**PRE-REGISTRATION CHECKLIST**

○ **Claim Your Account***

UND is part of the ND University System (NDUS). To access the systems you’ll need as a UND student, you must activate your NDUS account. To claim your NDUS account:

1. Find your student ID number (or EMPLID) on the enclosed letter.
2. Go to UND.edu/claim.
3. Click “Claim Your Account.”
4. Follow the steps as indicated.

Once you’ve claimed your NDUS account, you don’t have to go through the process again.

Questions? Contact the NDUS Help Desk at 1.866.457.6387 or go to helpdesk.ndus.edu.

○ **Check Your Email***

Before you’ve registered for classes, please check the email you used on your admission application frequently for official communications from the University regarding financial aid, housing, confirming your enrollment, Orientation, course registration and more.

After you’ve registered for classes, you’ll be able to log in to your UND student email account.

1. Go to UND.edu/email.
2. Follow the directions for accessing your student email account, including how to set up your UND email on mobile devices.

If you have questions, contact UND Tech Support at 701.777.6305. When prompted, please remain on the line to speak to a representative.

○ **Log in to Campus Connection***

Campus Connection is the system that you’ll use to pay your enrollment confirmation deposit, accept or decline financial aid awards, register for classes, pay your bill and more.

After you’ve claimed your NDUS account and have obtained your user ID and password, follow these steps to log in to Campus Connection:

1. Go to my.UND.edu.
2. Click on the “Campus Connection” link.
3. On the login page, enter your user ID (firstname.lastname) and password.
4. Click “Sign In.”

After you’re logged in, you’ll see your Student Center page, which includes your academic, financial and personal information.

Familiarize yourself with the Student Center within Campus Connection.

Find user tips at UND.edu/one-stop/campus-connection.

○ **Confirm Your Enrollment***

Let us know you’re coming to UND! To confirm your enrollment for Summer and / or Fall 2018, you must pay your $200 non-refundable deposit ASAP. The deposit is a down payment applied toward future charges on your UND bill, such as tuition or fees.

You’ll need to pay the deposit before you’ll be eligible to register for classes, receive a housing assignment or access your health portal, so it’s best to confirm your enrollment as soon as possible.

You can make your online payment through Campus Connection via e-check from a U.S. bank (free service) or credit card (2.75% convenience fee). It may take up to 2 business days for the deposit to be processed, so make sure you pay the deposit far enough in advance.

Visit go.UND.edu/admitted for step-by-step instructions on paying your deposit for Summer and / or Fall 2018.

**IMPORTANT!** Transfer and non-degree-seeking students are not required to pay the deposit.

○ **View Your Registration Time in Campus Connection***

Find your registration time in Campus Connection beginning Friday, March 30, 2018. Your registration time is based on the number of college credits you’ve completed. You may register for classes anytime on or after your registration date and time, so it’s important that you complete all the green items marked with an asterisk (*) before this date. Within Campus Connection, view “Enrollment Dates” (right side of page) and click “details” to find your registration date and time.

○ **Complete the Financial Agreement***

Prior to each semester, you must electronically sign the Financial Obligation Agreement in Campus Connection before you’ll be able to register for classes. Within Campus Connection, click “Financial Obligation Agreement.”

Questions? Contact: 1.800.CALL.UND

701.777.3000 | go.UND.edu/admitted
Don’t pay for college twice! Before you register for classes, it’s very important that advisors are aware of any college-level credits you may have earned while you were in high school or college. If we don’t have your official college transcripts, the college credits you’ve already completed won’t be transferred to UND.

Keep in mind the following:
- If you attended high school in North Dakota, you will not need to send us your college-level transcript if your school uses the eTranscript system. Contact your high school counselor to confirm this.
- High school transcripts do not include official information on college credits earned.
- High schools are not able to request college transcripts for you.
- You must ask the college or university from which you earned the credit to send your official transcripts directly to:
  UND Office of Admissions
  3501 University Ave Stop 8357
  Grand Forks, ND 58202-8357

Note: Colleges and universities charge a minimal fee ($5 to $10) to provide official transcripts.

Advanced Placement (AP) Credits
In order for UND to apply Advanced Placement (AP) credits appropriately, please ask the College Board to send your scores directly to UND (1.888.225.5427 or apscore.collegeboard.org/scores).

College-Level Examination Program (CLEP) Credits
The College-Level Examination Program (CLEP) provides credit by passing appropriate CLEP Subject Exams. For more information, please contact UND Testing Services at 701.777.4157 or visit UND.edu/testing.

Contact Your Advisor*
Prior to registering for classes, consult with an academic advisor to discuss your course selection by following the directions below:

Freshman
If you’re a first-year freshman who plans to take Summer 2018 courses, please contact the Student Success Center at 701.777.2117 or UND.ssc@UND.edu to discuss your course selection.

For advisement and registration for your Fall 2018 semester, you’re strongly encouraged to attend New Student Orientation. Make your reservation at UND.edu/orientation.

