

# SPRING 2010 REGISTRATION INFORMATION

Registration for spring 2010 is scheduled to begin Wednesday, November 4. The spring 2010 schedule can be viewed online at [www.wsc.nodak.edu](http://www.wsc.nodak.edu). Once in the website click on CampusConnection and enter your user ID and password. From there, click on 'Student Center' located in the blue box in the upper left hand corner. Under 'Academics' click on 'Search,' select the institution 'Williston State College' from the drop down menu and the '2009 fall' term from the drop down menu. To see the complete schedule you will need to choose 'Undergraduate' for Course Career. This will take a few minutes to load. If you would like to search by subject you can select the subject you want from the course subject drop down menu. You can also find the schedule online at [www.wsc.nodak.edu](http://www.wsc.nodak.edu). Once in the website click on 'Class Schedules (Current & Future)' on the home page.

## How to Register for Classes:

We strongly recommend you meet with an advisor before registering for classes. Your advisor can help assure that you are taking the courses required for your program of study. Please contact the Admission & Records Office to schedule an appointment with an advisor.

After talking with your advisor, you will be eligible for registration. Please follow the instructions listed below.

- 1) You will be able to register yourself via the internet.
  - a) Go to [www.wsc.nodak.edu](http://www.wsc.nodak.edu) and click on CampusConnection. Enter your User ID and password in the signon box. If you don't know your User ID and password, go to number 2 on the bottom of this sheet.
  - b) Once you are logged in, navigate to 'Student Center' then, click on 'Enroll' located under 'Academics', select the term you wish to enroll in (ex. 2009 fall) and click 'Continue.'
  - c) Once there you can add the class number in the box or click on the search button to find the class number. After the number has been entered, press **enter**. This will bring up a new screen with the class information. If you want to add this class, click next. You will see a message in green that states "The class has been added to your shopping cart."
  - d) When all of your classes have been added click on the 'Proceed to Step 2 of 3' button.
  - e) This will show a screen with all the classes you have entered. To process your enrollment request, click on the green 'Finish Enrolling' button.
  - f) If you have been added into all of the classes successfully, the status will show a green check mark. If the status shows a red 'X', please read the error message to the left of the red 'X'. For example, you may get an error message that says, the class is closed or you have a hold on your account. If the class is closed you can be added to the waitlist by clicking on the 'Add Another Class' button. Click on the class and then click on the 'Wait List if Class is Full' box. Click next. Then 'Proceed to Step 2 of 3' and finish enrolling. You will receive a message that states you have been added to the wait list and it will include your position on the list. Please contact the Admission & Records Office if you experience an error that you cannot resolve.
  - g) Click on 'My Class Schedule' to get a list of the classes you enrolled in. You may also print a copy of your schedule from here.

**If you were placed on a waiting list for a class that has been closed (no seats available at this time), please be sure to read the following information:**

As seats become available, students whose names appear on a waiting list will be enrolled in the said class in the order in which they have been wait-listed. If, at any time, you decide you no longer wish to be on the waiting list for this class, **YOU MUST DROP THE CLASS ON CAMPUSCONNECTION**. If you do not do this, you will be enrolled in the class as a seat becomes available. **Please be sure to check your schedule frequently on CampusConnection to know if you have been enrolled in the class.**

You are solely responsible for your enrollment in any course, including any you choose to be waitlisted for. Being placed on a waiting list, in no way guarantees later enrollment in the course. You will be enrolled **ONLY IF A SEAT BECOMES AVAILABLE**. You may contact the instructor of the class to inquire about the possibility of attending the class until a seat becomes available. You may not, however, be able to purchase textbooks until you are officially enrolled in the class.

