**NDUS Account ID and Password**

You need a NDUS (ND University System) Account ID and password in order to register for classes using CampusConnection.

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

This process will require you to:
- Take a quiz
- Enter your date of birth
- Enter your EMPLID (a seven digit code that begins with W_ _ _ _ _ _ _)

**Note:**
If you need assistance claiming your account or obtaining a forgotten Account ID or password, **Contact:**
- BSC Help Desk at 701-224-5442
- NDUS Help Desk at 866-457-6387

**ACTION ITEM**

1. If you have not already done so, [claim your NDUS account](https://helpdesk.ndus.edu).

**CampusConnection**

You will need your NDUS Account ID and password to log in to CampusConnection to register for classes.

**ACTION ITEM**

1. Log in to [CampusConnection](http://www.bismarckstate.edu).
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 semester, every student is required to accept the legal obligation to pay charges assessed to their student account.

This agreement will:
- Prevent class registration and appear in your Student Center “Holds” box.

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

On your Student Center in CampusConnection:
- Under Finance>My Account> click “Financial Obligation Agreement”
- Select “Bismarck State College” as the institution you are attending
- Select the appropriate term you are registering for
- Click “Submit”
- After reading the terms, click “Accept”
- Click “OK” to return to Student Center
**Academic Requirements Report (Degree Audit)**

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, as well as areas where you still need to meet requirements.

**Notes:**
If your program is incorrect or 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

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**Academic Requirements Report**

Bismarck State College

<table>
<thead>
<tr>
<th>Requirement Term</th>
<th>Student ID</th>
<th>Date: 03/03/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Undergraduate Career</td>
<td>2014 Fall</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts/Transfer Program</td>
<td>2014 Fall</td>
</tr>
<tr>
<td></td>
<td>AS Liberal Arts Transfer Major</td>
<td>2014 Fall</td>
</tr>
<tr>
<td></td>
<td>Computer Science Track</td>
<td>2014 Fall</td>
</tr>
</tbody>
</table>

**Minimum Credit Requirements**

- **Not satisfied:** Earn a minimum of 60 total credits, including at least 15 credits from BSC.

**General Education Requirements**

- **Communications I:** (ENGL 110)
  - Satisfied: Earn at least 6 credits in Arts & Humanities.
  - Note: No more than 3 credits of fine arts courses may apply.

<table>
<thead>
<tr>
<th>Units</th>
<th>3.00 required, 3.00 used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>En-Enrollment Type</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>6.00</td>
</tr>
</tbody>
</table>

**Social & Behavioral Sciences**

- **Not Satisfied:** Earn at least 6 credits in Social & Behavioral Sciences.

<table>
<thead>
<tr>
<th>Units</th>
<th>6.00 required, 3.00 used, 3.00 needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>En-Enrollment Type</td>
</tr>
<tr>
<td>Select Courses From:</td>
<td></td>
</tr>
<tr>
<td>CJ 201, COMM 212, ECON 105, ECON 201, ECON 202, POLS 115, POLS 116, POLS 230, PSYC 111, PSYC 211, PSYC 340, PSYC 341, PSYC 270, SOC 218, SOC 215, SOC 214, SOC 242, SOC 221, SOC 235, SOC 251, SOC 252, SOC 275, SWK 256, TRNSFR 130</td>
<td></td>
</tr>
</tbody>
</table>
Enroll in Classes

Students can register for summer courses as of March 23rd, 2015. Log in to CampusConnection to enroll in classes as soon as possible to ensure class availability.

Notes:
Receiving Financial Aid?
Review the Summer Financial Aid webpage.

ACTION ITEM
1. Add summer classes using CampusConnection

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

Located at the bottom of the CampusConnection webpage.

http://www.bismarckstate.edu/connection/

Registration Status
Green ✓ = successful registration
Red X = Error – unable to add
- Review the message and proceed
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 and 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 class begin and end dates listed on your class schedule with the class 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
**FAFSA for Summer 2015**

Federal Financial Aid is available for Summer sessions if enrolled at least half time.

- After completing the necessary paperwork, be sure to watch your CampusConnection to accept or decline your award.

**ACTION ITEM**

1. Review [Summer Financial Aid webpage](#) for more information.

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**Purchasing Textbooks**

Remember you will need your class schedule and your BSC Mystic Card to purchase textbooks.

*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](#)
**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 date 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

On your Student Center in CampusConnection:
- Under Finances, click “Pay Online Now”
- Choose your campus from the drop down.
- Click “Go”
- Under Current Account Status, click “Make a Payment”
**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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**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, you made need to go to for particular information and how to contact them.

**ACTION ITEM**

1. Check out the **Student Handbook**

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**Get Involved!**

Check out the **Campus Life** page to find ways you can get involved at BSC!