Transfer Students
If you’re a transfer student, you’ll need to make an individual advising appointment. It’s helpful to have a printed copy of your transfer credit evaluation when speaking with your advisor. Within Campus Connection, click: “My Academics > View My Transfer Credit Report” to view and print your transfer credit evaluation.

Send College Transcripts or Scores to UND (If Applicable)*

Declared Majors
Make an appointment with the appropriate academic department on the enclosed list or at go.UND.edu/admitted.

Undeclared Majors
Contact the College of Arts & Sciences for an advising appointment at 701.777.3198 or angela.cary@UND.edu.

Transfer Student Orientation
All transfer students are expected to complete our online Transfer Orientation in Blackboard. Students will also have the option to visit campus for a personalized transfer experience. Visit UND.edu/orientation for more information.

Non-Degree Students
If you’re a non-degree-seeking student who plans to enroll in fewer than 15 credits at UND, please contact the Student Success Center for an advising appointment at 701.777.2117 or UND.ssc@UND.edu.

Submit Your Mandatory Immunizations & TB Screening Form
Prior to registering for classes, new students must submit the Mandatory Immunizations & TB Screening Form to UND Student Health Services. Note: Students taking online courses only are not required to complete the form.

Required Documentation
1. MMR (Measles, Mumps and Rubella): 2 doses of MMR vaccine given after the 1st birthday and administered at least 28 days apart. Proof of birth prior to 1957 or positive blood titers for each disease will also be accepted in lieu of vaccination documentation.
2. Meningocele: All students 21 years of age or younger are required to provide proof of 1 dose of a Meningococcal (Menactra / Menveo) vaccine given after the 16th birthday.
3. Tuberculosis (TB) Screening Form: All students must complete the tuberculosis screening form. If the form indicates that you’re at high risk for TB, you’ll be required to have TB testing done or provide documentation of testing done within the U.S. in the past 6 months.

Documentation needs to be signed / stamped by a licensed health care provider. High school records will also be accepted.

Submit Your Documentation
1. Two business days after you’ve paid your Enrollment Confirmation Deposit, you may access your patient health portal at myhealth.UND.edu to enter your immunizations and upload immunization information electronically.
2. The Mandatory Immunizations & TB Screening Form is also available to print at UND.edu/immunizations. You may submit your completed form by:
   MAIL: UND Student Health Services
   2891 2nd Ave N Stop 9038
   Grand Forks, ND 58202-9038
   FAX: 701.777.4835
   701.777.4835

If you’re a non-degree-seeking student taking on-campus classes, it’s best to submit your form by mail or fax. If you have questions, contact Student Health Services at 701.777.4500 or 1.800.CALL.UND, ext. 4500.
REGISTRATION AND POST-REGISTRATION CHECKLIST

Register for Classes!
Registration for classes is based on your registration time. Follow these steps to register for classes within Campus Connection Student Center:

1. Select “Academics > Enroll.”
2. Select “Continue.”
3. You can search for classes two ways: by “Class Number” or “Class Search.”
4. You must ALWAYS check out through your shopping cart to fully enroll in classes.

For step-by-step instructions on how to search for classes, visit UND.edu/one-stop/courses-grades.

Please contact One-Stop Student Services at onestop@UND.edu or 701.777.1234 if you have questions.

Apply for Housing

Freshmen
If you’re a first-year freshman, you’re required to live on campus for your first, full academic year (some exemptions may apply). Visit housing.UND.edu to learn more about the campus living requirement and to research residence hall options.

Transfer Students
Visit housing.UND.edu to learn about affordable and conveniently located UND apartments, University Place and residence hall options.

Application
1. You can apply for housing or request an exemption to the live on-campus requirement.
2. Apply early! Your priority room assignment is based on the date you submit your application.
3. Visit housing.UND.edu for information about the application process and fees.

Take Care of Financial Aid
If you haven’t already done so, make sure that you’ve taken the necessary steps to apply for financial aid.

Submit the Free Application for Federal Student Aid (FAFSA)
- **Summer:** Complete the 2017-18 FAFSA application at fafsa.gov and UND’s Summer Financial Aid Request form at UND.edu/financial-aid/forms by June 30, 2018.
- **Fall:** Complete the 2018-19 FAFSA application ASAP at fafsa.gov.
- **Transfer Students:** The financial aid you receive at your current school does not automatically transfer to UND. Please make sure that you:
  1. Add UND’s school code to your current FAFSA so your information can be forwarded to UND for processing.
  2. Cancel any unprocessed aid from your previous institution.

UND’s school code is **003005**.

Accept / Decline Financial Aid
Once your FAFSA application is processed, watch your mail beginning in March for your UND Financial Aid Guide. It will list your financial aid award and instructions for accepting or declining it in Campus Connection.

Accepted financial aid awards will be applied to your account:
- **Summer:** Beginning June 1, 2018, if you start classes prior to June 15. If you start classes after June 18, your financial aid will be applied to your account the day after your first class starts.
- **Fall:** Beginning September 5, 2018.