- 2) If you don't know your User ID and password, follow the 'Obtain a User Account' link once in Campus Connection. If you need help in securing your User ID and password, you may contact Lacey Madison at WSC (1-888-863-9455 ext. 4210), Rita Ann Deichert at WSC (1-888-863-9455 ext. 4589), or Mindy Sigvaldsen at WSC (1-88-863-9455 ext 4258). **BE SURE TO SECURE YOUR USER ID AND PASSWORD BEFORE ATTEMPTING TO REGISTER. If you have already received a User ID and password and have forgotten the User ID, follow these steps:** Once in the WSC website, click on CampusConnection. From there click on 'What is My User ID'. This will bring up several boxes for you to complete, be sure to use the format indicated next to the boxes. When done, click submit and it will give you your User ID. **If you have already received a User ID and password and have forgotten the password, follow these steps:** Once in the WSC website, click on CampusConnection. From there, click on 'Forgot my Password' located in the blue box in the left corner of the page. It will then ask you for your User ID, your User ID is a capital 'W' and the number located on the front of your ID card (ex. W0587828). It will then ask you a question, probably your birth date. If you answer the question correctly, it will email you your password.

If you have questions about the registration process, contact the Admission & Records Office at 1-888-863-9455 ext. 4210 or 701-774-4210.

### How to View my Class Schedule:

- 1) Go to [www.wsc.nodak.edu](http://www.wsc.nodak.edu) and click on CampusConnection. Enter your UserID and password in the signon box.
  - a) Once you are logged in, navigate to 'Student Center' then, select 'Class Schedule' from the drop down menu located under 'Academics;' click on the arrows next to the drop down menu. Select the term (ex. 2009 fall.) Click continue.

### How to Drop or Add Classes:

- 1) Go to [www.wsc.nodak.edu](http://www.wsc.nodak.edu) and click on CampusConnection. Enter your UserID and password in the signon box.
  - a) Once you are logged in, navigate to 'Student Center' then, click on 'Enroll,' located under 'Academics.'
  - b) If you want to add classes, select the term (ex. 2009 fall) and click continue. Once there you can add the class number in the box or click on the search button to find the class number. After the number has been entered, press **enter**. This will bring up a new screen with the class information. If you want to add this class, click next. You will see a message in green that states "The class has been added to your shopping cart."
  - c) When all of your classes have been added click on the 'Proceed to Step 2 of 3" button.
  - d) This will show a screen with all the classes you have entered. To process your enrollment request, click on the green 'Finish Enrolling' button.
  - e) If you want to drop classes, click on 'Drop' located at the top of your screen. Select the term (ex. 2009 fall) and click 'Continue'. Select the classes you want to drop by clicking in the box to the left of the class. Click on the 'Drop Selected Classes' button. This will bring up a screen with the class you have chosen to drop. To process the drop, click on the green 'Finish Dropping' button. If the drop processed, the message will show a green check mark. **Note: If you are dropping all of your classes you will need to Contact the Admission & Records Office.**
  - f) Click on 'My Class Schedule' to get an updated list of the classes you enrolled in. If you dropped classes they will be on your schedule with a status that shows 'Dropped' or 'Enrolled' with a grade of 'W.' Please be sure to look at your schedule to be certain the process was successful.

### How to View Financial Aid:

- 1) Go to [www.wsc.nodak.edu](http://www.wsc.nodak.edu) and click on CampusConnection. Enter your UserID and password in the signon box.
  - a) Once you are logged in navigate to 'Student Center' then, click on 'View Financial Aid' located under 'Finances,' select the aid year you want to view (ex. Aid Year 2009). This will give you your complete Award Notice. You can accept or decline your financial aid from this screen.

### How to View Tuition and Fees:

- 2) Go to [www.wsc.nodak.edu](http://www.wsc.nodak.edu) and click on CampusConnection. Enter your UserID and password in the signon box.
  - a) Once you are logged in navigate to 'Student Center' then, click on 'Account Inquiry' located under 'Finances.'

### How to View My Grades:

- 1) Go to [www.wsc.nodak.edu](http://www.wsc.nodak.edu) and click on CampusConnection. Enter your UserID and password in the signon box.
  - a) Once you are logged in, navigate to 'Student Center' then, select grades from the drop down menu located under 'Academics' and click on the arrows. Select the term (ex. 2009 fall) and click continue.

### How to View My Transcript:

- 1) Go to [www.wsc.nodak.edu](http://www.wsc.nodak.edu) and click on CampusConnection. Enter your UserID and password in the signon box.
  - a) Once you are logged in, navigate to 'Student Center' then, select 'Transcript: View Unofficial' from the drop down menu located under 'Academics' and click on the arrows. Select the institution (ex. Williston State College) and Report Type (ex. Unofficial Transcript). Then click 'Go.'