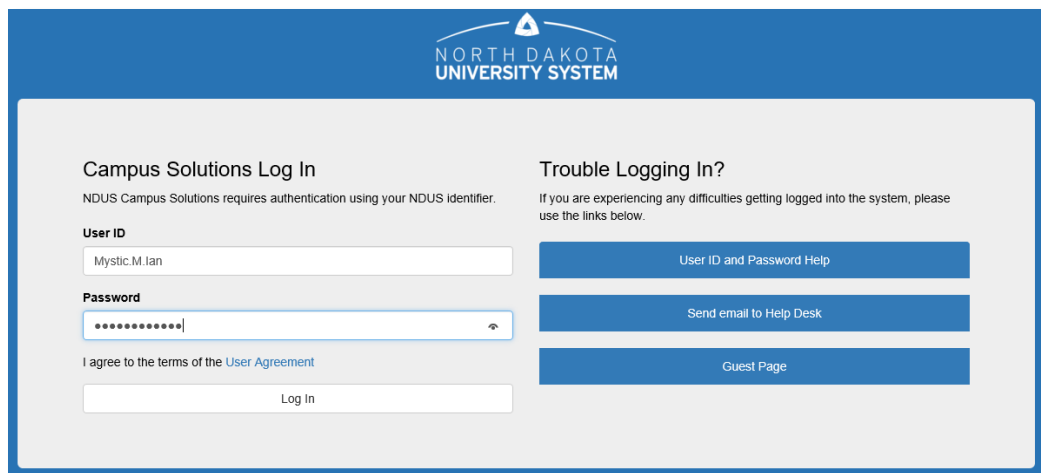


CampusConnection Helpsheet Financial Obligation Agreement

The Financial Obligation Agreement (FOA) is an understanding of the legal obligation, of the student, to pay charges assessed to his/her student account. The financial obligation should be read in full to understand what is being agreed to and will be held accountable.

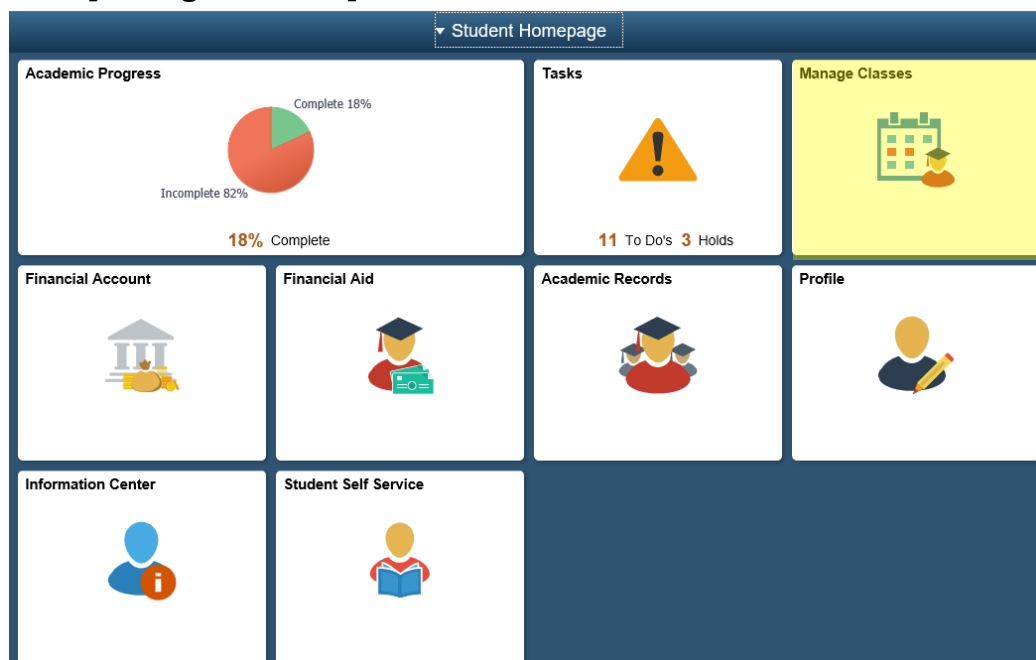
If the FOA is declined, it will prevent class registration for that semester.

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



On your Student Homepage:

3. Click **[Manage Classes]** tile.



On the left-side menu:

4. Select **[Sign Fin Obligation Agreement]**.



5. Select Institution **[Bismarck State College]**.
Select Effective Term **[Registration Term]**.
Click **[Submit]**.

Financial Obligation Agreement - Select Institution and Term

For which institution are you completing the Financial Obligation Agreement?


*Institution:

For what term are you completing the Financial Obligation Agreement?

*Effective Term:


Please note: Select the magnifying glass above in order to view a listing of terms. If there are no effective terms from which to choose, you have already accepted the Financial Obligation Agreement for all terms for which you are eligible to enroll. If you believe you should be eligible to enroll in a term, please contact the Registrar's Office.

[RETURN TO STUDENT_CENTER](#)



NORTH DAKOTA UNIVERSITY SYSTEM
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6. Read the Financial Obligation Agreement
Click **[Accept]** or **[Decline]**.



Financial Obligation Agreement

Please read the following information carefully:

* By registering for courses at an institution (or institutions) within the North Dakota University System (Bismarck State College, Dakota College at Bottineau, Dickinson State University, Lake Region State College, Mayville State University, Minot State University, North Dakota State College of Science, North Dakota State University, University of North Dakota, Valley City State University, Williston State College):

* I understand that I am incurring a legal obligation to pay all charges assessed to my Campus Connection account by the due date, including, but not limited to, tuition and fees, housing charges, and late payment fees.

