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■ Statement of International Student Responsibilities

The following is an outline of some of the responsibilities you have as an international student attending North Dakota State University.

This is provided to assist you in meeting your goals for an education at NDSU.

General Responsibilities

1. You are responsible for informing the Office of International Programs (OIP) of any change of address and telephone number with 10 days or moving.
2. You are responsible for informing the OIP sufficiently in advance of your need for travel forms (I-20 for F-1 visa holders and DS-2019 for J-1 visa holders), special documentation for receipt of finances, and any other special documentation you may require. Please give **at least one week's advance** notice to the OIP when requesting any of the above mentioned documents.
3. You are responsible for maintaining "in-status" conditions as outlined on your I-20 or DS-2019 and your I-94. If your passport has expired or will expire shortly, it is your responsibility to have it revalidated. Please visit the OIP to discuss appropriate procedures.

4. Because of the high cost of health care in the United States, you are responsible for maintaining adequate U.S. health insurance for yourself and any dependents. The North Dakota State Board of Higher Education requires all international students to purchase the state mandated health insurance policy in order to have adequate health insurance coverage.

A local agent, Vaaler Insurance, is available for any questions that the OIP cannot answer and can be reached at 1-800-732-4336. Please stop in the office to discuss insurance policies and payment.

Financial Responsibilities

You are responsible for knowing your government's requirements for foreign exchange permission and for requesting or completing and submitting appropriate documents which are required to enable the transfer of funds from your country to the U.S.

If the annual (or bi-annual) certification of enrollment and expenses are required for the granting of foreign exchange permission from your government, you are responsible for requesting such certification from the OIP one week prior to the date this documentation will be needed.

■ Basic Laws for International Students

Statutory Criminal Law

This law is decreed by the legislative branch of the government (federal, state or local) and enforced by an executive officer (usually the United States Attorney) acting through the courts. There must be a judicial determination that the law was violated before any criminal penalty may be imposed.

Examples:

Driving

All resident drivers must be licensed with the state. All cars must be registered with the state.

All drivers must be able to show proof of financial responsibility (such as insurance) in case of an accident. All traffic laws must be obeyed.

Drinking

People under 21 years of age can not possess or drink alcoholic beverages. No one may furnish alcohol to a person under 21 years. Alcoholic beverage containers which have been opened may not be carried in a car.

Drugs

No narcotic drugs or marijuana may be possessed or sold without a prescription.

Taxes

Federal and state income tax must be paid by all employed persons. Income tax returns must be filed each calendar year before April 15.

Judicial common law, or civil law

This law is based upon decisions in past court cases involving a dispute between two or more private parties; the suit is brought by an individual, not the state.

Examples:

Breach of contract – one party claims the other did not fulfill promises under the agreement, or did something not authorized by the contract. Landlord-tenant disputes usually fall within this category.

Personal injury lawsuits – result from car accidents, etc. The injured party has to prove that the defendant was negligent, (i.e., that he acted unreasonably or without due care, and that the negligence caused the injury).

Sources of Legal Help

Off-campus: call Legal Assistance of North Dakota, 1-800-634-5263.

■ Immigration Guidelines

1. All students must maintain full-time status as defined by the Immigration Service. Undergraduate students must carry a minimum of 12 credits each semester; graduate students must carry 9 credits. Students on full-time assistantships may carry 6 credits. All international students must be enrolled full time for nine months each year. The credit load must be carried throughout the entire term. Students are not allowed to drop a class if it will cause them to drop below the minimum credit load required even if they are failing a class.
2. Off-campus employment is strictly prohibited. International students may be eligible to apply for practical training permission (employment related to the major) after they are in F-1 status for 9 months. However, practical training **must** be authorized on immigration documents prior to working. Work without authorization is considered illegal and is a serious offense.
3. On-campus employment for F-1 and J-1 students is possible for no more than 20 hours per week during the year or 40 hours per week during the summer, winter and spring breaks providing they have maintained their full-time status.
4. F-2 spouses and dependents are prohibited from working and enrolling for college credit under any circumstances. J-2 spouses may receive permission to work off-campus from the Immigration Service.
5. Immigration and other identification documents should be carried at all times, especially when traveling outside of the Fargo/Moorhead area, including travel within the United States.
6. The I-20 must be signed by the international student advisor once each year, usually in May. In order to leave the U.S. and return, all students must have a valid passport, current visa, and an I-20 signed within the past year.
7. Any student who has a change of plans (transferring to another school, starting another degree program, etc.) after arriving in the United States should consult the OIP to determine what he or she must do to maintain immigration status.
8. All students and scholars must report any and all changes of address to the OIP.

■ Adjusting to Life in a New Country

When students first leave home to study in a different country, they experience a period of adjustment. They have to find their way around, locate accommodation, become used to new foods, understand the different customs and the way things are organized.

This process of adjusting to a new place and society is often called “culture shock.” It is a perfectly natural experience that just about everyone has when they move to a new country.

In fact, rather than being a shock it can also be an exciting adventure, as we slowly explore our new surroundings and gain understanding and confidence.

We come to realize that things aren’t always what they seem, that our own culture and upbringing lead us to make a host of assumptions that affect our experience of other people and events. We also get a lot of satisfaction as we gradually develop new friendships and contacts, and cope more easily with our new environment.

Of course, many students experience considerable frustration because they lack confidence in their ability to express themselves adequately in English. They find they are reluctant to join in conversation, or they cannot comprehend what Americans are saying, because Americans speak too fast, have a different accent, or are using slang words.

Students who may study in a different country than the one they grew up within may also experience “learning shock.” Students and teachers in the United States may interact differently from the way you are used to. Most international students find that classroom relationships are more casual. You will be expected to analyze issues critically, discuss the issues and share your ideas with your instructors and other students; to question and learn to debate the views of instructors and other students.

To help you prepare for the transition of living in the United States, we recommend that you read the book *American Ways: A Guide for Foreigners in the United States* by Gary Althen, published by Intercultural Press.

■ Tips for Getting Along in the U.S.

Several students and staff of the University have suggested that this office send out a list of American customs that new students should be aware of in order to make their adjustment to campus easier. Although you may already be aware of some of these things, other students may not, and so we offer this list. Please feel free to suggest additions or changes.

In Regard to Time

It is important to be on time in the United States. This rule applies to classes, social activities, and appointments. If you are unable to keep an appointment or date you have scheduled with someone, be sure to call and reschedule it.

The English Language

Don't hesitate to speak English. It may be difficult for you in the beginning but your English will improve with time. Ask questions and accept help with the language. Speak English whenever Americans are present. Although speaking your native language is much easier for you, you are ignoring any persons you are with by speaking a language they do not understand. You do not need to apologize for your English ability – after all, how many Americans speak your language?

Be Careful When Providing Your Signature

When a salesperson or anyone offers to give you a good deal or something for nothing, be careful. Read everything thoroughly, especially if you have to sign a document or contract to get the gift or merchandise.

Expression of Appreciation

It is proper etiquette to express your appreciation to individuals who have invited you to a dinner or to their home for the weekend. A simple, sincere "thank you" note is sufficient. If you are invited to spend a weekend with a family (perhaps your roommate's) and would like to take the host a gift, a small souvenir from your country, flowers, or a small box of candy are appropriate ideas.

Male-Female Relationships

To avoid embarrassment to yourself and your American friends, you should be aware of an important point: When a female/male talks to you or invites you to parties as her/his date or guest, you should not interpret her/his friendliness as necessarily indicating that she/he is interested or in love with you.

Take the Initiative

Be the first one to get to know your roommate, the students on your floor or in your hall, and your classmates. Also, get to know your instructors and seek their help when you are having problems in their courses. Unlike professors in many countries, the professors here want to know you and are eager to help. In your residence hall, your Resident Assistant (R.A.) and Hall Director are also available for assistance.

Personal Hygiene

Since Americans are very much concerned about personal cleanliness, frequent showers or baths are recommended, especially after strenuous exercise or when sweating profusely during any kind of weather. The clothes you wear soak up this perspiration odor, so it is important to keep your clothes clean as well. In most cases it is necessary to use a body deodorant, available in spray cans or roll-on sticks.

Bargaining

In the U.S. there is no custom of bargaining for items you wish to purchase, except in a very few cases (such as buying a car or items at a garage sale). Fixed prices are usually marked on items displayed in stores.

