

## CampusConnection Helpsheet Accept or Decline Financial Aid Award

1. Access [CampusConnection](#).
2. Enter CampusConnection UserID and Password. Click **[Log In]**.

The screenshot shows the login interface for the North Dakota University System. At the top, the logo for the North Dakota University System is displayed. Below the logo, the page is titled "Campus Solutions Log In". Underneath, a note states: "NDUS Campus Solutions requires authentication using your NDUS identifier." There are two input fields: "User ID" with the text "Mystic.M.Ian" and "Password" with masked characters. Below the password field is a checkbox for "I agree to the terms of the User Agreement" and a "Log In" button. To the right of the login fields, there is a section titled "Trouble Logging In?" with the text: "If you are experiencing any difficulties getting logged into the system, please use the links below." Below this text are three buttons: "User ID and Password Help", "Send email to Help Desk", and "Guest Page".

*On your Student Homepage:*

3. Click **[Financial Aid]** tile.

The screenshot shows a "Student Homepage" dashboard with a grid of tiles. The tiles are: "Academic Progress" (with a pie chart showing 18% Complete and 82% Incomplete), "Tasks" (with a warning icon and "11 To Do's 3 Holds"), "Manage Classes" (with a calendar icon), "Financial Account" (with a building icon), "Financial Aid" (with a graduation cap icon and a yellow background), "Academic Records" (with a graduation cap icon), "Profile" (with a person icon), "Information Center" (with a person icon and an information icon), and "Student Self Service" (with a person icon and a book icon).

On the left-side menu:

4. Verify the appropriate aid year and campus is selected.

Click **[Change]**, if update is needed.

2018-2019  
Bismarck State College

**Change**

5. Select **[Accept/Decline]**.

**Accept/Decline**

6. Click  **[Edit]**.

**Financial Aid**  
Status New Package 

  **Submit** **Actions**

**Award Description/Category** **Award Decision**

7. Select **[Yes]** to accept the Funds Authorization.

Funds Authorization

I authorize BSC Student Finance Services to apply my Title IV federal financial aid funds toward all charges of tuition, fees, room, board, books, and any other charges billed to my Campus Connection account. Title IV aid includes Federal Direct Subsidized and Unsubsidized Loans, PLUS, Nursing, and Perkins Loans, and Pell, Academic, and SEOG Grants.

This authorization will remain in effect for each subsequent financial aid disbursement in this academic year unless I withdraw it.


I understand that I am responsible for paying all Campus Connection charges by their specified due dates and that I will be assessed a monthly late fee of 1.75% on any unpaid past due charges and a hold will be placed on my student account within two days after the due date. I understand that this means I could receive a refund of aid even though I may still owe other charges on my account and that I must pay those charges in order to avoid any late fees.



I understand that this authorization is voluntary and that I may cancel or modify this authorization at any time by providing a written request to BSC Student Finance Services. Any requested cancellation or modification is not retroactive and will only apply to future disbursements.





I understand if I choose to "OPT OUT" at any time, I will not be allowed to charge any books/supplies at the BSC Bookstore using any type of financial aid (loans, grants, scholarships, etc.) showing on my financial aid award during the award year.

**Yes** **No**

8. You may accept and/or decline any or all awards that are currently available.

**Financial Aid**  
Status New Package 

  **Submit** **Actions**

Award Description/Category	Award Decision	Reduce	Offered	Accepted
<b>Federal Pell Grant - (EY)</b> Grant	 Accept	<input type="checkbox"/>	1,000.00	1,000.00
<b>Federal Work Study</b> Work/Study	 Select	<input type="checkbox"/>	2,000.00	0.00
<b>Federal Direct Loan - (EY)</b> Loan	 Select	<input type="checkbox"/>	1,857.00	0.00
<b>Fed Dir Unsubsidized Loan (EY)</b> Loan	 Select	<input type="checkbox"/>	3,643.00	0.00
<b>Totals</b>			<b>8,500.00</b>	<b>1,000.00</b>

## Accept Awards

For each award you would like to accept:

1. Select **[Accept]** from the drop-down menu in the Award Decision column adjacent to the award.

**Financial Aid**  
Status: New Package

Submit Actions

Award Description/Category	Award Decision	Reduce	Offered	Accepted
<b>Federal Pell Grant - (EY)</b> Grant	Accept Decline Reset Select	<input type="checkbox"/>	1,000.00	1,000.00
<b>Federal Work Study</b> Work/Study	Select	<input type="checkbox"/>	2,000.00	0.00
<b>Federal Direct Loan - (EY)</b> Loan	Select	<input type="checkbox"/>	1,857.00	0.00
<b>Fed Dir Unsubsidized Loan (EY)</b> Loan	Select	<input type="checkbox"/>	3,643.00	0.00
<b>Totals</b>			<b>8,500.00</b>	<b>1,000.00</b>

Note:

- a. Once accepted, the offered amount will display in the accepted column.

Award Description/Category	Award Decision	Reduce	Offered	Accepted
<b>Federal Work Study</b> Work/Study	Accept	<input type="checkbox"/>	2,000.00	2,000.00

- b. To reduce an accepted loan
  - i. Select **[Accept]** from the drop-down menu in the Award Decision column adjacent to the loan.
  - ii. Place a **[checkmark]** in the Reduce box
  - iii. Enter the loan amount you want in the accepted field

Award Description/Category	Award Decision	Reduce	Offered	Accepted
<b>Federal Direct Loan - (EY)</b> Loan	Accept	<input checked="" type="checkbox"/>	1,857.00	500.00

## Decline Awards

For each award you would like to decline:

1. Select **[Decline]** from the drop-down menu in the Award Decision column adjacent to the award.

**Financial Aid**  
Status: New Package

Submit Actions

Award Description/Category	Award Decision	Reduce	Offered	Accepted
<b>Federal Pell Grant - (EY)</b> Grant	Accept Decline Reset Select	<input type="checkbox"/>	1,000.00	1,000.00
<b>Federal Work Study</b> Work/Study	Accept Decline Reset Select	<input type="checkbox"/>	2,000.00	0.00
<b>Federal Direct Loan - (EY)</b> Loan	Select	<input type="checkbox"/>	1,857.00	0.00
<b>Fed Dir Unsubsidized Loan (EY)</b> Loan	Select	<input type="checkbox"/>	3,643.00	0.00
<b>Totals</b>			<b>8,500.00</b>	<b>1,000.00</b>

Note:

- a. Once declined, the accepted column will display zero dollars.

Award Description/Category	Award Decision	Reduce	Offered	Accepted
<b>Federal Work Study</b> Work/Study	Decline	<input type="checkbox"/>	0.00	0.00

9. Once all awards have been accepted and/or declined, click **[Submit]**.

**Financial Aid**  
Status: New Package

Submit Actions

Award Description/Category	Award Decision	Reduce	Offered	Accepted
<b>Federal Pell Grant - (EY)</b> Grant	Accept	<input type="checkbox"/>	1,000.00	1,000.00
<b>Federal Work Study</b> Work/Study	Decline	<input type="checkbox"/>	0.00	0.00
<b>Federal Direct Loan - (EY)</b> Loan	Accept	<input checked="" type="checkbox"/>	1,857.00	500.00
<b>Fed Dir Unsubsidized Loan (EY)</b> Loan	Accept	<input type="checkbox"/>	3,643.00	0.00
<b>Totals</b>			<b>8,500.00</b>	<b>1,000.00</b>

10. Click **[Yes]**.

Do you want to submit this award decision?

Yes No

11. Click **[OK]**.

Your academic load affects your financial aid.  
Your financial aid award is based on full time attendance for the full year. If you are enrolled less than full time on the last day to add or drop without penalty, we may be required to reduce your aid. If you are less than half-time on that date, you may not be eligible for federal financial aid.

Please contact the financial aid department at 701-224-5494 to notify us if you plan to enroll less than full time for fall or spring semester.

Please monitor your official email account for notices pertaining to award adjustments

OK