* I accept full financial responsibility for each registered course, including those I may add after this initial registration for the term and understand that I am personally responsible for payment of all sums when due regardless of my eligibility for financial aid or other financial assistance.

* I understand that I must sign this agreement only upon initial enrollment each term and that adding additional courses for the same term may increase my financial obligation. I assume full responsibility for any additional charges and will check my Campus Connection account frequently to ensure that I am aware of any additional charges.

7. Click **[ok]** to return to the Student Center.

You have successfully signed the Financial Obligation Agreement for the **2019 Fall term**.
You may now proceed to registration for the term by clicking OK to return to the Student Center.

OK


More Selections

If you would like to sign another Financial Obligation Agreement in order to enroll in classes for another term and/or institution, click here.

[Back to Agreement](#)

8. Upon acceptance of the FOA, the hold is removed from the list under the Tasks tile.

Tasks



2 To Do's 2 Holds

Holds

Hold	Institution	Department
Financial Obligation Agreement	Bismarck State College	Business & Financial Operation

9. If prompted to update your contact information, click **[OK]**.
If not, continue to step #11.

Please Update Your Contact Information

Updating your contact information (i.e. address, phone number, email address) will help in the following ways:

1. Improve our ability to communicate with you. Campus office personnel, advisors, instructors, etc. all depend on this information when communicating with you;
2. Facilitate your ability to vote in North Dakota. Please be aware that the date of your home/mailling address updates must be at least 30 days prior to the election date in order to qualify as a North Dakota resident for voting purposes.

OK

10. You will be redirected to your Student Center. Under **[Personal Information]** update your contact information.

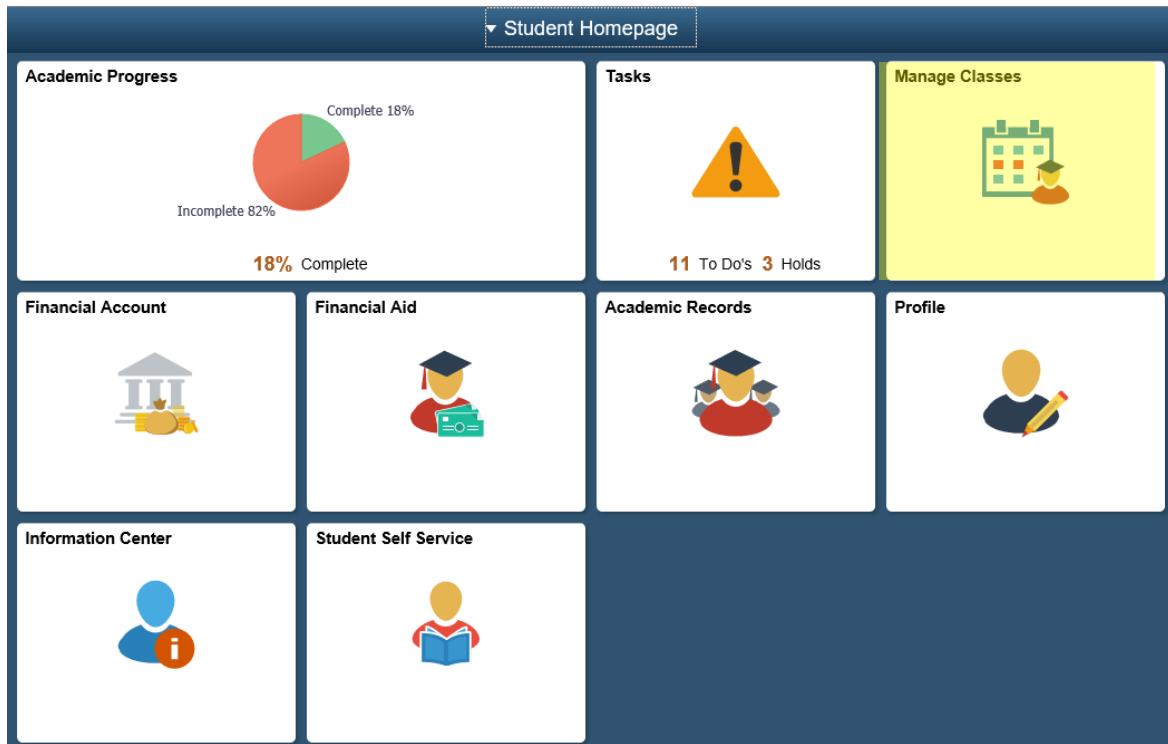
The screenshot shows the 'Student Self Service' interface for 'Mystic's Student Center'. The page is divided into several sections: Academics, Finances, and Personal Information. The 'Personal Information' section is highlighted with a red box. The Academics section includes a search bar, a message 'You are not enrolled in classes.', and an 'Enrollment Shopping Cart' link. The Finances section includes a 'My Account' link, a message 'You have no outstanding charges at this time.', and a 'Financial Aid' link. The Personal Information section is currently collapsed. On the right side, there are several informational panels: 'Search for Classes', 'Holds' (No Holds), 'To Do List' (No To Do's), 'Milestones' (No Milestones), 'Enrollment Dates' (Open Enrollment Dates), 'Advisor' (Program Advisor: Michael Myers, 701/224-2524), and 'Student Communications' (Has Communications).

Proceed with Course Registration:

11. Click **[Home]** at the top of the page.

This screenshot is identical to the one above, showing the 'Student Self Service' interface. The key difference is that the 'Home' icon, represented by a house symbol, is highlighted with a red box in the top right corner of the page header. The rest of the interface, including the 'Personal Information' section highlighted with a red box, remains the same.

12. Click **[Manage Classes]** tile.



On the left-side menu:

13. Click **[Schedule Planner]**.