OIP Office Hours

Monday - Friday
8:00 a.m. - 5:00 p.m.
(Fall and Spring semesters)

Monday - Friday
7:30 a.m. - 4:00 p.m.
(Summer)

116 Memorial Union
Phone number (701) 231-7895

Office of International Programs (OIP) Office Policies

To ensure that the OIP provides you with the best service possible, please follow these policies:

- If you would like to meet with one of the professional staff, please call 231-7895 or stop by to make an appointment.
- Appointments are available in the afternoons.
- Please allow one week for the OIP to process documents.
- When you change your address, please notify the OIP.

■ Health-Medical Information

Student Health Service

The Student Health Service is part of the Wellness Center. It is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Summer hours are Monday through Friday only from 7:30 a.m. to 4:00 p.m. A doctor is available every day on a part-time basis. For information or for an appointment call 231-7331. The health service features cheaper rates on medicine and medical appointments.

Doctor Service

To find a doctor in Fargo, look in the Yellow Pages of the telephone directory under "Physicians and Surgeons, M.D." Below is a list of hospitals and clinics you can contact.

Hospitals

- Meritcare Medical Center** 234-2000
801 N. Broadway
- Innovis Health** 364-8000
3000 32nd Ave. S.

Clinics

- Dakota Clinic Ltd.** 280-3300
1702 University Dr. S.
- Innovis Health** 364-8000
3000 32nd Ave. S.
- Dakota Clinic-Northport** 280-7001
Northport Shopping Center
- Meritcare Medical Center** 234-2000
737 Broadway St. N.
- Dakota Clinic-West Acres** 282-7800
West Acres Shopping Center
- Meritcare Clinic Southwest** 234-3600
2701 13th Ave. S.

Family Health Care Center 239-7111
306 4th St. N.

Meritcare Clinic North Fargo 234-2900
2601 Broadway St. N.

**24 Hour Nurse
Phone Line** 1-800-821-5167

Urgent Care

Walk-in Clinics are available at both Meritcare Health Center, 1720 University Dr. S. or Innovis Health, 3000 32nd Ave SW. These clinics are for treatment of minor illnesses. They take patients on a first-come, first-served basis. You do not need an appointment and you do not need to call ahead.

Emergencies

In case of an emergency, go to the Emergency Room at either Meritcare Health Center at 801 N. Broadway, or Innovis Health at 3000 32nd Ave. SW. There is no need to call and tell them you are coming. When you arrive there, the nurses and doctors will help you. If there is no other way to get there, call the police at 241-1437. You could call an ambulance, but this is expensive.

Dental Service

To find a dentist, look in the Yellow Pages of the telephone directory under "Dentists."

Children's Health Care

You may select a pediatrician who specializes in child care or a general practitioner. **Regular physical check-ups** for children up to two years of age, immunization shots against polio, diphtheria, whooping cough, measles,

smallpox, etc. are considered an important safeguard to the health of your children. Prompt care of sick children is very important. Ask how to contact your doctor during non-office hours in case your child becomes ill at this time.

Tuberculosis (TB) Screening

Students who have lived within the past five years in a country where TB is endemic, are required to undergo TB screening prior to the first day of classes. Documentation of testing will be accepted only if performed in the United States or Canada within 6 months prior to registration. You will not be eligible to register for classes without this documentation.

Measles, Mumps, and Rubella (MMR) Immunization Proof

Students must provide proof of immunity by providing medical documentation of one of the following: official copy of dates of two MMR immunizations received after 1969 or after first birthday not prior to 1970, or official copy of laboratory test results (titers) showing MMR immunity.

Payment for Medical Expenses

All international students are required by the State Board of Higher Education to have the state mandated health insurance policy for their own protection. Health insurance for dependents is also required but not enforced. Due to the high cost of medical care, it is absolutely essential that students and their families have adequate health insurance coverage.

It is important to discuss the cost of medical care with your doctor, who will assist you in any way possible.

■ Transportation

Bus Service

Metropolitan Area Transit (MAT BUS)
232-7500

Fares –

- K-12th Grade \$.50
- College Student Free with NDSU ID card
- Adult Fare \$1.00 (children under six accompanied by an adult can ride free)
- Disabled Citizens \$.50
- Senior Citizens \$.50 (individuals over 62 years of age)

Tokens and passes are available at reduced rates; they may be purchased at the Ground Transportation Center at 502 NP Avenue, Fargo.

To determine pick-up locations, arrival and departure times, please refer to the bus schedules. If you have any questions you may contact the Metropolitan Area Transit office.

Taxi Service

Doyle’s Yellow Checker Cab Company

- Fargo 235-5535
- Moorhead 233-1354

Approximate Cab fare:

- NDSU to West Acres Shopping Mall \$10 -\$11
- NDSU to Hector International Airport \$7
- NDSU to Downtown Fargo area \$4 -\$5

Prices are based on actual mileage.

■ Apartment Accommodations

Depending on the lifestyle you are able to afford, off-campus housing can be more or less expensive than living in the residence halls.

You should check the bulletin boards in the Memorial Union, the **Fargo Forum** and **Midweek** (local newspaper publications) for information on available off-campus housing.

Be careful when searching for an apartment. Generally, the best way to begin is to ask your friends for advice. Make sure you look at the apartment. Do not send your friends. When looking at apartments pay close attention and consider the following:

Electricity

1. How many electrical outlets are in each room? Where are they located?
2. Are there any overhead lights in each room? If not, you may need to purchase table or desk lamps.
3. How much is the electricity bill per month? Ask the landlord and potential neighbors. Xcel Energy may be able to provide you with information on the average monthly cost.

Heat

1. Is the heat paid by the landlord? If not, how much is the monthly heating bill? Check with potential neighbors or current tenants. Xcel Energy may be able to help you determine the average monthly cost.
2. If you are responsible for paying the heat, are there storm windows and doors, and good insulation in the building? It will make a difference on the cost of heat.

Furniture

1. Is the apartment furnished? If so, ask the landlord what pieces come with the apartment.

2. If it is furnished, inspect the furniture for cigarette burns, holes, etc.
3. If the apartment is not furnished, some good sources of inexpensive furniture are the thrift shops in town, garage sales, and friends.
4. Verify that the apartment comes with at least one of each of the following: sink, stove, refrigerator, and bathroom facilities.

Miscellaneous

1. Check the apartment and building for closet and storage space. Over the course of time, you'll probably accumulate more belongings.
2. Is there adequate parking if you own a car? Are there places to plug in a car heater during the winter months?
3. Find out the landlord's policy toward repairs by asking the landlord and the other tenants.
4. Are there laundry facilities in the building?

Security Deposits and Leases

The majority of landlords ask for a security deposit, usually one month's rent. Do not pay the deposit until you are absolutely sure you want the apartment. Even if you never move in, landlords will not give the deposit back to you! The deposit will however be returned to you when you move out of the apartment, providing you have done no damage to the apartment.

A lease, either oral or written, is binding for both the tenant and landlord. It is recommended that you get it in writing. Be sure to read the lease carefully. If there is something you don't understand, ask before you sign the lease.

Notice of intent to vacate an apartment must be given at least 30 days before moving out. This notice should be written.

If you have any questions about renting off-campus apartments, go to: www.ndaa.net.

Please see the *Landlord and Tenant Rights in North Dakota* handbook in the orientation packet or for further information go to www.ndaa.net.

Renter's Insurance

It is important that you consider purchasing renter's insurance while renting an apartment. Renter's insurance will cover damage to or loss of your personal property. Landlords only cover physical damage to the property itself, but not for occupants' personal items. Renter's insurance can also protect against medical bills of guests injured in your apartment.

Utilities

After you choose an apartment, you may be responsible for having the electricity and water turned on in your apartment, and the phone connected. You can request new service by calling the following companies. You should be aware that a deposit is often required.

Electricity

Xcel Energy 1-800-895-4999

Water

City Auditor's Office 241-1324
200 3rd St. N. (for billing questions)

Telephone

Qwest Communications 1-800-244-1111
(to order new residence service, moves, changes, rewire, disconnect or close an account)

■ Checking Accounts

Most Americans use checking accounts for paying bills and to avoid carrying large sums of money. The canceled check (a check that has been written, processed and returned to you) that you receive in your bank statement almost always serves as a receipt. The canceled checks should be kept as a record of what you have paid, since you may need proof for tax purposes or to show you have paid for something.

