

Checklist For Students

Fall
2008

Tuition and Fees are due on the first day of class: August 25, 2008

- a. Using Campus Connection, calculate the amount due:
Tuition and Fees amount less Current Semester Anticipated Aid
- b. A late fee of \$200 will be charged to the account if tuition and fees are not paid in full by September 10, 2008
- c. See Student Account Services' website for more information regarding payment of tuition and fees and important dates and deadlines: www.und.edu/dept/studentaccounts

Payment Options

- a. Pay online through Campus Connection
 - i. To pay online, log into your Campus Connection account and select **Campus Financials > View Statements/Pay Online Now**
 - ii. Online payments post to your Campus Connection account immediately
 - iii. Payment options include:
 - a. E-check - paying by electronic check is FREE!
 - b. Credit Card and Debit Card (MasterCard, American Express, and Discover); there is a 2.75% convenience fee if paying by credit card or if paying by debit card.
- b. Other payment options include:
 - i. Pay in Person at Student Account Services by cash or check only. Must provide valid photo ID.
 - ii. Mail payment to UND Student Account Services, Twamley Hall, Room 204, 264 Centennial Drive Stop 8373, Grand Forks, ND 58202-8373.

Complete all steps to ensure financial aid posts to your account in a timely manner

- a. Check your Campus Connection account, To-Do list, and your U-mail to verify that you have done all the required tasks to receive your financial aid.
- b. Contact the Student Financial Aid Office if your Anticipated Aid for the current term is less than your tuition and fee charges, and you will be unable to pay the difference by September 10, 2008.
For example @
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- c. If the amount of credits you are enrolled in changes, your anticipated aid amount may change. This may result in a change in the amount you need to pay by September 10, 2008.

Activate your UND Pride Card

- a. DO NOT THROW AWAY YOUR UND PRIDE CARD. Students will need the UND Pride Card to select their preference for receiving their excess financial aid and other refunds. The UND Pride Card will be mailed to your HOME address in Campus Connection.
- b. Select a refund preference using your UND Pride Card by going to: www.undpridecard.com
Refund options include:
 - 1. Direct Deposit to your existing bank account
 - 2. Deposit to a "OneAccount" with Higher One
- c. For more information, please visit our website at www.und.edu/dept/studentaccounts or visit www.undpridecard.com

Claim your U-mail Account

- a. U-mail is the official means of email communication at UND; don't miss out on important information
- b. To claim your account, go to <http://www.itss.und.edu/email.html>
- c. If you prefer to use another e-mail account, you may forward your U-mail to your preferred email account. Log into U-mail, select Options, select Forward Mail, and enter your preferred email address. Be sure to select the "forward and delete" option so that your U-mail account does not exceed its storage limit.

Update/Verify your HOME Address in Campus Connection

- a. It is very important that your contact information in Campus Connection is correct
- b. Your UND Pride Card will be mailed to your HOME address in Campus Connection

Authorize your family members to be Authorized Users to your Campus Connection Account

- a. An Authorized User is able to:
 1. View your account in Campus Connection
 2. Make online payments to the your account
 3. Receive monthly E-bills
- b. Navigation for student to assign an Authorized User:
 1. Campus Connection:
Campus Financials > View Statements/Pay Online Now > Authorized User
 2. Once in the online payment system, select "Authorized Users" and follow the steps to add an authorized user
 3. Be sure that you give your authorized user the last four digits of your student ID#. They will need this for verification purposes when they log in

Submit a FERPA Privacy Release Form

- a. This form allows those designated by you to be given information regarding your Campus Connection account.
- b. It does not, however, allow us to give specific financial information associated with your account over the telephone.
- c. If you've completed the "Authorized User" process in Campus Connection, you are not required to complete a FERPA form for the authorized user to obtain financial information.

Student Account Services
264 Centennial Drive Stop 8373
Twamley Hall, Room 204
Grand Forks, ND 58202-8373

Office Hours: 8:00am - 4:30pm
Payments Accepted: 8:15am - 4:00pm

Phone: 701-777-3911
Fax: 701-777-6300

studentaccounts@mail.und.edu

und.edu/dept/studentaccounts