Set up an Authorized User

Does a family member or other outside party help with your finances? If so, set them up as an Authorized User. This will allow them to view your monthly e-Bill and to make online payments and deposits.

1. Log into Campus Connection
2. Pay Online Now
3. Click “Authorized Users” tab
4. Add e-mail address of Authorized User(s)

Authorized users receive monthly e-Bill notifications at the beginning of each month.

You may also contact Student Account Services to request Authorized Users or other family members be added to your “Family Listserv” in order to receive important information from Student Account Services.

Update your Home Address

By keeping your contact information current, you will allow Student Account Services to contact you when issues arise on your account. This will also ensure that important documents get to you quickly. Documents include tax information, past due notices, and your Refund Choice Card.

Log into Campus Connection at: und.edu/academics/registrar/campus-connection.cfm Go to Student Center > Personal Information

Please note: Updating your home address in Campus Connection will not update your home address related to your Refund Choice Card; updating your home address related to your Refund Choice Card will not update your home address in Campus Connection.

University Dates & Deadlines

December 1
Spring semester University Bookstore Financial Aid charging begins and runs through January 22. Charging limit is $700.

January 12
Beginning of Instruction, 4:00 p.m. CST. Spring 2015 Campus Connection Charges Due (Tuition & Fees, Room & Meal Plans) less Anticipated Financial Aid

January 21
Last day to withdraw from all regular academic session enrollment to receive a 100% refund of tuition and fees
Last day to receive a refund for dropped regular academic session classes
Last day to register for or add a Full-Term Course

January 22
Spring semester University Bookstore Financial Aid charging ends

January 27
Student refunds begin to be processed (Excess Financial Aid)

February 23
Last day to withdraw from all regular academic session enrollment to receive a 75% refund of tuition and fees

February 27
Last day to pay Spring 2015 Campus Connection Charges to avoid a late payment fee
Last day to enroll in UND’s Monthly Payment Plan
Last day to request UND bill a 3rd party for current term charges

March 26
Last day to withdraw from all regular academic session enrollment to receive a 50% refund of tuition and fees

March 27
Partial refunds no longer available from UND for withdrawal to zero credits

April 10
Last day to drop a Full-Term Course or withdraw from school

Important - This is NOT the last day to drop and receive a refund for tuition/fees (see January 21, February 23 & March 26)

How much do I have to pay and when?

Below is an example showing what must be paid by the first day of class, January 12, 2015:

- Campus Connection Charges: $5,000
- Anticipated Aid for semester: $(3,000)
- Pay by January 12, 2015: $2,000

Pay Online

Use our FREE e-Check option to pay any amount that you owe on your account. All you need is your bank routing number and account number. Paying online is the safest and quickest way to pay on your account. The payment will be reflected on your Campus Connection Account immediately.

Log into Campus Connection at: und.edu/academics/registrar/campus-connection.cfm

Make online payments to your account:
Student Center > Pay Online Now

There is a 2.75% fee if paying by credit or debit card (Visa, MasterCard, American Express, and Discover).

For other Payment Options and information on Payment Plans please visit: und.edu/sas

Tuition Payment Plan

The Tuition Payment Plan is an interest-free plan that allows students to break down the large lump-sum payments due at the beginning of each semester into monthly installments.

Students can enroll in semester-based plans at the beginning of each semester to cover their Tuition/Fees and Room/Meal Plan charges. Payments can be spread over 3, 4, or 5 monthly installments. There is an enrollment fee per plan.

- Installments will be due the 15th of each month.
- The first installation will be due at the time of enrollment.
- Automatic payments (either ACH or credit card) are required.

Students should only budget for Tuition/Fee and Room/Meal Plan charges exceeding their financial aid award. The payment plan may not be used to cover other charges such as books, aviation charges, student health, rent, etc.

To enroll in the Tuition Payment Plan or to request additional information, please call 1-800-635-0120 or visit tuitionpaymentplan.com/UND

Enrollment Dates:
Spring 2015 Plan: November 1 - February 27

Choose your Refund Preference, using the Refund Choice Card

*DO NOT THROW AWAY YOUR REFUND CHOICE CARD.*

- The Refund Choice Card is needed to select your preference for receiving excess financial aid and other refunds
- The Refund Choice Card is mailed to your HOME address in Campus Connection
- Choose your refund preference at: www.undrefundchoicecard.com
- Refund options include:
  - Direct Deposit to your existing bank account
  - Deposit to a “OneAccount” with Higher One
Check Important Dates & Deadlines

- Specific information is available at: UND.edu/academics/registrar_files/docs/calendars/und-deadlines-1530.pdf
- Be sure you are aware of all important dates and deadlines, including the applicable refund schedules pertaining to dropping a course(s) or withdrawing from UND.
- There may be financial implications for dropping or withdrawing.

