-Do List
2. View your CampusConnection Holds
3. Resolve any Holds or To-Do's that will prevent registration of classes

On your Student Center in CampusConnection:
- Select "Details" to view who applied the hold or 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 assure that the hold will not prevent you from enrolling in classes.
Financial Obligation Agreement

Each student, each semester is required to accept the legal obligation to pay charges assessed to their student account.

This agreement will:
- Prevent class registration
- Appear in your Student Center “Holds” box.
- Be removed after the agreement is accepted.

ACTION ITEM
1. Review and accept the terms of the agreement

Transfer Students

If you are a transfer student, it is important to review your unofficial transcript to ensure that your transfer credits have been listed prior to registering for classes.

Note:
For more information, proceed to our Transfer Student webpage.
bismarckstate.edu/current/records/transferinformation/

Questions about your transfer credits?
Do not see your transfer credits listed on your unofficial transcript?
Contact Academic Records at 701-224-2545.

ACTION ITEM
1. Run your unofficial transcript
2. Review transfer credits
Your Academic Requirements Report (Degree Audit) is an electronic 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.

Notes:
If your program is incorrect, you will need to complete a Program/Advisor Change form.

If you are having problems running your report, contact the Academic Records office at 701-224-2608.

**ACTION ITEM**
1. Run your Academic Requirements Report
2. Print your Academic Requirements Report

**Requirements that have been satisfied are indicated by a green check mark**

**Requirements that have not been satisfied are indicated by a red X**

Provides a list of courses that will satisfy this requirement
Enroll in Classes

Once your registration appointment opens, log in to CampusConnection and register for your Fall classes.

If your classes are already in your shopping cart, complete the finish enrolling process.

Notes:
Receiving Financial Aid?
Review the Enrollment Status information at: http://bismarckstate.edu/current/financialaid/eligibility-and-how-to-apply/enrollment-status/
You need to register for the minimum number of credits to receive different kinds of financial aid. The number of classes you register for, may affect the amount of financial aid for which you are eligible.

ACTION ITEM
1. Add fall classes using CampusConnection

Registration Helpsheets:
- Add Class
- Drop Class
- Swap Class

Located at the bottom of the CampusConnection webpage.
http://www.bismarckstate.edu/connection/
Class Schedule

You are not officially registered for 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 schedule to purchase your textbooks.

ACTION ITEM

1. Verify that all the classes you registered for appear on your class schedule.
2. Print your class schedule

Dates and Deadlines

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 could not only impact your GPA, but your wallet as well!

Note: To locate drop, add, and refund dates, match the begin and end dates listed on your class schedule with the begin and end dates on the Dates and Deadlines Schedule.

ACTION ITEM

1. Print the Dates and Deadlines schedule
2. Print the Academic Calendar
3. Mark your calendar with all add, drop, and refund deadlines.

3/23/2015
Each year you will have to fill out a FAFSA if you are interested in getting financial aid.

- After completing your FAFSA, be sure to watch your CampusConnection to accept or decline your award.

**Note:**
For more information, proceed to www.bismarckstate.edu/current/financialaid/

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### Action Item

1. File 2014 Federal taxes
2. Complete 2015-2016 FAFSA
3. Accept or Decline your award

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### Purchasing Textbooks

Remember you will need your class schedule and your Mystic ID card to purchase books.

*Books can be purchased:*

- In the BSC Bookstore (located in Student Union)
- Over the Phone at 701-224-5453 or 1-800-445-5073 (with a credit card)
- Online at [www.bismarckstate.edu/bookstore/textbooks](http://www.bismarckstate.edu/bookstore/textbooks) (with a credit card)

**ACTION ITEM**

1. Purchase your textbooks

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You may begin purchasing textbooks on:

- **August 3rd, 2015** – using cash, check, or credit card.
- **August 19, 2015** – using financial aid or third party.

Be sure to review the Academic Calendar for important dates and deadlines. ([http://www.bismarckstate.edu/current/records/calendarsdeadlines/](http://www.bismarckstate.edu/current/records/calendarsdeadlines/))
○ Tuition & Fees

To be officially enrolled at BSC, your account must be paid in full by the appropriate deadlines. All charges to student accounts are due the first day of the semester or the date charges are incurred. Classes added after the first day of the semester are due the first day of class.

Payments can be made:

- Online through CampusConnection
- By mail:
  BSC Student Finance
  PO Box 5587 Bismarck, ND 58506
- In person:
  Student Finance Schafer Hall – 1st Floor
- By phone:
  Last Name A-M: 701-224-5533
  Last Name N-Z: 701-224-5706

Note:
Failure to comply by deadlines will result in late fees.

ACTION ITEM
1. Pay your tuition and fees

○ Application For Degree

If Fall 2015 is your last semester at BSC, it is important that you review degree requirements and meet with your advisor to make sure all requirements have been met.

Students are encouraged to complete and electronically submit their application for degree when they register for their Fall 2015 classes.

ACTION ITEM
1. Review degree requirements
2. Complete your online application for degree

3/23/2015
**Attend Classes**

As a student, you are expected to attend all class sessions of any class for which you are registered. Punctual and regular attendance is integral to your success and is expected of all students. Failure to attend campus classes or logging into your online classes to complete any classwork may result in being administratively dropped for non-attendance from the class by the instructor, department chair, or program manager.

If you are an online student, be sure to log in daily to keep up to date with class announcements and assignments.

**ACTION ITEM**

1. Attend your classes

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**BSC Email**

All important notices coming from BSC will be sent to your BSC email account, so be sure to check your email weekly.

Need help with your email?
Refer to the help sheet or contact the Help Desk at 701-224-5442

**ACTION ITEM**

1. Check your BSC Email

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3/23/2015
**Student Handbook**

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, how to contact them, and which offices you may need to go to for particular information.

**ACTION ITEM**

1. Check out the [Student Handbook](www.bismarckstate.edu)

**Get Involved!**

Check out the [Campus Life](www.bismarckstate.edu) page to find ways you can get involved at BSC!