

**IMPORTANT  
-Read!**

# Williston State College



**Spring Semester 2007  
Classes begin Tuesday, January 9<sup>th</sup>**

## **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?*

### **Graduation Application**

If you plan on graduating in the spring, please be sure to complete and submit the [graduation application](#) to the Records Office. If you have any questions regarding the application, please contact lacey at 1-888-863-9455, ext 4210.

### **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](mailto:lynn.haverlock@wsc.nodak.edu). You may also refer to the Financial Aid Office section of the WSC website at [www.wsc.nodak.edu](http://www.wsc.nodak.edu).

### **Payment of Fees**

If you are **not** receiving financial aid and WSC is your “home campus”, payment must be received in the Business Office no later than January 26<sup>th</sup> or you will be withdrawn from classes.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 Nicci Strand at the numbers listed below or email at: [nicci.strand@wsc.nodak.edu](mailto:nicci.strand@wsc.nodak.edu).

The address is:

Business Office  
Williston State College

PO Box 1326  
Williston ND 58802

Phone: 701-774-4249  
1-888-863-9455 ext. 4249

### **Books and Supplies**

**- PLEASE NOTE NEW PROCESS TO ORDER BOOKS -**

To purchase books and supplies from the WSC Bookstore, go to the following link:

<http://www.wsc.nodak.edu/cgi-bin/bookstore/bookorders/index.asp>

If your books are being shipped outside the Williston area, (zip codes other than 58801-58802), you can order them beginning December 18<sup>th</sup>. All distance education students who reside in the Williston area, (zip codes 58801-58802), can purchase their books beginning January 8<sup>th</sup>. The last day to charge books and supplies is January 17<sup>th</sup>. The last day to return books and supplies is January 29<sup>th</sup>.

If you are 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 the Distance Education Office at WSC for authorization to charge books at another school’s bookstore. The email address is [mindy.sigvaldsen@wsc.nodak.edu](mailto:mindy.sigvaldsen@wsc.nodak.edu) and the phone number is 1-888-863-9455 ext. 4258 or 701-774-4258.

If 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](mailto: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/cgi-bin/bookstore/bookorders/index.asp>.

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.

*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 or WebCT in order to access your class on WebCT. To find out if an access code is required for your course, go to [www.wsc.nodak.edu/distance](http://www.wsc.nodak.edu/distance). Click on Spring Schedule, then the Course Name. It will be listed under the textbook information.*

### **Beginning the Course (Online courses)**

If you are taking an online course(s), the WebCT procedures information, (below), will instruct you on acquiring a username and password to access your course(s). **You will be able to access your course on the first day of class, which is January 9<sup>th</sup>. All students must complete the first academically related assignment by January 18<sup>th</sup> or may be dropped from the course.**

**\*ATTENTION ALL STUDENTS: If you change your mind and do not wish to take a course(s) from WSC, contact the Distance Education Office ASAP or you may be responsible for the tuition and a failing grade.**

### **Library Services**

It is recommended that you apply for a library card during the first week of classes. This will allow you to access books and other resources from WSC's library. To apply, go to: [www.wsc.nodak.edu/library](http://www.wsc.nodak.edu/library) and click on *Off-Campus Services*. If you need help finding information, please feel free to submit an online question at this site or call 1-888-863-9455, ext. 4226.

### **Questions?**

Please contact Mindy Sigvaldsen or Melissa Hoffman in the Distance Education Office. Email: [mindy.sigvaldsen@wsc.nodak.edu](mailto:mindy.sigvaldsen@wsc.nodak.edu), or [melissa.k.hoffman@wsc.nodak.edu](mailto:melissa.k.hoffman@wsc.nodak.edu), phone: 1-888-863-9455, ext. 4258 (Mindy) or ext. 4532 (Melissa).

---

## **Online Course Log-in Instructions**

### **WebCT Procedures**

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

- 1) Click onto your internet browser, **Internet Explorer or Netscape**
- 2) Go to the Williston State College home page at [www.wsc.nodak.edu](http://www.wsc.nodak.edu), click on Distance Education, and then click on WebCT; or type in the following address: <http://online.misu.nodak.edu:8900/webct/homearea/homearea>. This will take you to the WebCT sign-in page.
- 3) Log-in into WebCT. Your **WebCT ID** will be structured as follows: the first 3 letters of your first name followed by your full last name.  
Ex: George W. Bush    WebCT ID is: geobush    All letters are lower case.

Your initial **Password** is: webct    All letters are lower case.

It is recommended you create a new password after you initially enter the course. **You choose the password.** Please write it down someplace where you can find it. Don't share with anyone. You could lose valuable time waiting for your password to be reset if you should lose or forget it. If you do lose or forget your password, please contact the WebCT administrator.

The WebCT administrator allows you access to your course(s) after he has received confirmation you are registered into the class by the Distance Education Office.

If you do not find any courses listed, please contact Mindy or Melissa 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 the WebCT administrator.

***You cannot access your class(es) until the first day of class, which is January 9<sup>th</sup>..***

**All students must complete the first academically related assignment by January 18<sup>th</sup> or may be dropped from the course.**

If you have difficulties accessing WebCT, please contact the WebCT Administrator:

Don Petre

Williston State College

[donald.petre@wsc.nodak.edu](mailto:donald.petre@wsc.nodak.edu)

701-774-4590 or 1-888-863-9455 ext. 4590