

Campus Connection User Tutorial

Access, Definitions & Common Navigations

- I. **Portal Access:** The portal may be accessed directly at <http://studentadmin.connectnd.us> or from several web sites, including the NDSU main page, Bison Connection or Registration and Records.
- II. **Security Access:** Log in to the Campus Connection portal using assigned UserID and Password. To request initial access or changes to current access, complete and submit a Campus Connection Security Access Request form available at www.ndsu.edu/registrar (under Faculty and Staff Information).
- III. **Common Definitions:**
 - **Institution** = NDSU1
 - **Term Code** = Last two digits of the fiscal year (i.e., 09 for FY2009 or academic year 2008-09), followed by a term digit (1 for fall, 3 for spring, and 4 for summer – note: 2 is only used historically for winter quarter), followed by a zero. Following are term codes for use: 0910 (fall 2008), 0930 (spring 2009), 0940 (summer 2009); 1010 (fall 2009).
 - **Catalog Number** = Course Number (i.e.: 101, 411, 799)
 - **Class Number** = Code given to each class section for registration purposes
 - **Unit** = Credit
 - **Subject** = Prefix (ie: PSYC)
 - **Academic Program** = Program of study or major by level (i.e., UGBIO for Undergraduate program of study in Biology)
 - **Academic Plan** = Track within academic program, such as degree track (BS-BIOL, MS-CPM), pre-professional track (Pre-Pharmacy), second major (ND-MJPSY) or minor (ND-MNCJ)
 - **Academic Subplan** = Option, cognate or emphasis within an academic plan (i.e., Pre-Law subplan within BS-POLS or Political Science major)
 - **Career** = Classification or Level (UGRD>Undergraduate; GRAD>Graduate; PROF> Professional (Pharm.D. only); and CNED>Continuing Education Professional Development (non-degree credit activity). Each career begins a new academic record and transcript at NDSU with separated credit and GPA totals.
 - **Academic Organization** = Department (i.e., NDSU-DPCOM for Dept. of Communication)
 - **Academic Group** = Academic College (i.e., College of Business)
 - **EMPLID** or **ID** = Identification number assigned to each student. Student UserIDs for Campus Connection begin with a capital W followed by their ID number. Faculty and staff looking up student data do not need to use the 'W'.
 - **Session** = Length of term or blocks within a given term (i.e., regular session, first four-weeks, last 8-weeks, etc.). Each session has its own set of drop/add/refund deadlines per ND University System policy.
 - **Location** = Code used for fee billing purposes (ie: DCE, Tri-College, etc.)
- IV. **User Defaults** may be set by going to Set Up SACR>User Defaults (set institution, term, etc.) to facilitate navigation. Update as needed.
- V. **Favorites** may be set by navigating to the desired screen and clicking the *Add to Favorites* link in the top-right blue menu bar. Favorites can then be viewed in the main left navigation menu by expanding *My Favorites*.
- VI. **Service Indicators:**
 - **Holds (Negative Service Indicators)** are indicated on the top of student records with a red prohibit symbol. Click on symbol for details and where to refer student.
 - **Positive Service Indicators (ie: FERPA releases)** are indicated with a red star at the top of a student record. Click on the star for details and where to refer student.
- VII. **View All** appears on blue header bar when multiple entries exist for a particular item. This occurs when data is updated or added. Click on *View All* for history.
- VIII. **Add/Update** may occur if +/- boxes appear on the top bar of a screen.

IX. Common Navigations: Student data pages are available by either following the links in the blue menu bar on the left side of the screen or in the folders in the center of the page.

- **ACADEMIC TESTING (ACT/SAT Scores)**
Records & Enrollment > Transfer Credit Evaluation > Academic Test Summary
- **ADVISOR**
Records & Enrollment > Student Background Information > Student Advisor
- **CLASS PERMISSIONS**
Records & Enrollment > Term Processing > Class Permissions
- **CLASS ROSTERS**
Curriculum Management > Class Roster > Class Roster
- **CLASS SECTION ENROLLMENTS**
Curriculum Management > Schedule of Classes > Update Sections of a Course (click 'view all')
- **CONTACT INFORMATION (PHONE, EMAILS, ADDRESSES, etc.)**
Campus Community > Personal Information > Addresses/Phones > Biographical
- **COURSE CATALOG**
Curriculum Management > Course Catalog > Course Catalog
- **CUSTOMER ACCOUNTS**
Student Financials > View Customer Accounts
- **ENROLLMENT REQUEST**
Records and Enrollment > Enroll Students > Enrollment Request
- **GRADE ROSTER**
Curriculum Management > Grading > Grade Roster
- **INSTRUCTOR SCHEDULE**
Curriculum Management > Instructor/Advisor Information > Instructor Schedule
- **PROGRAM PLAN**
Records & Enrollment > Career & Program Information > Student Program Plan
- **QUERY MANAGER**
Reporting Tools > Query Viewer
- **RECALC CHARGES**
Student Financials > View Customer Accounts
- **RESIDENCY DATA**
Campus Community > Personal Information > Residency Data
- **SEARCH/MATCH**
Campus Community > Personal Information > Search/Match
- **STUDENT ADVISOR**
Records & Enrollment > Student Background Information > Student Advisor
- **STUDY LIST**
Records & Enrollment > Enrollment Summaries > Enrollment Summary
- **STUDENT PROGRAM PLAN**
Records & Enrollment > Career & Program Information > Student Program Plan
- **TERM ACTIVATION**
Records & Enrollment > Student Term Information > Term Activate a Student
- **TERM HISTORY**
Records & Enrollment > Student Term Information > Term History
- **TRANSCRIPT REQUEST**
Records & Enrollment > Transcripts > Request Transcript Report
- **TRANSFER CREDIT EVALUATIONS/EQUIVALENCIES**
Records & Enrollment > Transfer Credit Evaluation > Course Credits Manual
- **VIEW SCHEDULE OF CLASSES (CLASS SEARCH)**
Curriculum Management > Schedule of Classes > Class Search

X. Online Resources:

www.ndsu.edu/registrar -- Faculty and Staff Information and Help Pages for Campus Connection

www.ndsu.edu/bisonconnection/schedule -- term registration schedule

www.ndsu.edu/bisonconnection -- links to Campus Connection information, bulletin, schedules, dates and deadlines, etc.

www.help.nodak.edu/ndus -- NDUS Help Desk (system or password troubles)

connectnd.ndus.edu -- Connect ND System News and Updates