Submit an electronic Financial FERPA privacy release form for release of financial information

- The FERPA Privacy Release form allows you and those you designate to obtain financial information on your Campus Connection account.
- A security code is required to be established and provided to those you authorize.
- To complete the form, go to: und.edu/sas/student_forms > Privacy Release Form (FERPA)

Complete the Financial Obligation Agreement

The Financial Obligation Agreement must be completed in Campus Connection before enrollment in classes for Spring 2015 will be allowed.

Claim your Student Email Account

Your student email account is the official means of communication used by UND. It is important to check your student email account on a regular basis. You can claim your student email account at the following website: https://idm.und.edu/idm/user/quiz/securityQuiz.jsp

To forward your student email to another email address:
1. Log into your student email account
2. Options > See All Options
3. Select “Forward your e-mail”
4. Enter your preferred email address

If you would like, you can also enter your Family’s email address, so they receive copies of all the messages sent to your student email account.

* Only select, “Don’t leave a copy on the server,” if you are going to have your student email forwarded to your preferred email.

Check Your Tuition Rate is Correct

- Log into Campus Connection > Under finances section in Student Center > Select Account Summary
- You may qualify for reduced tuition rate, please see the following:
  - ND Resident Rate Information: UND.edu/sas/residency
  - MN Reciprocity Rate Information: UND.edu/sas/mn-residency

Ensure your financial aid posts to your Campus Connection in a timely manner

- Check your Campus Connection account "To Do List"
- Sign the Master Promissory Note(s) if you are a first time borrower for any of the following:
  - Federal Direct Loan: www.studentloans.gov
  - Federal Perkins, or Nursing Loan: und.edu/finance-operations/student-account-services/student-form.cfm
- Complete Entrance Loan Counseling:
  - FederalDirectLoans, FederalPerkins, or NursingLoan: und.edu/admissions/financial-aid/entrance-loan-counseling.cfm
- If your Anticipated Aid for the current term is less than your current term charges, and you are unable to pay your balance in full:
  - Apply for a PLUS loan (if appropriate): http://und.edu/admissions/financial-aid/loans.cfm
  - Apply for a private educational loan: http://und.edu/admissions/financial-aid/loans.cfm
  - Go to: Campus Connection > Self Service > Student Forms > Privacy Release Form (FERPA)

For Additional Assistance Call

Admissions Office: 701.777.3821
Aerospace: 701.777.2791
Help Desk (Computer): 701.777.2222
Housing/Dining Office: 701.777.4251
Office of Extended Learning: 701.777.2661
One-Stop Student Services: 701.777.1234
Parking Services: 701.777.3551
Registrar’s Office: 701.777.2711
School of Graduate Studies: 701.777.2784
Student Account Services: 701.777.3911
Student Financial Aid Office: 701.777.3121
Student Health Office: 701.777.4500

Glossary

Regular Academic Session - A regular session class is any class that meets the whole semester.

Online Session - An online class is a class that has a "location code" of online. It will meet only online. There are additional tuition and fees associated with online classes. These are semester-based, and all Regular Session/Non-Standard Meeting Session deadlines apply for these classes.

Non-Standard Meeting Session - A Non-Standard Meeting Session is any class that meets for part of the regular semester. The registration and refund deadlines are calculated proportionally based on the regular session dates.

Correspondence Classes - Classes via Internet that are not term-based and are coordinated through the Office of Extended Learning.

Hold a Class - Drop one or more classes, but remain enrolled in other class(es) at UND.

Withdraw from UND - Be officially withdrawn from all classes at UND through the Registrar’s Office.

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Online Deposits / Pre-Pay

Once in the online payment system:

- Aviation Students: To make a deposit to your flight account:
  - Click the "eDeposits" tab > Select the term and account and click "select".
- Other Deposits:
  - (Housing 1st Installment, Housing, Parking, Tuition, Children’s Center, or Int’l Health Insurance Prepayments):
    - Click the "eDeposits" tab > From the drop down box, select the desired UND prepayment type.

Notify Student Financial Aid about scholarships you will be receiving from outside of UND

Scholarship checks received directly by the student should be delivered to Student Financial Aid

Verify your Tuition Rate is Correct

- Log into Campus Connection > Under finances section in Student Center > Select Account Summary
- You may qualify for reduced tuition rate, please see the following:
  - ND Resident Rate Information: UND.edu/sas/residency
  - MN Reciprocity Rate Information: UND.edu/sas/mn-residency

Choose an Electronic Payment Method

- EDeposits
- EFinova
- ECheck

Undergraduate Payment Plan:

- Sign up before January 1
- Pay in 2 installments

Online Tuition Rates:

- Federal Direct Loan
- Federal Perkins Loan
- Nursing Loan
- Federal Direct Loan

Check UND email weekly

UND email should be checked at least weekly to ensure all important notices/information are received.

Purchase your Parking Permit online

- Permits are available for purchase online only
- Go to: Campus Connection > Self Service > Parking Permits