To find a bank that offers the services you desire, check the yellow pages of the phone book under "banks". Some things to look for when deciding on a bank are:

- minimum balance requirements
- location
- interest rates on checking accounts
- banking hours: weekends or drive through service for evenings
- cash cards
- if the bank returns checks to you (canceled checks) after they have been processed at the bank
- finance charges

Use of a Checking Account

Many times you will want to write a check to pay for various items or services. Although use of a checking account is not a complicated matter, it is important that you are careful with such an account. Failure to keep an accurate, up-to-date record of your money could result in an

unexpected problem for you. Be sure to keep the following in mind:

Writing a Check

1. Write the month, day, and year in the blank space in the upper right corner (see sample check on sample check below, line A).
2. Write the name of the person, company, or organization to whom you are paying the money in the blank space on the first line in the left corner (line B).
3. Write the amount of the check in figures as close as possible to the dollar sign (line C). On the next line write the amount of the check in words (line D).
4. Sign your name in the blank space in the lower right corner (line E). Always use the same name for your signature.
5. Write a brief description of the item or fee for which you are paying in the blank space on the left side of the check (line F).
6. Record the check on the “transaction register” (provided by the bank together with your checks) and calculate your new balance.
7. Many times you will need to show a form of picture identification (such as a driver’s license). Be sure to carry identification with you at all times.

Sample check

Your name _____
Your address _____
Check # _____
PAY TO THE ORDER OF (B) _____ \$ (C) 20.00 _____ DOLLARS
(D) _____
MEMO (F) _____ (E) _____

Keeping Your Checkbook Register

1. It is very important that you use the checkbook register to keep your checking account balanced.
2. Record all the information about any deposit made to your checking account. Immediately add the deposited amount to your balance.
3. Record all the information about any check that you write. Immediately subtract that amount from your balance.
4. Be sure to add or subtract any deposits or withdrawals made with your bank’s instant cash card. (Instant Cash Cards are obtained through your bank. This card will allow you to get cash from your account through an Automatic Teller Machine (ATM). Some banks have a service charge for this; find out if yours does, and be sure to add the fee when recording the transaction).
5. Verify your monthly bank statement. Once a month the bank will mail you a statement regarding your current balance. Your canceled checks (checks that you have written and have already been cashed) will be included. Be sure to examine the statement so that you and the bank agree about how much money you have in your account.

“Cash” Checks

If you need cash, you can write a check made out to “cash.” This check, which has your signature, requests that you be given the amount indicated. The money is taken from your checking account. You can get these checks cashed at your bank and on campus at the Information Desk. There is a \$50 limit for personal checks cashed on campus and a \$0.25 fee.

Overdraft

Do not “overdraw” or write checks for more money than you have in your account. The bank will charge a penalty for this (about \$20), and the store to which you write the overdrawn check will charge an additional fee (from \$15 to \$25). Also, you may lose your check-cashing privilege at your bank and at the place where you wrote the check.

“Bad” Checks

“Bad Checks” is the term used to describe a check that is written when you do not have enough money in the bank to cover it. It is against the law to write a check like this. It is considered a theft. Theft over \$100 is a felony crime for which the penalty is a jail sentence of three to five years.

“Post-Dated” Checks

A post-dated check is one that is written for some period of time in the future, such as writing a check in September but dating it October. Post-dating checks is illegal and should not be done. These checks could be processed without having the appropriate funds in your checking account, thereby overdrawing your account.

Using a Debit/ATM Card

Many banks offer a debit/ATM card to customers with a checking account. This card can often be used at retail stores and restaurants in place of a check. This card can also be used at automatic Teller Machines (ATMs) for withdrawals and deposits. If you use an ATM of a bank other than your own, you may be charged a nominal fee for the use of that ATM.

Remember to note any transaction in your checkbook register.

Make sure to check with your bank concerning any possible fee associated with having and using the card.

Using a Credit Card

You will notice at the beginning of each semester that several credit card companies will be in the Memorial Union, trying to get students to sign up for credit cards. Please be aware that any purchases made using a credit card must be paid back. Many credit cards that are available to students have a high interest rate.

Credit cards can be dangerous, for often it is easy to use a credit card for purchases, but difficult to pay the credit card bill when it arrives. Use good judgment if you choose to have a credit card.

■ Notarizing Documents

A notary public is an official who is authorized to certify or attest documents, such as affidavits. When the notary puts his or her seal on the document, he or she is only verifying that the signature on the document is yours. The notary’s seal does not certify that the document is authentic. Nothing with a government seal can be notarized, such as birth or death certificates.

When you need a document notarized, it is important that you do not sign it before you meet with the notary public. You must sign it in front of this official. You must also show a picture ID, and may need to pay a small fee. An appointment is not necessary.

The following is a list of some of the locations in the F-M area that have notaries public.

Wells Fargo – all F-M locations

- Fargo
 406 Main Ave. 293-4200
 2501 13th Ave. S. 241-5959
 32nd Ave. & University Dr. S. 232-2082
- Moorhead
 730 Center Ave. 233-6183
 950 Holiday Dr. 233-6141
 101 11th St. S. 287-3500

First International Bank & Trust (no fee)

- Fargo
 3001 25th St. S. 232-1700
 3101 Broadway 232-6508

Bank of the West –

if a Bank of the West customer (no fee)

- Fargo
 Main at Broadway 293-2200
 40th St. & 13 Ave. S. 298-5118
 1532 32 Ave. S. 293-2257
 3203 32 Ave. S. 298-3232

Alerus Financial (no fee)

- Fargo
 3137 32 Ave. SW 280-5000
 15 Broadway 280-5000
 Sunmart 2401 13th Ave. S. 280-5000
 Sunmart 3175 25th St. S.W. 280-5000

UPS Store

- \$5.00 per item
 1100 19th Ave. N., Fargo 235-9505

Cash H. Aaland, Attorney at Law (no fee)

- 118 Broadway, Fargo 232-7944

■ Social Security Card

In order to work in this country or to earn interest on a savings or checking account, it is necessary to have a social security card. No appointment is necessary and no fee is charged. The office is located at 657 2nd Ave. N., Fargo (above the Fargo Post Office). Office hours are 9 a.m. to 4 p.m., Monday-Friday.

You must bring the following:

- Passport
- Visa
- Form 1-20 or DS-2019
- Letter showing job offer of employment or assistantship award
- Letter from Office of International Programs
- I-94 card

You must meet with an international student advisor in the Office of International Programs to have your SEVIS record validated at least 48 hours prior to applying for the Social Security Number. It may be possible to apply for a social security number during the orientation session.

■ North Dakota Identification Card

If you need a form of identification (normally necessary for check cashing) and do not have a driver’s license, you can obtain a North Dakota State ID Card. To do this you need to contact the North Dakota Drivers Division at (701) 239-8940.

The requirements are:

- \$8.00 fee
- Passport
- Social Security Card

(If you do not have a social security card, you must obtain a letter from the Social Security Administration stating that you are not eligible for a social security card.)

■ Tax Information

Foreign nationals who are studying, teaching, or engaged in research activities in the United States are subject to federal and state income taxation on any income earned in the U.S. from teaching and research assistantships. All international students and scholars are required to file federal and state income tax forms regardless of whether they earned income. Interest earned on checking and savings accounts are also subject to taxation. Internal Revenue Service (IRS) Publications are available for more information. For additional information, refer to:

1. Form 1040NR – U.S. Nonresident Alien Income Tax Return
2. Form 1040NR Instructions
3. Form 1040NREZ – U.S. Nonresident Alien Income Tax Return
4. Form 1040NREZ Instructions
5. Form 8843-Statement for Exempt Individuals
6. Publication 519 – U.S. Tax Guide for Aliens
7. Publication 520 – Scholarships and Fellowships
8. Publication 901 – U.S. Tax Treaties
9. Forms 37-S and 37 – North Dakota Individual Income Tax Forms and Instructions

The Office of International Programs (OIP) sponsors a tax seminar each year to assist international students. The OIP also provides copies of tax forms and instruction booklets. However, the filing of tax forms is each individual's responsibility.

Tax forms can also be found in some public libraries and post offices. Tax forms are due April 15. In addition, tax forms can be printed from the IRS website at www.irs.gov.

■ Owning and Operating an Automobile

Driver's License

You are allowed to drive vehicles in the State of North Dakota as long as you possess a current license in your home country or an international driver's license. If you wish to purchase or rent a vehicle, you will find that it is easier with a license from North Dakota or another state in the U.S.

