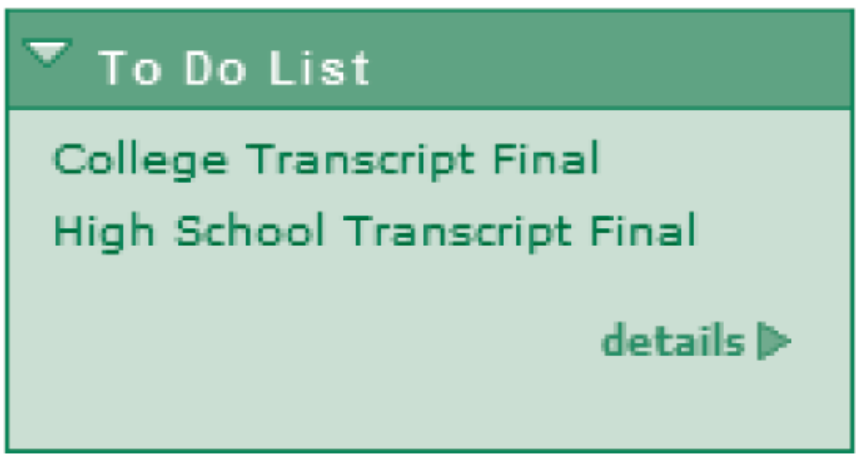
CHECK TO DO LISTS

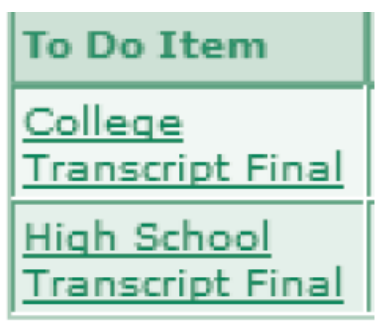
1. Log on to the CampusConnection Portal
2. Click Student Center

Right side of the page:
Items listed in the To Do List box are required to complete your file with appropriate office.



3. Click

4. Click on a To Do Item to view specific instructions.



TRANSFER CREDIT REPORT

1. Log on to the CampusConnection Portal
2. Click Student Center

Under Academics:

3. Click My Academics
4. Click View my transfer credit report

Institution = This should always be BSC.
Source Institution = Institution credits are being transferred from.
Incoming Course = Course as printed on transfer institution transcript.
Equivalent Course = Lists the equivalent BSC course.

Model Nbr	2 Posted		
Institution	Bismarck State College	**Credit Source Type**	Manual
Career	Undergraduate	**Source Institution**	MINOT STATE UNIVERSITY
Program	Liberal Arts/Transfer		
Plan	AS Liberal Arts Transfer		

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade
2008 Summer	MATH 210	3.00	A	Posted	MATH 210	3.000	A
2008 Summer	AG 210	3.00	B	Posted	TRNSFR 100	3.000	B

Course credits for students who attended BSC prior to Fall 2002 are converted manually to the CampusConnection System in order to create one complete student record. Those converted credits have been coded as "Bismarck State College Conversion". These credits can be applied to graduation requirements, just as transfer credits would.

SEARCH FOR A COURSE

1. Access the CampusConnection Portal at bismarckstate.edu
   (Log in is not required to search)

2. Click CampusConnection

3. Click ENTER CampusConnection Portal

In the menu bar

5. Click Class Search
6. Select Institution = BSC
7. Select term = Click the to choose from list
   Class Search Criteria Box
8. Course Subject = to choose from list
9. Course Number = Type number if known
10. Course Career = Undergraduate
11. Click SEARCH

Example –
Math 103 College Algebra
Course Subject = Math
Course Number = 103

ADD CLASSES

1. Log on to the CampusConnection Portal

In the menu on the left:

2. Click Student Center

Under Academics:

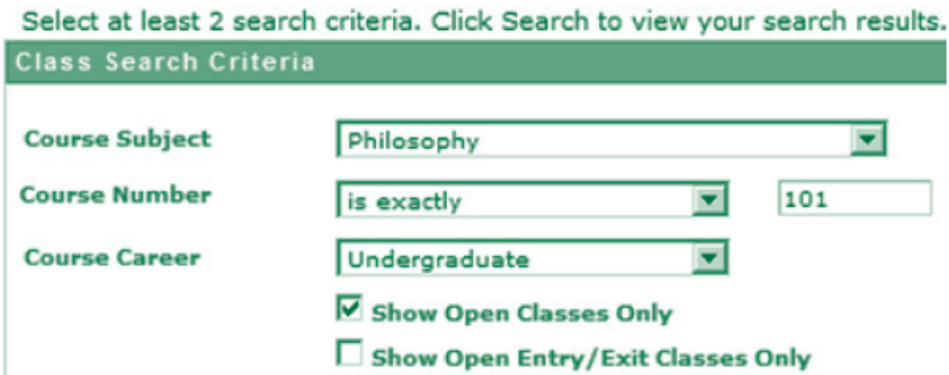
3. Click Enroll
4. Select the appropriate Term
5. Click CONTINUE

To select classes to add:

Option #1 Enter Class NBR

Option #2 (If you don't know the class NBR)

1. Click Class Search button
2. Click SEARCH
3. Populate the Course Subject, Course Number and Course Career.



Example - . PHIL 101 – Intro to Philosophy
Subject = Philosophy Course # = 101
(To show both open and closed classes,
uncheck the "Show Open Classes Only" box.)