Most financial aid will be applied toward the balance due at UND. Questions? Contact One-Stop Student Services at onestop@UND.edu or 701.777.1234.

Purchase Parking Permits
If you want to park a vehicle on campus, you must purchase a virtual parking permit online through Campus Connection. For complete details about parking, visit UND.edu/parking.

Parking permits are available for purchase 2 business days after enrolling in classes. Permits for the new parking year are valid from August 16, 2018 to August 15, 2019.

1. Log in to Campus Connection.
2. Change the Internet settings on your browser to accept cookies. Instructions are listed in Campus Connection.
3. Select “Self Service > Parking.”
4. Select “University of North Dakota.”
5. Select “Purchase Permits.”
6. Follow prompts and select the appropriate virtual permit type and payment method.

Get Textbooks
After you register for your classes, visit the UND Bookstore to find out which books or other materials you may need. You have the option to buy or rent textbooks, new or used, from the UND Bookstore.

You can also visit UNDbookstore.com to find your textbooks. When you purchase your textbooks online, you can have them shipped to your residence or pick them up at the store.

Bookstore Charging
You may use financial aid to charge your books at the UND Bookstore for **Summer: April 9 – May 30, 2018** and **Fall: June 4 – August 30, 2018**.
Download Microsoft Office for Free
As a UND student, you’ll receive Microsoft Office 365 ProPlus for free, which includes Word, PowerPoint, Excel, OneNote, Outlook and more. You may install Office 365 ProPlus on a maximum of 5 home or personally-owned PCs / Macs and on a maximum of 5 mobile devices. Office mobile applications are accessible on iPhone and Android phones.

Visit UND.edu/tech-support and click “Computer Software Downloads & Purchases” for details.

Get your U Card
The U Card is your official UND identification and access credential card for campus. Carry it with you at all times. Your U Card provides access to many campus buildings, library resource materials, printing funds, as well as entrance to the Wellness Center, dining services and all athletic events. Learn more at UND.edu/ucard.

Upload Your Own Photo
You may upload your own U Card photo by following the directions at UND.edu/ucard/photo. If you don’t want to upload your own photo, you may have it taken at the One-Stop Student Services located in the Memorial Union.

Pick Up Your Card
You may pick up your card at One-Stop Student Services located on the main level of the Memorial Union, during regular business hours. You’ll need to bring an acceptable form of a government-issued photo ID: driver’s license, state identification card, passport, military ID or tribal ID.

Note: If you’re an online / distance student, you have the option to get your U Card at UND.edu/ucard/distance, but you’re not required to do so.

Pay Your Bill
Tuition, fees and other charges (minus anticipated financial aid) are due on July 15 (summer due date) or October 15 (fall due date.)

To make a payment:
1. View your Campus Connection account to verify that you’re being charged the correct tuition rate. Current tuition rates are listed at: UND.edu/tuition.
2. Review UND.edu/one-stop/payments for options to pay your bill. Payments can be made online through Campus Connection.

International Payments
If you live outside of the United States and need to make a payment, visit UND.flywire.com for directions.

Campus Connection Authorized User
To permit someone else (family member) to view your tuition bill and make payments, visit UND.edu/one-stop/payments to learn how to set up an Authorized User for your account.

Financial Aid Refunds
If the financial aid you’re awarded is higher than the amount owed to UND, you may have excess financial aid and other refunds. About 2 weeks after registering for courses, you’ll receive a letter instructing you to select your preference for having the excess funds deposited into your existing bank account or to a new account that you can open with UND’s refund partner.

FERPA Privacy Release
The Family Educational Rights & Privacy Act (FERPA) establishes certain rights for students regarding the privacy of their educational records. To permit someone else (family member) to receive detailed information regarding your records, you must complete the FERPA privacy release form. This form allows UND to release the financial and academic records that you designate.

Questions? Contact One-Stop Student Services at onestop@UND.edu or 701.777.1234.

Connect with Future Classmates
Join the UND Class of 2022 or the UND Transfer & Online Facebook group to connect with your future classmates and discuss classes, professors, roommates, textbooks and anything else related to UND.

Class of 2022: facebook.com/groups/UND2022
Transfer & Online Students: facebook.com/groups/UNDtransfer

Resources for Students
Important Dates & Deadlines: UND.edu/registrar/deadlines-term
Academic Calendar: UND.edu/registrar/calendar-academic
Admitted Students: go.UND.edu/admitted
Online Students: UND.edu/online/students
Apply for UND jobs: UND.edu/jobx
Student Organizations: involvement.UND.edu

Sign up for the UND Student Text Messages: To receive alerts about important dates and deadlines, events and more, text UNDSTUDENT to 41411 on your mobile phone. (As soon as you sign up, you’ll begin receiving text messages for CURRENT UND students.)

Like the UND Student Life Facebook Page: facebook.com/UNDstudentlife

Questions? Contact: 1.800.CALL.UND
701.777.3000 | go.UND.edu/admitted