To obtain a North Dakota driver's license, you must visit the Fargo branch of the North Dakota State Department of Transportation at 503 38 St. S.W., telephone number 239-8940. You must pass a written test, an eyesight test, and a driving test (also called road test). No appointment is required to take the written test, however, you must have an appointment for the driving test.

To apply for the driver's license, you must present your passport, social security card, current driver's license if you have one, and the required fees. The written test is \$5 and the road test fee is \$5. You must surrender your current license to obtain a North Dakota driver's license.

Testing hours are:

- **Monday**
8:00 a.m. - 11:00 a.m. *-and-*
1:00 p.m. - 5:00 p.m.
- **Tuesday - Friday**
8:00 a.m. - 11:00 a.m. *-and-*
1:00 - 4:00 p.m.

It is highly advisable to study for your written test and to practice for the road test. You will need to obtain an instruction permit in order to practice for your road test if you do not possess an international driver's license or a driver's license from your home

country. The instruction permit costs \$10. To obtain a booklet to help you study for the written test, pick one up at the OIP or at the North Dakota State Department of Transportation.

(If you do not have a social security card, you must obtain a letter from the Social Security Administration stating that you are not eligible for a social security card.)

Automobile Registration

If you buy a car, you must register it at Vehicle Services Fargo Branch, 4025 9 Ave. S.W.. Requirements for registering a car vary depending on whether the car is new or used, if it is used, how old it is. To find out what you would have to do to register a particular car, call 282-5070. Once you have registered your car, you will receive a registration card. You must keep this card in your vehicle at all times.

Automobile Insurance

The State of North Dakota requires all owners of a vehicle to have automobile insurance. If you own a car, you must have at least liability insurance. It is the law. The minimum fine for operating an uninsured motor vehicle is \$150.

To locate the most appropriate insurance for your car, look in the yellow pages of the telephone directory under "insurance." Unless a friend can recommend a reliable agent to you, you should talk to at least two agents about your insurance needs.

Insurance rates vary from company to company, and they depend on the value of the car, the amount it is driven, the age of the drivers, and the past driving records of the drivers. You must carry proof of insurance (insurance card) in your car at all times in case of an accident.

Seat Belt Law and Child Restraint Systems

North Dakota law requires all front seat occupants to wear safety belts at all times. In addition, children under age three must be properly secured in an approved child restraint in motor vehicles. Children ages three through ten must be properly secured in either an approved child restraint or a safety belt.

Student Parking Permit

Vehicles parked on campus during the hours of 7:00 a.m. to 4:30 p.m., Monday through Friday, must display an appropriate NDSU permit. Permits are available at the Campus Police Department in Thorson Maintenance Center, telephone number 231-8998. Office hours are 8:00 a.m. to 4:30 p.m. weekdays. The annual parking fee for students and staff is \$110. The fee for summer sessions is \$10.

English as a Second Language

NDSU Intensive English Language Program

North Dakota State University offers an Intensive English Language Program (IELP) as a full-time, non-credit program in American English. The course is designed to develop skills needed for academic study and general use of the language in the United States. The course emphasizes speaking, listening, reading, and writing. The IELP is open to high school graduates and to other individuals who wish to improve their English. You may contact the Office of International Programs at 231-7895 for more information and an application.

Adult ESL classes

English as a Second Language (ESL) classes are offered through the Fargo Public School System. Call the Fargo Adult Education Center, 446-2807, for questions about the classes, which are held during the day at Woodrow Wilson School, 315 N. University Drive, Fargo.

Beginning, intermediate, and advanced classes meet from 9:00 a.m. to 12:00 p.m., Monday through Friday. Evening classes are held from 6:30 p.m. to 8:30 p.m. at the Fargo Adult Education Center on Tuesdays and Thursdays. These classes are for all levels of English ability.

The Moorhead Public School System also offers ESL classes. Call the Adult Basic Education Office at 233-4502 for more information. Classes are held from 9:00 a.m. to 3:30 p.m. on Tuesdays and Thursdays at Probstfield Education Center, 2410 14th Street S., Moorhead. Evening classes are held Mondays and Wednesdays from 6:30 p.m. to 9:30 p.m. at Probstfield Education Center.

Please note that interested persons must first take an English test to assess level of English in order to be placed in the appropriate class. For more information, please call the Adult Education Center at either the Fargo or Moorhead location.

Dependents (F-2s) and F-1 students must pay for the full cost of instruction to attend adult education courses (i.e., ESL courses) offered by the public school systems. For more information, please contact the OIP.

■ Winter Weather

Students are reminded to check weather forecasts on the radio or television before leaving home during the winter season. It is also important to protect all exposed skin, including the face, when regular temperatures are below freezing. Severe weather can continue in this area into April.

Remember, weather can change very suddenly. Several layers of clothing are recommended for adequate protection when walking in freezing temperatures.

Cars should always have an emergency winter survival kit in them in case the car should stall. The kit should include a candle, strike anywhere matches, a thermal blanket, water, peanut butter, crackers, chocolate bars, a transistor radio with extra batteries, and flares.

It is important to pay attention to weather reports and any notification of interstates closing due to poor weather conditions.

If you become stranded, never turn on the car and heater. By doing this, you risk asphyxiation because of exhaust fumes. Always remain in the car and use the candle for warmth.

■ Public School for Children

Located at various distances from NDSU, this is a list of the closest elementary (grades K-6), junior (grades 7 and 8) and high schools (grades 9-12). You should contact the Fargo Public School District at 446-1000 soon after you arrive in regard to enrolling your children in a school.

It is a state law that all children between the ages of 5 and 16 must attend school. Non-compliance with this law could lead to prosecution by the State of North Dakota. Tuition for these schools is not required if the children are dependents (F-2s and J-2s).

Elementary

- Roosevelt School** 446-5300
1026 10th St. N.
- Horace Mann School**..... 446-4600
1025 3rd St. N.
- Washington School** 446-5400
1725 Broadway St. N.

Junior High

- Ben Franklin** 446-3600
1420 8th St. N.

Senior High

- Fargo North** 446-2400
801 17th Ave. N.

■ Religious Organizations

The following religious organizations are affiliated with NDSU:

- Newman Center** 235-0142
1141 N. University Dr.
(Catholic)
- University Lutheran Center** 232-2587
1201 13th Ave. N.
- United Campus Ministry** 235-0672
1239 12th St. N.
(American Baptist, Episcopalian, Moravian, Presbyterian, United Church of Christ and United Methodist)

See phone book for a listing of specific religious centers, in the yellow pages under “churches” and “religious organizations,” which will include mosques, synagogues and others.

■ Intercultural Student Organizations

- Association of Students from India
- Bangladeshi Student Organization
- Black Student Organization
- Cricket Club
- International Student Association
- Malaysian Student Association
- Muslim Student Association
- Native American Student Association
- Union of Chinese Students and Scholars
- Korean Student Organization
- HOLA
- Sri Lankan Student Association

For more information on these and other student organizations, contact the Memorial Union Student Activities Office at 231-7787.

Off Campus

- International Women's Club

See also the campus directory for other major- or interest-related organizations.

■ Thrift Stores

The following stores offer used merchandise at low prices and are a great way to acquire inexpensive winter clothing, furniture and housewares.

ARC 232-6641
1206 3rd Ave. N., Fargo

Dakota Boys Ranch-Another Chance
1001 4th Ave. N., Fargo 280-2371
1601 32nd Ave. S., Fargo 297-4166
2525 Highway 10 E., Moorhead ... 233-1266

St. Vincent DePaul Society 235-5944
1425 1st Ave. S., Fargo

Moorhead Thrift Shop 233-2995
110 South 5th St., Moorhead

109 Consign 280-0998
109 Broadway N., Fargo

New Life Center 235-4453
1902 3rd Ave. N., Fargo

Savers 277-1447
1623 38th St. S.W., Fargo

■ Shopping Centers

There are a number of popular shopping facilities in the Fargo-Moorhead area. These facilities range from the downtown Fargo area (mostly on Broadway) to West Acres, a completely enclosed, climate-controlled shopping center.

Moorhead

Moorhead Center Mall
424 Center Ave.

Fargo

West Acres Shopping Center
13th Ave. South & I-29

Elm Tree Square Shopping Mall
114 Broadway North

Northport Shopping Center
Broadway & 25th Ave. N.

