

Financial Obligation Agreement (FOA)

- **Required Action - prior to registering for any semester:** Students will need to complete a Financial Obligation Agreement (FOA) through CampusConnection prior to registering for upcoming semesters at any of the 11 colleges/universities within the North Dakota University System.
- By completing the FOA, the student acknowledges that they are aware of the financial responsibilities associated with enrolling for classes at the institution(s) they will be registering at. Completing the FOA is very quick to do....just a couple of clicks.
- Contact MSU Business Office with questions related to the FOA at: 701-788-4757 or Ashley.a.mooney.1@mayvillestate.edu

- Instructions to Complete the FOA -

1. This is an *example of the error message* you will receive while attempting to register when the FOA has not been completed or if you have any other holds that will prevent registration. Continue to the next page.....

The screenshot shows the North Dakota University System CampusConnection interface. The breadcrumb trail is: Favorites | Main Menu > Self Service > Enrollment > Enrollment: Add Classes. The page has tabs for Search, Plan, Enroll, and My Academics. Below the tabs are links: my class schedule, add, drop, swap, edit, and term information. The main heading is "Add Classes" with a pagination control showing 1, 2, 3. Below this is the section "3. View results" with the text "View the following status report for enrollment confirmations and errors:". The status report is for "2014 Summer | Undergraduate | N.Dakota State College Science". It shows a green checkmark for "Success: enrolled" and a red X for "Error: unable to add class". A table with the header "Class" contains one row with an error message: "Error: You have a hold on your record. Therefore, this transaction cannot be processed. To view more details on your hold, go to: Student Center and in the 'Holds' box located in the upper right-hand column, click on the 'details' link." The error message is highlighted with a yellow box. Below the table are buttons for "MY CLASS SCHEDULE" and "ADD ANOTHER CLASS". At the bottom, there are links for Search, Plan, Enroll, and My Academics, and a "go to ..." search bar.

NORTH DAKOTA UNIVERSITY SYSTEM

Favorites | Main Menu > Self Service > Enrollment > Enrollment: Add Classes

go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2014 Summer | Undergraduate | N.Dakota State College Science

✓ Success: enrolled ✗ Error: unable to add class

Class	
	<p>Error: You have a hold on your record. Therefore, this transaction cannot be processed. To view more details on your hold, go to: Student Center and in the 'Holds' box located in the upper right-hand column, click on the 'details' link.</p>

MY CLASS SCHEDULE ADD ANOTHER CLASS

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

2. Go to: CampusConnection → Student Center → Finances → Financial Obligation Agreement.

Favorites | Main Menu

Student Center | My Page | Notices and Announcements | Help Center

Menu

- My Favorites
- NDU Applications
- Self Service
- Class Search / Browse Catalog
- Academic Planning
- Workforce Administration
- Campus Personal Information
- Degree Progress/Graduation
- Payroll for North America
- Transfer Credit
- Admissions
- Campus Community
- Records and Enrollment
- Curriculum Management
- Financial Aid
 - Student Financials
 - Contributor Relations
 - Set Up HRMS
 - Set Up SACR
 - Reporting Tools
 - PeopleTools
 - Questions about logging in
 - Student Center
 - Student Voting Information
 - Emergency Notification Update
 - Ad Astra Room Scheduler
 - HRMS Self Service
 - Pay Charges Online
 - Class Search
 - Class Search - All Campuses
 - Browse Course Catalog
 - Browse Catalog - All Campuses
 - My Personalizations
 - My System Profile

Student Center

Academics

Search
Plan
Enroll
My Academics

You are not enrolled in classes.

enrollment shopping cart ▶

other academic... ▶▶

Finances

My Account

Account Inquiry
Account Summary
Direct Deposit Inquiry
Pay Online Now
Student Account Detail
View 1098-T Info
Financial Obligation Agreement

Financial Aid

View Financial Aid
Accept/Decline Awards
Report Other Financial Aid

You have no outstanding charges at this time.

Click here to sign the FOA

other financial... ▶▶

Personal Information

Demographic Data
Emergency Contact
Names
User Preferences

Contact Information

Home Address Address 2
Home Phone Home E-mail Address

other personal... ▶▶

Admissions

SEARCH FOR CLASSES

Holds
To Do List
Milestones
Enrollment Dates
Advisor
Student communications
Has No Communications. ▶

3. Choose the applicable institution, the current term you'll be registering for, and click Submit. This step will need to be completed for every institution you will be enrolling at for the upcoming semester.

Favorites | Main Menu > Self Service > Campus Finances > Sign Fin Obligation Agreement

Financial Obligation Agreement - Select Institution and Term

For which institution are you completing the Financial Obligation Agreement?

*Institution: Mayville State University ▼

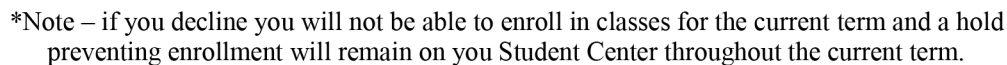
For what term are you completing the Financial Obligation Agreement?

*Effective Term: 🔍

Submit

NORTH DAKOTA UNIVERSITY SYSTEM
ACCESS. INNOVATION. EXCELLENCE.

[RETURN TO STUDENT CENTER](#)



- 5. Once you've clicked Accept, the following screen appears acknowledging that you have successfully signed the Financial Obligation Agreement for the institution and term selected.**

Click OK to register

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](#)