



INSERVIICE

Division of Student Affairs Philosophical Statement

To promote an environment built on collaboration and relationships which models servant leadership and principle-centered leadership in all aspects of our service delivery.

Registration & Records

Transfer and International Exchange Students (TIES)

The Transfer and International Exchange Students (TIES) community was created to help a couple of unique populations on the NDSU campus; transfer students and international students. While these groups are not new to college, they are new to NDSU and have different needs and interests than typical freshman. During the summer of 2010 Bill Lenarz, Niskanen Hall Director, Becky Bahe, Assistant Director of Leadership and Community Development and Karla Thoenes, Sr. Associate Director of Residence Life started discussions on different ways they could assist these students. One of the first areas this group felt needed to be addressed was housing. These two groups tend to submit applications for housing much later than the first

time freshman and therefore, miss out on residential housing. They set aside 80 spots in Niskanen Hall believing the apartment style living would allow more freedom and therefore better fit the needs of this group. They also wanted to help these groups form a deeper connection to NDSU by making this into a living/learning community. This fall they reached out to the Office of Registration and Records, Admission, Orientation and Student Success and the Office of International Programs and created the TIES Community Advisory Board. Members include the three listed above plus; Justin Grams, Assistant Director of Admission; Nkem Kyle Elekea, International Student Advisor; Jackie Schluchter, Associate Director; Tayt Rinehardt and Jennifer

Carney, both Transfer Coordinators.

This fall the TIES community was comprised of 74 transfer students and 45 international students representing 18 countries. The TIES advisory board sent out a newsletter at the beginning of the semester welcoming these students and also held an ice cream social as a way of giving these students an opportunity to meet each other and make a connection to the board members. The goal of the TIES advisory board is to help ease the transition of these students so they will succeed at a higher level both academically and personally.

Submitted by Jennifer Carney

Career Center

Workshops for International & Multicultural Students

Sarah Hunter, Career Specialist, Jody Jahner, Internship Coordinator, and staff from the Office of International Programs, recently presented a series of workshops for international students—**Passport to Pay Day: Navigating the US Job Market**. Five presentations regarding informational tips about landing part-time and full-time employment, as well as co-ops and internships in the US job market were discussed. Resume Writing 101, Interviewing Basics, Tips and Tricks to Job Search, Internships & Co-ops and Visas and Paperwork were the topics of discussion. One hundred forty-

seven students attended the five sessions which were held in the Niskanen Community Center.

Sarah is now meeting with a group of students from the Office of Multicultural Programs on a bi-weekly basis. Twelve students applied and were selected from that office to participate in the series to improve and enhance their professional communication, resumes, interviewing skills, etiquette and to obtain information on professional dress.

Submitted by Sherry Josephsen

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Fun Facts about... CLOVERS



- ◆ According to the Guinness Book of World Records, the highest number of leaves found on a clover is **14**.
- ◆ One estimate suggests that there are about **10,000** regular three-leaf clovers for every lucky four-leaf clover.
- ◆ Legend says that each leaf of the clover means something: the first is for **HOPE**, the second for **FAITH**, the third for **LOVE** and the fourth for **LUCK**.

Student Financial Services

Dependent vs. Independent Status for Financial Aid

Webster defines Independent as “not requiring or relying on something else.” With this in mind, it is understandable that students who do not rely on their parents to help pay for their education think they should be independent when it comes to applying for financial aid. Unfortunately, the traditional definition is much different than the financial aid definition, often causing confusion and frustration for students.

The typical reasons a student is independent for financial aid are: age (24), if they are married, have a dependent that they support, are a veteran, graduate student, or can prove they are/were an orphan, ward of the court, under legal guardianship, in foster care or homeless.

Parents’ inability or unwillingness to pay for college does not allow a student to be classified as independent. While parents have no legal responsibility to assist their child with college, the government makes the assumption that they will, and the student’s level of maturity, responsibility or being self-supporting does not allow for the exclusion of parental information on their FAFSA. In addition, parents not claiming the student as a dependent on their taxes has no bearing on the student’s dependency status.

In extreme cases, a Dependency Override

may be granted for students who are no longer in contact with their parents due to abuse, abandonment or estrangement. If properly documented and approved, the student’s status will be classified as independent. This is not a common occurrence, however, with an average of only 25 overrides done by Student Financial Services each year.

NEW FOR 2012-13: UPDATING MARITAL STATUS

Students must list their current marital status as of the day they submit their FAFSA, and in past years, this could not be updated if they got married later in the year. Students who plan to marry after the priority deadline date (April 15th for the 2012-13 year) were often faced with the decision of whether to apply as a dependent to meet the deadline, or wait until they were married so they would be independent and potentially receive a Pell Grant and/or more in loans. Institutions will have the option of allowing students to update their marital status if they are not already independent for another reason, such as their age. If it is determined that making the dependency status change will result in a higher financial aid award for the student, the correction will be allowed.

Kristi Paulson

Bison Connection

Important Dates & Deadlines

Customer Account Services will apply late fees to any unpaid balances for Spring 2012 and prior semesters on March 16. The monthly late fee is 1.75% of any unpaid balance and is assessed each month on all charges that are more than 30 days past due.

