

IMPORTANT
-Read!

Williston State College



Fall Semester 2009
Classes begin Monday, August 24th after 4:00 PM

DISTANCE EDUCATION STUDENTS – ***Including Online, IVN, and Collaborative***

You've been admitted to WSC and have successfully registered for a distance course(s). Now what?

Financial Aid

If you are a WSC student and applying for financial aid you may contact the Financial Aid Office at 701-774-4248, 1-888-863-9455, ext. 4248, or email: lynn.haverlock@wsc.nodak.edu with any questions. You may also refer to the Financial Aid Office section of the WSC website at www.wsc.nodak.edu.

Payment of Fees

View Account Information - Log onto your campus connection: <http://www.wsc.nodak.edu/campusconnection/> Click the campus connection portal. Enter your userid and password. Select Campus Finances > Account Inquiry.

Pay online – You may pay your account online. Select Campus Finances > View Statement/Pay Online Now and wait for the page to load. This will take you to Touchnet, the secure online payment processor for the North Dakota University System. Click on the eBills tab to view your statement. Click on Payments to make a payment.

Payments can also be made by cash, check or credit card in the Business Office. Payments by mail can be sent to the WSC Business Office, 1410 University Avenue, Williston ND 58801. Questions regarding your bill or payment procedures should be directed to Crystal in the Business Office at 701-774-4299 or 1-888-863-9455 ext 4299.

If you are **not** receiving financial aid, payment must be received in the Business Office no later than **September 9th** or you will be withdrawn from classes. If you would like to make payments on your tuition, the FACTS tuition payment plan is available by contacting Crystal in the Business Office at 701-774-4299 or 1-888-863-9455 ext 4299.

COLLABORATIVE STUDENTS – DO NOT PAY WSC IF WE ARE THE PROVIDER CAMPUS! Pay your HOME campus for your WSC course(s).

Books and Supplies

To purchase books and supplies from the WSC Bookstore, go to the following link: <http://www.wsc.nodak.edu/bookstore/studentervices.htm>.

Students receiving financial aid and living outside of the Williston area, (zip codes other than 58801-58802), can charge books beginning August 10th. Students who reside in the Williston area, (zip codes 58801-58802), can charge their books beginning August 20th. The last day to charge books and supplies is August 31st. The last day to return books and supplies is September 2nd. Any returned books may be subject to a \$25 restocking fee.

Students not receiving financial aid may purchase books and supplies with a credit card, debit card, or check at any time. Please note: We will not ship to zip codes 58801-58802.

If you are a **collaborative student** and taking classes from another institution, “provider campus”, contact that school’s bookstore to purchase your books. If you are receiving financial aid from WSC, you must first contact Mindy in the Student Services Office at WSC for authorization to charge books at another school’s bookstore. The email address is mindy.sigvaldsen@wsc.nodak.edu and the phone number is 701-774-4258 or 1-888-863-9455 ext. 4258.

If you are a **collaborative student** and WSC is your “provider campus”, you must contact your “home campus” if you wish to charge your WSC books to your financial aid. The “home campus” will then contact mindy.sigvaldsen@wsc.nodak.edu if you can charge. To order your books from the WSC bookstore, please access the following link <http://www.wsc.nodak.edu/bookstore/studentervices.htm>.

Note: If you purchase your books from another entity other than WSC’s Bookstore, please keep in mind that you may have to purchase a new access code from the textbook publisher in order to access your online class.

Online course instructions on back

Beginning the Course (Online Courses)

If you are taking an online course(s), the online Learning Management Software (LMS) Procedures sheet, (below), will instruct you on acquiring a username and password to access your course(s). **You will be able to login into your course on the first day of class, which is August 24th after 4:00 PM. All students must complete the first academically related assignment by September 1st or may be dropped from the course.**

***ATTENTION ALL STUDENTS: Once you log into your course, you have accepted the responsibility of completing the course unless you drop it by the deadline date. If you change your mind and do not wish to take a course(s) from WSC, contact the Student Services Office ASAP or you may be responsible for the tuition and a failing grade.**

Library Services

Several electronic databases are available to Williston State College students via the library's website (<http://www.wsc.nodak.edu/library/>) under the Licensed Resources link. Off-campus access requires you to enter a user ID and password. Your seven-digit student ID serves as your user ID and your last name is your password. The only exceptions to these instructions are for Ancestry Library which is unavailable off campus and entry to Salem Health and Salem History. Entry into Salem Health and Salem History may be achieved using 'wsc1b' as your access password. If you need further help finding information or deciding which of the databases to use, please feel free to submit an online question at this site or call 1-888-863-9455, extension 4226.

Questions?

Please contact Mindy Sigvaldsen in the Student Services Office. Email: mindy.sigvaldsen@wsc.nodak.edu or phone: 701-774-4258 or 1-888-863-9455, ext. 4258.

Online Course Log-in Instructions

NDUS Moodle Procedures

To gain access to your online course(s), please follow these steps very carefully:

- 1) Click onto your internet browser, **Internet Explorer, Mozilla, or Netscape**
- 2) Go to the Williston State College home page at www.wsc.nodak.edu, click on Williston State College Online Campus, and then click on "LOGIN to Classes".
- 3) Log-in into NDUS Moodle. Your **Username** will be structured as follows: firstname.lastname. Your **Password** is your first initial (capitalized) + last initial (capitalized) + the last 6 digits of your student id. (W0123456)

Ex: Pat Smith Moodle ID is: pat.smith All letters are lower case.
Moodle Password is: PS123456 All letters are upper case.

It is recommended that you create a new password after you initially enter Moodle. You can make this change in your profile. Please write your password down and keep it in a safe place. Do not share it with anyone. You could lose valuable time waiting for your password to be reset if you lose or forget it. If that happens, please contact a Moodle administrator listed below, or the 24/7 Help Desk Support Center at 866-940-0065.

The Moodle administrators allow you access to your course(s) after they have received confirmation that you are registered.

You cannot login into your class(es) until the first day of class, which is August 24th after 4:00 PM.

If you do not find any courses listed, please contact Ryan (ext. 4590) or Leon (ext. 4532) in the Distance Education Office at 1-888-863-9455 to determine if you are registered into the class.

If you experience difficulty with course content, contact your instructor. If you have technical difficulties, contact a Moodle administrator.

All students must complete the first academically related assignment by September 1st or may be dropped from the course.

If you have difficulty accessing Moodle, please contact a Moodle Administrator in the Distance Education Office:

Ryan Avery
ryan.avery@wsc.nodak.edu
701-774-4590 or 1-888-863-9455 ext. 4590

Leon Walter
leon.walter@wsc.nodak.edu
701-774-4532 or 1-888-863-9455 ext. 4532