K-Mart Plaza
2301 S. University Drive

Southside Shopping Center
1500 South University Drive

TJ Maxx Plaza
4330 13th Ave. S.

Wal-Mart
4731 13th Ave. S.

Southpointe Shopping Center
32nd Ave. & 25th St. S.

■ Recreation

Movies

Century 10 Cinema 461-8902
3931 9th Ave. S.W., Fargo

Safari 7 Discount Cinema 461-8902
Highway 75 South & I-94, Moorhead

West Acres 14 461-8902
West Acres Shopping Center
4101 17th Ave. S.W., Fargo

Fargo Theatre 235-4152
314 Broadway, Fargo

Drama

Little Country Theatre 237-7969
NDSU (Box Office)

Theatre (Box Office) 236-2271
Moorhead State University

Theatre (Box Office) 299-3314
Concordia College

**Fargo-Moorhead
Community Theatre** 235-6778
(Box Office)
333 4th Street South

**Do you want to find out more
about the Fargo-Moorhead area?**

Visit the Fargo-Moorhead Web site at:
www.123fargo.com

There you will find information
from local concerts to news to
exciting local entertainment
and more!

Museums

- Heritage Hjemkomst Center** 233-5604
202 1st Ave. N., Moorhead
- Bonanzaville USA** 282-2822
West Main Ave., West Fargo
- Plains Art Museum** 293-0903
704 1st Ave. N., Fargo
- Clay County Historical Society** 233-4604
202 1st Ave. N., Moorhead
- Rourke Art Gallery** 236-8861
521 Main Ave., Moorhead
- Fargo Air Museum** 293-8043
1609 19th Ave. N., Fargo

Parks

- Trollwood Park north Fargo
- Lindenwood Park south Fargo
- Oak Grove Park north Fargo
- Elephant Park north Fargo
- Island Park downtown Fargo
- Gooseberry Park south Moorhead
- Woodlawn Park south Moorhead

■ Sports

Golf

- Edgewood Municipal Golf Course and Park** 232-2824
19 Golf Course Ave. N.E., Fargo
- El Zagal Par 3 Golf Course** 232-8156
1400 Elm St., Fargo
- Village Green Public Golf Course** 299-5366
3420 Village Green Blvd., Moorhead
- Prairiewood Golf Course** 232-1445
Prairiewood Dr. & Westgate Cir., Fargo

Tennis

- Percy Godwin “Elephant Park”** 232-9711
19th Ave. N. & Elm St., Fargo

- Southwest Park**
15th Ave. S. & 20th St., Fargo

- Island Park** 232-9652
616 1st Ave. S., Fargo

Campus

Swimming Pools

- Island Park Pool** 235-7685
616 1st Ave. S., Fargo
- Fargo North High School** 241-4701
801 17th Ave. N., Fargo
- Madison Swimming Pool** 232-5726
1040 29th St. N.W.
- Southwest Swimming Pool** 235-4093
15th Ave. & S. 18th St., Fargo
- YMCA** 293-9622
400 1st Ave. S., Fargo

■ Free Time in Fargo and Don't Know What to Do?

* Must be 21 years or older to be admitted as alcohol is served at these establishments.

Go For A Walk

Start at Island Park (between 4th & 7th St. and 1st & 4th Ave. S) and go northwest to 8th St. Stop in at Nichole's Fine Pastry (13 8th St. S., phone 232-6430) for a sweet treat, tasty sandwich, gourmet soda pop, espresso or tea. If you continue walking north on 8th Street, you will see the new NDSU downtown development just north of the railroad tracks.

Look for a Book or Maybe a Movie

Broadway is the street you want to be on. Begin at the Fargo Theatre (314 Broadway, phone 235-4152). Go in and step back in time as you watch a silent movie or one of the many international films that are shown. This restored theatre dates back to 1927. The Mighty Wurlitzer (pipe organ) is played before many performances.

Walk north on Broadway if you're looking for a book. You'll find them and much more at Zandbroz Variety (420 Broadway, phone 239-4729). Stop in the back at Dakota Soda for a cup of coffee and some food before sorting through their variety of music, jewelry, stationery and other fun items.

There are many coffee shops and specialty stores located downtown on Broadway. Walking downtown is a great place to spend an afternoon.

Music in Fargo-Moorhead

If you're looking for a place to go to listen to live music, or maybe dance, you might want to try The Hug (2525 9th Ave. S., Fargo, phone 232-6767).

Country music fans, or those curious few who would like to hear and find out more about this American music style, should go to Borrowed Buck's Roadhouse (1201 Westrac Dr. SW, phone 232-1535).^{*} Another place to try country dancing is at Mr. G's (1150 43½ St. S., Fargo, phone 236-7813). Mr. G's provides a variety of rock and pop music.^{*}

If you're interested in hearing jazz, try Juano's (402 Broadway Fargo, phone 232-3123) on Friday nights or Basie's (1635 42nd St. SW Fargo, phone 281-7105).

A popular place to go to in Fargo is the Old Broadway (22 Broadway, phone 237-6161). This bar plays popular music and is usually full of people on the weekends. It is a restaurant during the day and a bar at night.

Try Zandbroz Variety (420 Broadway, phone 239-4729) for live music performances as well. Check at the store to see who's scheduled to perform.

Other good resources for finding out what is going on around town include looking through the entertainment section of local papers such as the **High Plains Reader**, the **Fargo Forum**, and the **Midweek**.

■ Ethnic Foods

Grocery Stores

- Tochi Products** 232-7700
(East Asian Food Store)
1111 2nd Ave. N., Fargo
- Jimenez Tortilla Factory** 236-1075
(Mexican Food)
2615 12th Ave. S., Moorhead
- Agassiz Asian Food** 232-0034
21 University Dr. S., Fargo
- A & A Grocery** 271-0687
(Asian Food Store)
1015 Main Ave., Fargo
- Balkan Food** 280-2836
122 23rd St. South, Fargo
- African Market** 297-3530
1230 23rd St. South, Fargo
- F-M International Food** 356-7883
1402 Main Ave., Fargo

Examples of Ethnic Restaurants

Mexican

- | | |
|---|--|
| Mexican Village
814 Main
Fargo 293-0120 | Paradiso
801 38 St. S.W.
Fargo 282-5747 |
| Acapulco
1150 36th St. S.
Fargo 297-0355 | Juano's
402 Broadway
Fargo 232-3123 |

Chinese

- | | |
|--|---|
| Great Wall
1617 Univ. Dr. S.
Fargo 232-8288 | The Mandarin
4228 15 Ave. S.W.
Fargo 282-8888 |
| Grand Buffet
1624 32nd Ave. S.
Fargo 237-2222 | Fortune House
1100 19th Ave. N.
Fargo 232-6316 |
| Nine Dragons
3228 13th Ave. SW
Fargo 232-2411 | Giant Panda
1331 Gateway Dr.
Fargo 298-8558 |

Indian

- | | |
|---|--|
| Saffron
3003 32nd Ave. SW
Fargo 241-4200 | Passage to India
855 45th St. S.
Fargo 281-0277 |
|---|--|

Italian

- | | |
|---|---|
| Valentino's Ristorante
1443 42 St. S.
Fargo 281-0071 | Olive Garden
4339 13 Ave. SW
Fargo 277-1241 |
| Speak Easy
1001 30 Ave. S.
Moorhead 233-1326 | Grazie's
2000 44 St. SW
Fargo 492-5151 |
| Isabella's Ristorante
608 1st Ave. N.
Fargo 365-0608 | Johnny Carino's
4410 17th Ave S
Fargo 282-2920 |
| Toscana's
202 Broadway N.
Fargo 235-9100 | |

Greek

- Santa Lucia**
1109 38th St. S.
Fargo 281-8656

Middle Eastern and Mediterranean

- Cafe Aladdin**
512 1st Ave. N.
Fargo 298-0880

Vietnamese

- Saigon**
1015 Main Ave.
Fargo 365-8310

Japanese and Korean

- Yuki Hana**
1450 25th St. S.
Fargo 237-0777

Thai

- Thai Orchid**
900 1st Ave. N.
Moorhead 277-0099
- Leela Thai Cuisine**
1450 25th St. S.
Fargo 235-5795

■ Fargo/Moorhead's Best Burgers

If you like lots of food for little money, then try Mick's Office (10 St. S., Moorhead, phone 233-2295). It is not much for atmosphere but you can listen to the jukebox or play some pool while you wait for your hamburger and cottage fries.* About \$4.00.