Continue to next page

4. To choose the class you wish to add to your schedule, click select class
5. Click NEXT to add the class(es) to your shopping cart
6. To add more classes to your shopping cart click the search button.
   Repeat this process until all classes have been selected.
7. When you are satisfied with your class selections, click
   PROCEED TO STEP 2 OF 3
8. To OFFICIALLY add the classes onto "My Class Schedule" click FINISH ENROLLING

6. Click on My Class Schedule to confirm
7. Print a copy of your schedule and review

DROP CLASSES

1. Log on to the CampusConnection Portal

In the menu on the left:

2. Click Student Center

Under Academics:

3. Click Enroll
4. Choose drop from the menu at the top of the page.

5. Select the appropriate term
6. Click CONTINUE
7. Select the class(es) to drop by placing a ☑ in the box next to the class.
8. Click DROP SELECTED CLASSES
9. Confirm your drop selection
10. Click FINISH DROPPING
11. View the results. The Status Field, will display a ✓ if it's a successful drop, or an ✗ if an ERROR has occurred.
12. Click My Class Schedule to confirm.

Class Dates and Deadlines Schedule may be viewed on the web at: bismarckstate.edu/student/registrar/DatesDeadlines.asp.

SWAP CLASSES

1. Log on to the CampusConnection Portal

In the menu on the left:

2. Click Student Center

Under Academics:

3. Click Enroll
4. Choose Swap from the menu at the top of the page.

5. Select the appropriate Term
6. Click CONTINUE
7. Select the class you wish to swap
8. Enter the Class Nbr or search for the class you want to add.
9. Click NEXT
10. Click FINISH SWAPPING
11. View the results. The Status Field, will display a ✓ if it's a successful swap, or a ✗ if an ERROR has occurred.
12. Click My Class Schedule to confirm.

WITHDRAW TO ZERO CREDITS

Students who are withdrawing to zero credits for the current semester at BSC must complete the Withdrawing to Zero Credits Form instead of accessing CampusConnection .

To access the WITHDRAW policy and form:

1. Go to the BSC website: bismarckstate.edu
2. Click CampusConnection
3. Click Withdraw to Zero Credits
4. Read through the Limits and Regulations
5. Click Withdrawing to Zero Credits Form
6. Complete the online form
7. Click Submit

Class Dates and Deadlines Schedule may be viewed on the web at: bismarckstate.edu/student/registrar/DatesDeadlines.asp.

VIEW/PRINT MY CLASS SCHEDULE

1. Log on to the CampusConnection Portal
2. Click Student Center

Under Academics:

3. Click the drop down arrow

4. Select Class Schedule
5. Click the button
6. Select appropriate term
7. Click

8. Select Printer/Friendly Page at the bottom.
9. Click the print button on your browser toolbar.

VIEW MY ADVISOR

1. Log on to the CampusConnection Portal
2. Click Student Center

Right side of the page:

Your advisor's name and office phone number will be displayed.

To send your advisor an email:

1. Click details
2. Click the advisor's name

To locate your advisor's office, go to the employee directory located on the BSC webpage at: bismarckstate.edu/directory/.

VIEW MY GRADES

1. Log on to the CampusConnection Portal
2. Click Student Center

Under Academics:

3. Click the drop down arrow

4. Select Grades
5. Click the
6. Select appropriate term
7. Click

8. Select Printer/Friendly Page at the bottom.
9. Click the print button on your browser.

VIEW/PRINT UNOFFICIAL TRANSCRIPT

1. Log on to the CampusConnection Portal
2. Click Student Center

Under Academics:

3. Click My Academics
4. Click View my unofficial transcript
5. Select Institution - Bismarck State College
6. Select Records Type – Unofficial
7. Click the Go button
8. Print if desired

REQUEST OFFICIAL TRANSCRIPT

1. Log on to the CampusConnection Portal

In the menu at the left:

2. Click Academic Records
3. Click Official Transcript Request
4. Select Bismarck State College
5. Click Order Official Transcript
6. Click Order
7. Complete the 5 step request process.

Cost per transcript is $5.00, unless special order options are chosen.

ACCEPT/DECLINE FA AWARDS

1. Log on to the CampusConnection Portal
2. Click Student Center

Under finances:

3. Click Accept/Decline Awards
4. Click the appropriate year in the Aid Year column on the left side of the screen.

You may Accept and/or Decline any or all Awards that are currently available.

5. To Accept and/or Decline, place a ☑ in the Accepted box next to the award.

To reduce an accepted loan, key in the dollar amount in the Accepted field next to the loan you wish to reduce.