The second monthly installment is due on March 13 for those students who enrolled in the Spring 2012 Monthly Payment Plan.

The deadline for Withdrawing to Zero Credits at a 50% refund of tuition and fees is Thursday, March 22. The form, which is available on the Bison Connection website, must be submitted in person before 7 p.m., although we will process any faxed form received before midnight.

April 5 is the last day students can drop a course(s) with record (W) through their Campus Connection account or submit a Withdraw to Zero Credits form to Bison Connection for the semester.

During the week of Spring Break, hours of operation are 7:30 a.m. to 4 p.m. at the Memorial Union only. Bison Connection will be closed Saturday, March 17, but will be open Sunday, March 18 from 3 p.m. - 7 p.m. Regular hours of operation will resume Monday, March 19.

Submitted by Larissa Kunde

Workplace Etiquette

If you are entering a room or cubicle of a co-worker, it is nice if you knock first before initiating a conversation. This shows that you respect their work space and privacy.

Also, always remember that borrowing should come with permission from the owner—everything from small things like a stapler, to big things like files.

Orientation and Student Success

Learning and Study Strategies Inventory Workshop

Students interested in improving their study skills are invited to attend a Learning and Study Strategies Inventory (LASSI) Workshop. The Counseling Center and ACE are collaborating to provide a three hour workshop across the span of three weeks to help students assess their personal strengths and weaknesses in ten different areas related to being a successful learner. Students will learn practical strategies to improve weak areas and maximize strengths. The workshop will be held at ACE from 7:30-8:30 p.m. on March 22, 29, and April 5. Cost of participation is \$5. To register, contact 701-231-8379.

Invitations to attend Orientation are being

sent to new students! Transfer students and summer school students will receive invitations by March 15. New students starting Fall 2012 will receive invitations by the end of March. Mark your own calendar for 2012 Orientation dates! Transfer and summer school drop-in Orientation sessions will be April 23 and June 22. New Student Scholar's Orientation will be June 14 and 15. New Student Orientation dates will be June 25-29, July 9-12, August 1 and 20. For more information, check out our website at http://www.ndsu.edu/studentssuccess/firstyear_students/ or contact the Office of Orientation and Student Success at 1-8379.

The 2012 COAR (Conference, Orientation and Recruitment) Team has been selected! Congratulations to Quinn Benson, Jordann Brandner, Olivia Brownson, Katherine Cho, Priam Chowdhury, Craig Cusick, Emily Eltgroth, Leah Haak, Sam Hedberg, Anthony Hjelmberg, Jenny Johnson, Emma Kusick, Luke Lassonde, Kyle Mason, Jacob Mitzel, Cordelia Seckler, and Erika Wehmhoff.

Submitted by Angela Seewald - Marquardt

Division of Student Affairs Vision Statement

*"Connecting students with
people who care"*

WE'RE ON THE WEB!

www.ndsu.edu/enrollmentmanagement

If you have suggestions for future inService articles please submit them online:

<http://www.ndsu.edu/enrollmentmanagement/in-service/suggestions/>

Admission

Student Worker Positions

The NDSU Admission Office hires many student employees throughout the year, as described below.

Data Entry Student Workers are student employees in the Office of Admission who are hired for the fall semester to assist with the entry of prospective student information into the Prospective Student Database. Fall semester is the busy travel season for the Admission Counselors and they are on the road bringing back prospective student information from High School Visits and College Fairs. The Office of Admission hires between 7-9 Data Entry Student workers who work no more than 10 hours a week. Students work primarily afternoons in the Data Entry/Tele-Student Workroom which is a shared space. Data Entry Student

Workers must have good attention to detail, good computer skills, and hours that fit the afternoon scheduling needs. Previous experience with databases is a plus.

There are eighteen Admission Assistants employed in the Office of Admission. Most work between 4 and 10 hours a week within the business hours of 8 a.m.—5 p.m. Admission Assistants are most well-known as campus tour guides. In addition, we also have two downtown guides who showcase Renaissance and Barry Hall. Admission Assistants are also responsible for a lot of the behind the scenes work in the Office of Admission, which include preparing mail, filing projects, inventory of fact sheets and publications, and other miscellaneous office tasks.

The skills needed to be an Admission Assistant are a positive attitude, personable, flexible and a good team player. Campus visitors are also very impressed by their ability to walk backwards. If you know of any students who would be interested in the position, we are hiring for fall 2012. Applications available in the Office of Admission, deadline is April 2, 2012.

The Office of Admission has two groups of students that do calling throughout the year, the Tele-students during the school year and the Conference, Orientation and Recruitment (COAR) Team in the summer. There are typically between 10-12 Tele-students and 17 COAR members each year. The Tele-students call Sunday-Thursday evenings and work about 2-3 nights per week to

contact prospective students, answer questions, and get them any information that they need. The COAR Team does two types of calls, talking to students who are admitted to NDSU, but haven't signed up for orientation in May, and calling their orientation groups before each session. They will call about 5-10 times throughout the semester. All of these students provide families an opportunity to ask questions, and make a connection with a current student on campus.

Submitted by Doug Zeltinger