For fun and a different atmosphere, try Space Aliens Grill and Bar (1840 45th St. S.W., phone 281-2033). Burgers and ribs, with an outer space theme. About \$13.00-15.00.

■ Other Fun Ideas

The Red River Valley Zoo (4220 21st Ave. S.W., phone 277-9240) is a small but very nice zoo right here in Fargo. Be sure to try the beautiful old-fashioned carousel. \$7.00 for adults, \$4.00 for children, free for children under 2. The zoo is not open in the winter months.

ThunderRoad (2902 Thunder Road, off of I-29 and 32nd Ave. S., phone 282-5151) offers outdoor go-carts, miniature golf and indoor arcade.

■ General Academic Information

Course Numbers

Courses numbered in the 100s are intended primarily for freshman, 200s for sophomores, 300s for juniors, 400s for seniors, 500s for courses in professional degree areas, and 600's and 700's for graduates. The letters "f" (fall), "s" (spring), and "su" (summer) following course numbers indicate the respective semester in which the particular course is offered.

Credit

All academic units are expressed in terms of the credit which represents one class period for each of the weeks that constitute a semester.

A class period usually involves three periods of 50 minutes each, distributed in one of several ways: one period of recitation with two of preparation; all three in the laboratory, shop or field practice without outside preparation; one in recitation, one of lecture demonstration or quiz and one of preparation. Instructors may vary the distribution of time and requirements.

Prerequisites

Prerequisites are listed for a large number of courses. These are provided to give students information on background expected.

However, in any specific instance a student may have completed an equivalent course or may have had other experiences which could substitute for the prerequisite.

Thus, lack of completion of a given prerequisite does not necessarily exclude

the student from a course. In all instances of doubt the student should consult the instructor of the course.

Correspondence Course Credit

College credit is allowed for courses completed in correspondence only when the following conditions have been fulfilled in advance: regular admission requirements and course prerequisites must be satisfied, and written permission of the dean of the college in which the student is regularly enrolled must be filed with the Registrar's Office.

Majors/Minors

A major is a grouping of related courses that totals at least 36 semester credits. A minor is a similar grouping that totals at least 24 semester credits.

Options are assembled courses that are electives that lead to a specific vocational goal. The option is independent of the major. Options are by nature interdisciplinary since disciplinary options are in most cases identical with a minor.

■ Bison Connection

This is a one-stop service that provides information about your student ID card, financial aid, tuition, bill payments, registration, and student records maintenance all in one convenient, always open, online location in the Memorial Union service center where helpful, full-time staff are available to assist students in person, by phone, or by e-mail.

■ Campus Connection

You should have been notified either by e-mail or postal mail of your Campus Connection UserID and Password. This may have come from NDSU or another North Dakota institution to which you applied or had data sent. If you have not already done so, you may log on to the Campus Connection Student Portal at any time to Change Your Password and establish a Password Hint for future use.

You will use Campus Connection during Orientation and Registration to register for your fall classes. After orientation, you may use it to access your fall study (class) list, the course catalog and fall schedule of classes, account information, holds, unofficial transcripts, demographic data and more.

If you misplace your Used ID and/or Password, contact the Help Desk at 1-866-457-6387 (toll-free) or at www.help.nodak.edu/ndus.

If you forget your password, go to the Campus Connection Student Portal and use the 'Forgot My Password' feature.

■ Academic Information

Student Classification

Students are classified as freshmen, sophomores, juniors, seniors, special undergraduate or graduates according to the progress made toward completion of the requirements of the curriculum in which they are registered.

A sophomore is one who has completed at least 27 semester credits but less than 60 semester credits.

A junior is one who has completed at least 60 semester credits but less than 90 semester credits.

A senior is one who has completed at least 90 semester credits.

A full-time undergraduate student is one who carries 12 or more semester credits per semester. In summer, six semester credits are considered full-time. International undergraduate students must carry 12 or more credits each semester to fulfill F-1 visa requirements. Summer registration is not required.

A special student is one who has satisfied entrance requirements but who, for acceptance reasons, finds it advisable to arrange a program of fifteen semester credits or less.

An unclassified student is one who is not working toward a degree and who may or may not be able to satisfy entrance requirements. He or she is admitted to courses only by special permission of the

Dean of the College in which the work is to be taken. Should an unclassified student later desire to apply this work toward a degree, he or she will be required to satisfy entrance requirements.

Special and unclassified students may not represent the University in any extracurricular activities or join any student organization to which the eligibility rules apply. It is the policy of the University not to require unclassified students to enroll in physical education or military service.

Because of immigration regulations, international students cannot normally be admitted in these categories.

Attendance

Attendance in class is expected but is required only where class participation is essential to primary learning. Course grades will be a measure of performance on required work during the semester and the final examination. Attendance should not affect a student's final grade.

Instructors in courses where class participation affects the grades may require students to submit documentation of absences due to medical treatment or an approved school trip or public performance.

The instructor will explain the attendance, testing and grading policies for a course in initial class meetings.

■ Grades and Honor Points

Passing grades are A, B, C, D, P (Pass) and S (Satisfactory). The grade of F is failure.

Honor Points

The grade of A carries four honor points for each credit, the grade of B carries three honor points for each credit, the grade of C carries two honor points for each credit, and the grade of D carries one honor point. The grade of F carries no honor points. Grades of P and S are grades without honor points and are not included in the grade point average computation.

Pass-Fail Grading

Students are eligible to take a pass/fail option in a given course if their request has been approved by their advisor and the Student Academic Affairs Office. Students may not exceed 16 credits in total under the pass/fail arrangement. Student teaching credits and credits in faculty option pass/fail courses are not included in the 16 credit limit. Approval for the pass/fail option must be filed with the Registrar's Office during the first three weeks of the term and once filed cannot be changed back to regular grade option.

Incomplete Work

A grade of incomplete may be assigned by the instructor and countersigned by Student Academic Affairs in case of medical illness, including pregnancy, related health concerns or for an equally valid reason.

Except in research or investigation courses, the grade of incomplete must be removed not later than the end of the mid-term examination week in the next term of residence, including the summer session.

If the Incomplete is not removed by this time it shall automatically be changed to an F. Under special circumstances an extension period may be granted to a student by having the instructor notify the Registrar's Office.

The grade of Incomplete shall not be given in any instance where the student is deficient more than three weeks of work.

Failure

The grade of F may not be removed by special examination. When a student has earned the grade of F in any course, he or she may receive a credit in this course only by re-enrolling in it and completing it satisfactorily.

Mid-Term Grades

Approximate class standing at mid-term is to be provided to all students in all courses. Upon request, all instructors shall inform students directly of their approximate mid-term grades before the end of the sixth week of the semester.

Grade Appeals

The University Senate has approved the establishment of a Grade Appeals Board to be utilized only after parties seeking redress have exhausted all other possible appeal routes. This board may either hear or refuse to hear grade appeals directed to it based on the merits of each case.

Challenging Courses

Normally a student may earn credit toward a degree only by taking courses on this campus or at other recognized colleges and universities. However, a student who is currently registered and who has had some previous training or background which of itself would not permit granting of credit, has the right to seek credit by special examination. This is known as challenging a course. Such a student should obtain a Petition for Challenge from the Office of the Registrar and take it to the instructor of the course in which he or she feels competent to write a special examination.

The instructor of the course, the head of the department, the dean of the college offering the course, and the Student Academic Affairs Office must approve the request for the challenge. After such approval and payment of an appropriate fee, the student may write the special examination at the convenience of the instructor and the student.

Courses successfully challenged are recorded on the student's record with the notation Credit by Special Examination. Unsuccessful challenges are not recorded.

■ Academic Deficiencies

A student who, in any semester, fails to attain an honor point average of **1.75 as a freshman, 1.90 as a sophomore, 2.00 as a junior or senior**, or has attained senior status with an accumulated honor point average less than 2.00 is **academically deficient**.

Probation

The cases of all such academically deficient students will be referred at the end of the semester to the Committee on Student Progress of the college in which the student has matriculated. This committee may place the student on probation, or, if the student is in the first semester of residence, place the student on warning. The committee may also defer action in which case the student is not restricted as to extracurricular activities or program limitation. All such actions of the respective college committees are subject to review by the University Committee on Academic Standards.