Award	Category	Career	Offered	Accepted	Accept	Decline
Energy Related Waiver	Waiver	Undergraduate	1,901.00	1,901.00	☑	☐
Total			**1,901.00**	**1,901.00**		

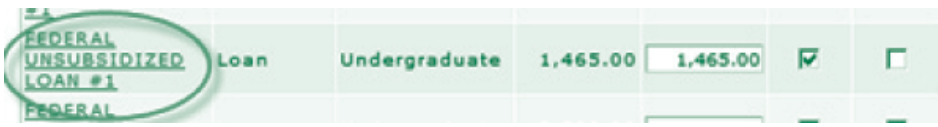
6. Click SUBMIT
7. Click YES
8. Click OK

Reminders:

If you decline an award, the accepted amount will display zero dollars.

SELECT YOUR LENDER

1. Log on to the CampusConnection Portal
2. Click Student Center
3. Click Accept/Decline Awards
4. Click the appropriate year in the Aid Year column on the left side of the screen.
5. Click on the link in the Award column that corresponds to a subsidized or unsubsidized Stafford loan.



6. Click Select your Lender at the bottom of the page.
7. Place a ☑ in the Select box next to the lender you wish to use.

Select	Lender ID	Lender Information
☐	807176	Wells Fargo
☐	816386	Bank Of North Dakota

8. Click SUBMIT

VIEW STUDENT ACCOUNT (Tuition/Fees) INFORMATION

Students are responsible for accessing and verifying their student account information (tuition/fees/room/board) is accurate on CampusConnection.

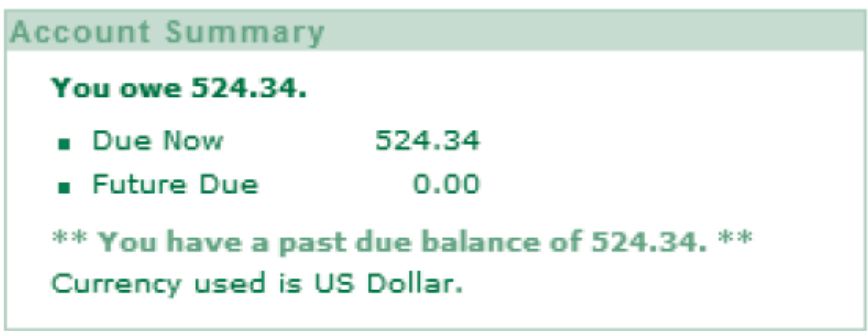
1. Log on to the CampusConnection Portal

In the menu on the left:

2. Click Student Center

Under Finances:

Account Summary will display total amount owed.



To obtain account details:

1. Click Account Inquiry
2. Choose Activity from the menu at the top of the page.

Note: Account Activity can be viewed by specific Institution and/or term.

Anticipated Financial Aid is not included in the balance.

MAKE A PAYMENT

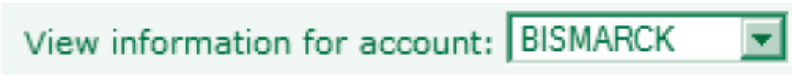
Online payment can be made by check, checkcard, or credit card.

1. Log on to the CampusConnection Portal

In the menu on the left:

2. Click Campus Finances
3. Click View Statements/Pay Online Now
   Please wait while the page loads.
4. Choose Payments from the menu at the top of the page.

If attend(ed) multiple campuses, choose the appropriate campus from the drop-down menu.



5. Click Go

To make a payment:

6. Click Pay in the action column on the right side of the screen.
7. Select the payment method from the drop down menu.
8. Click Go
9. Complete the payment options
10. Click Continue
11. Click Submit Payment

Payment Confirmations and emails must be maintained by the student for payment verification, as we are unable to duplicate this information and provide it at a later date.

Anticipated Financial Aid is not included in the balance.

PRINT STATEMENT (eBills)

This prints the last eBill emailed to your campus email address. If an eBill has not been sent via email, it will not be available.

1. Log on to the CampusConnection Portal

In the menu on the left:

2. Click Campus Finances
3. Click View Statements/Pay Online Now
   Please wait while the page loads.
4. Choose eBills from the menu at the top of the page.
5. Click **View** in the action column on the right side of the screen.
6. Click **Print This Statement**

In the Menu at the top of the browser:

7. Click File
8. Click Print

SETUP AN AUTHORIZED USER TO MAKE A PAYMENT

This will allow someone other than the student to be set up to make a payment.

Authorized user must have an email account.

1. Log on to the CampusConnection Portal

In the menu on the left:

2. Click Campus Finances
3. Click View Statements/Pay Online Now
   Please wait while the page loads.
4. Choose Authorized Users from the menu at the top of the page.
5. Click Add an Authorized User
6. Answer the three questions in the Add An Authorized User box.
7. Click Add User
8. Enter the last 4 digits of your Student ID # (W012345)
9. Click I Agree

MAKE A PAYMENT AS AN AUTHORIZED USER

Open Internet Explorer

1. Go to the BSC website: bismarckstate.edu

2. Click CampusConnection

3. Click ENTER CampusConnection Portal

4. Click

Touchnet Authorized Users

If a student has designated you with access as an "Authorized User" to make online payments on their account, click here!

Authorized User for Online Payments

5. Enter Email and password. These items were sent via email.

6. Click Login Now

7. Enter the last 4 digits of the Student ID # (W0123456)