The cases of students who again become deficient while on probation or the cases of students who become deficient after having incurred two previous probations will be referred with recommendations, by the Committee on Student Progress to the Committee on Academic Standards. This latter committee may suspend such a student from the University, place the student on continued probation or may again place the student on probation.

Suspension

Suspended students must withdraw from the University and may not register again without the approval of the Committee on Academic Standards. A suspended student desiring readmission must file a petition in the Office of the Registrar at least 30 days prior to the beginning of the semester in which readmission is sought.

A suspended student may not expect to be considered for reinstatement for at least two semesters following suspension. If the petition is approved by the Committee on Academic Standards, the student may register, but will be on probation. International students will need to make arrangements to enroll at another institution during suspension in order to maintain their F-1 visa status.

Removing Probation

In order to remove an academic probation incurred under the above policy, a student must earn the stated minimum scholastic average while enrolled in at least 12 credit hours. The student on probation cannot enroll in excess of 15 credit hours without the express approval of the Student Progress Committee of his or her college.

Students on academic warning or probation will be allowed to participate in extracurricular activities within the regulations imposed by the organization conducting the activity. However, they are urged to evaluate their academic career plans in consultation with their faculty advisor.

Program Limitations

The minimum program of studies for a full-time regularly enrolled undergraduate student is 12 credits. Students with

cumulative honor point averages of 2.00 or better may carry loads as approved by their advisors.

Students who are in good scholastic standing (not on probation or warning) but have not yet established a cumulative honor point average of 2.00 are limited to a credit load of 17 hours unless approved by the Student Progress Committee of their College.

Students who are on warning or probation are limited to a credit load of 15 credits unless approved for additional courses by the Student Progress Committee.

Change in Program

Changes in program must be approved by the student's advisor and the Student Academic Affairs Office. Proper forms authorizing changes can be obtained from the advisor or from the Student Academic Affairs Office, Ceres 110.

A registration change is neither authorized nor official until the change of program form has been approved by the student's advisor and the Student Academic Affairs Office.

It is important that you inform the Office of International Programs of any changes to your major program of study so that your immigration documents can be properly updated in a timely manner.

Withdrawals from Courses

During the first seven weeks of a semester or 3 ½ weeks in summer session, a student may drop a course without failure by securing the approval of the advisor and the Student Academic Affairs Office. The student's registration in the course is then cancelled. This rule applies to Tri-College courses also.

Please note: Check with an international student advisor before dropping any courses to avoid serious problems with your immigration status.

Engineering and Business students may not withdraw after the first four (4) weeks; Pharmacy students may not withdraw from Pharmacy courses after the first five (5) weeks. It is important that you contact the Office of Registration and Records and the necessary academic department to ensure correct withdrawal dates as some courses may require a withdrawal date different from those provided above.

After the close of the seventh week of the semester, no changes in program are permitted, except in highly unusual circumstances which require approval of the Academic Standards Committee.

Withdrawals from the University

Withdrawal from the institution must be initiated by the student with the Counseling and Personal Growth Center and is not complete until the forms have been properly signed and filed in the Registrar's Office. A student does not withdraw simply by leaving the campus. When a student does not withdraw formally, he or she will receive the grade of F in each course for which he or she is registered.

If a student is allowed to withdraw after the seventh week of the semester, the academic dean authorizing the withdrawal may, as a condition of withdrawal, deny the student permission to register for the next succeeding term.

Honorable Dismissal

Honorable dismissal is granted only to students whose records are clear of any pending or continuing disciplinary action, of any established moral delinquency and of any financial obligation to the institution.

A special note to graduate students

Graduate international students must carry six or more credits each semester to satisfy immigration requirements. However, there are exceptions. For example, after coursework is completed, a student completing a research thesis may register for only one credit but be considered "full-time". If there are questions about these requirements, please make an appointment at the Office of International Programs.

■ Where to Go for Help

<i>If you want information on . . .</i>	<i>then contact . . .</i>	<i>at . . .</i>
Advanced Placement	The individual departments or Office of Registration and Records	Ceres 110
Career Information	Career Center	Ceres 212
Correspondence Courses	None offered at NDSU	
Credit by examination or challenging a course	Office of Registration and Records	Ceres 110
CLEP Tests	Counseling and Disability Services	Ceres 212
Employment	Cooperative Education Career Center	Ceres 306
Financial Information	Office of International Programs	Memorial Union 116
Food Service	Dining Services	Union Dining Center
Grade and Honor Points	Adviser Bison Connection	Memorial Union
Graduation Requirements	Office of Registration and Records	Ceres 110
Health Service	Student Health Services	Wellness Center
Housing	Residence Life	Bison Court
Major Requirements	Office of Registration and Records	Ceres 110
Non-Credit Courses	Individual Departments	
On Campus Employment	College Placement Officer Career Center	Ceres 306
Other Universities (bulletins)	Counseling and Disability Services Library	Ceres 212 Library
Pass/Fail	Office of Registration and Records	Ceres 110
Payment of Tuition and Fees	Bison Connection	Memorial Union
Pre-Professional Program	Office of Registration and Records	Ceres 110
Registration	Bison Connection	Memorial Union
Residence Classification	Bison Connection	Memorial Union
Scholarship Deficiencies	Office of Registration and Records	Ceres 110
Student Organizations	Student Activities Office	Memorial Union 120
Study Abroad Programs	Office of International Programs	Memorial Union 116
Summer Study	Office of Registration and Records	Ceres 110
Teacher Education Program	Dept. of Education Institute of Teacher Education	E. Morrow Lebedeff 155
Tri-College Program	Office of Registration and Records	Ceres 110
Undergraduate Tutoring	Orientation and Student Success Student Support Services	Ceres 319
University Rules and Regulations	2006 - 2008 Bulletin	
Writing Assistance	Center for Writers	Main Library

■ Departure Information

This information is intended to help people with some of the questions they have when leaving Fargo, or even moving to a different residence in the area.

Housing

You will need to give your landlord at least 30 days notice of intent to vacate (in writing). You are responsible for leaving the apartment in the same condition it was in at the beginning of occupancy, allowing for normal wear and tear. Otherwise, you might forfeit your security deposit. The apartment should be ready for the next resident to move in.

Utilities

All utility companies should be contacted several days before you move. Do not wait until the day before you leave. The companies will need a forwarding address to send a final billing to you.

Telephone

Qwest Communications should be notified at least five working days before you leave. Call toll free 1-800-244-1111.

Post Office

Notify the post office of change of address by filling out the form they provide for that purpose. The University Station Post Office has these forms available. Even when you are moving to another address in the Fargo-Moorhead area, you should use these forms. If you don't, you might not receive some of the mail that is sent to you.

Banks

Make arrangements with your bank to close out bank accounts, allowing enough time for all checks to clear.

Automobiles

If you plan to sell your car before you leave, allow sufficient time for transferring the title. You will also need to notify your car insurance company of your plans.

Elementary and Secondary Schools

Parents should go to the school and sign an authorization to release each child's school records. The school will photocopy the records, the principal will certify them and put them into a sealed envelope. If the records will need to be translated or notarized, please have this done.

Selling Unwanted Goods

You may have accumulated possessions that you will not want to take with you. Garage sales are a good way to rid yourself of unwanted items. You can advertise your sales and goods in the **Fargo Forum**, **Midweek**, and the **Spectrum**. Don't forget the bulletin boards in the Memorial Union and contacting the OIP to post notes on the international student listserv.

International Office

Please notify us of your forwarding address so we may contact you if necessary.

Travel Arrangements

Check with the local travel agencies for “Super Saver” and charter flights, which are usually less expensive than regular air fare.

Another way to reduce rates is by obtaining an international student identification card from the OIP. By using this card, you will be able to get cheaper rates on air tickets, railroad and other transportation.

Tax Clearance

F-1, F-2, J-1, and J-2 visa holders are no longer required to file a certificate of compliance (sailing permit) if they had no U.S.-source income other than allowances or payments to cover study expenses, or wages from authorized work on- or off-campus (including practical/academic training).

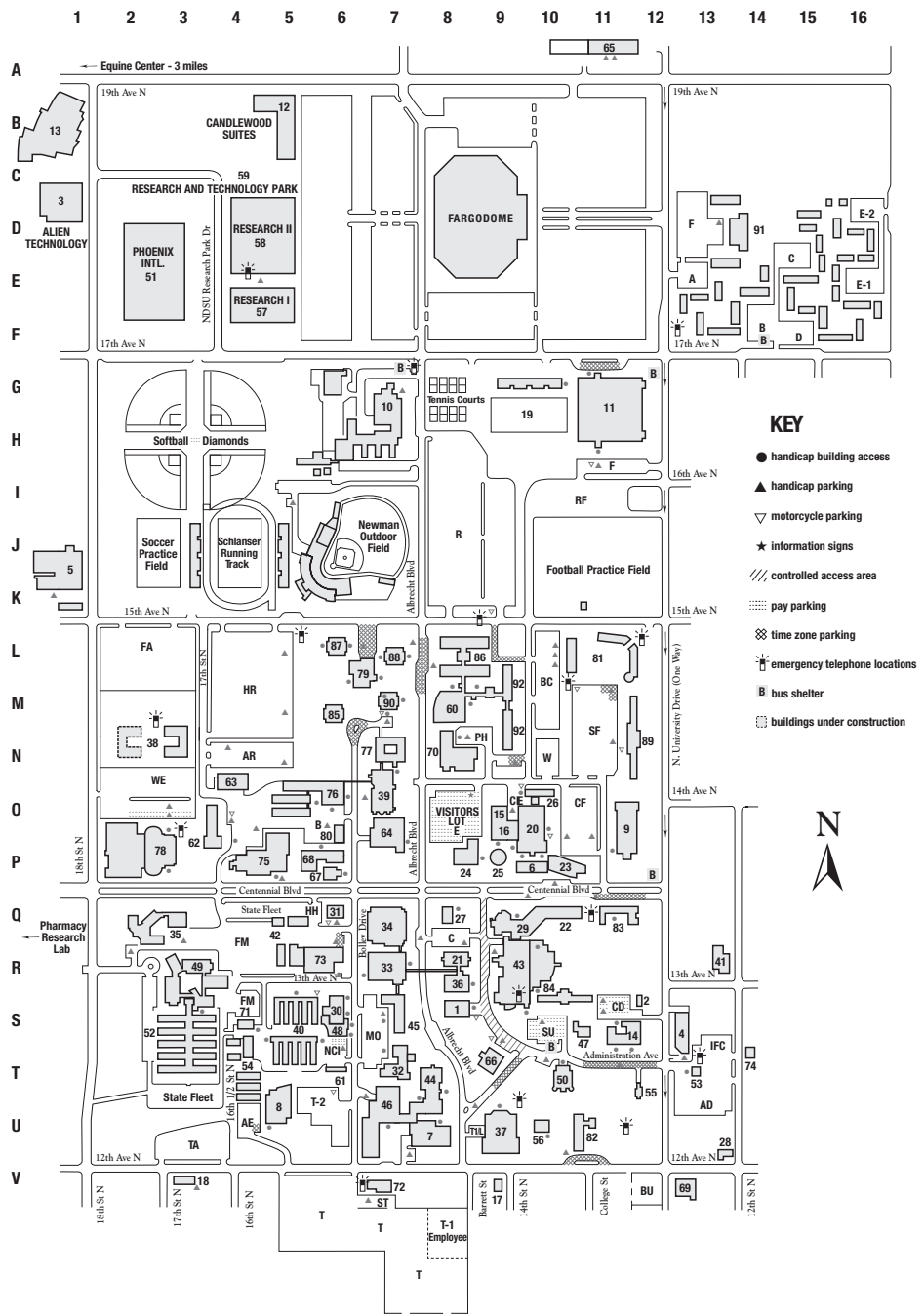
■ A Final Word

Most international students look back on the time they spent studying and living in the United States as one of their most challenging adventures. Remember that anything new or different takes a while to get used to, so try to suspend judgment and get involved in the new experiences of the Fargo-Moorhead area. Be active and participate as much as you can. As you know, your studies are very important, but studying abroad provides many opportunities for you to expand yourself, taking the best of both worlds.

In particular, be ready to make a special effort to meet other international and local students starting at NDSU.

Remember, everyone is probably feeling a little lost and anxious during their first weeks at a new place, so take advantage of this fact and speak to as many people as you can.

- S8 1 Agricultural and Biosystems Engineering
- R11 2 Alba Bales House (Family Studies Institute)
- D1 3 Alien Technology
- S12 4 Alumni, Development Center
- J1 5 Animal Nutrition and Physiology Center/Safety Office
- P9 6 Architecture and Landscape Architecture
Art (see NDSU Downtown)
- U7 7 Askana Hall (Little Country Theatre) (Reineke Fine Arts Center)
- U5 8 Auxiliary Enterprises (University Police)
- O11 9 Bentson/Bunker Fieldhouse (Athletics, HNES, ROTC)
- G7 10 Biosciences Research Laboratory
- G11 11 Bison Sports Arena (Athletic Media Relations, Athletics, Campus Recreation/Intramural, HNES)
- B5 12 Candlewood Suites
- V13 13 Center for Technology Enterprises
- S11 14 Ceres Hall (Admission, Career Center, Cooperative Education, Counseling Center - Disability Services, Financial Services, Orientation and Student Success, Registration and Records, TRIO Programs)
- 09 15 Civil and Industrial Engineering
- 09 16 Construction Management
- V9 17 Credit Union (Northland Educators)
- V5 18 Criminal Justice and Public Policy (1616 12th Ave. N.)
- G9 19 Dacotah Field
- 09 20 Dolve Hall (Mechanical Engineering)
- R8 21 Dunbar Laboratories (Chemistry)
- Q10 22 E. Morrow Lebedeff Hall (Human Development and Education)
- P10 23 Ely Hall (Architecture and Landscape Architecture)
- P8 24 Electrical and Computer Engineering
- P9 25 Engineering Center
- 09 26 Engineering Quonset
- Q8 27 Engineering and Technology
Equine Center (3 miles west of campus on 19th Ave. N.)
- V13 28 Graduate Center
- Q9 29 Katherine Kilbourne Burgum Family Life, 4-H Center (Education)
- S6 30 Harris Hall (Cereal Science)
- Q6 31 Hastings Hall (Herbarium)
- T7 32 Heating Plant
- R7 33 Hultz Hall (Animal and Range Sciences, Entomology)
- Q7 34 Industrial Agriculture and Communications Center (Computer Network, Computer Science, Industrial Agriculture, Information Technology Services, Upper Great Plains Transportation Institute)
- Q2 35 Johansen Hall (Seed Research, State Seed Dept.)
- R8 36 Ladd Hall (Chemistry)
- U9 37 Library
- N2 38 Living Learning Center
- 07 39 Loftsgard Hall (Biochemistry, Plant Sciences)
- S5 40 Lord and Burnham Greenhouses
- R13 41 Lutheran Student Center
- R5 42 Maintenance Buildings
- R9 43 Memorial Union (International Programs, Multicultural Student Services, NDSU Bookstore)
- S10 SU Metered Parking Lot
- T7 44 Minard Hall (Arts, Humanities and Social Sciences)
- S7 45 Morrill Hall (Ag Communication, Agribusiness and Applied Economics, Agricultural Administration) (Document Publishing Center)
- U6 46 Music Education Building (Festival Concert Hall) (Reineke Fine Arts Center)
NDSU Downtown, 650 NP Avenue
(Architecture and Landscape Architecture, Tri-College, Visual Arts)
- S10 47 C.I. Nelson Building
- S6 48 Northern Crops Institute
- R3 49 Northern Crops Science Lab (sugar beets, sunflowers)
- T10 50 Old Main (Administration, Customer Account Services, Student Affairs, University Relations)
- E3 51 Phoenix International
- S2 52 Plant Sciences Greenhouse
- T13 53 Post Office
- T4 54 Potato Research-Pesticide Storage
- T12 55 President's House
- U10 56 Putnam Hall (Business)
- E4 57 Research I
- D4 58 Research II
- E3 59 Research and Technology Park
- M8 60 Residence Dining Center
- T6 61 Residence Life Facility Services
- 04 62 Robinson Hall (Veterinary Research)
- N4 63 Service Center, Pilot Plant
- 07 64 Shepperd Arena
- A11 65 Skills and Technology Training Center
- T9 66 South Engineering (Physics)
- P6 67 Stevens Auditorium
- P6 68 Stevens Hall (Natural Sciences)



- V12 69 St. Paul's Chapel (Newman Center)
- N8 70 Sudro Hall (Nursing, Pharmacy, Allied Sciences)
- S4 71 Sugar Beet Research
- V7 72 Thordarson Hall (Independent Study)
- R6 73 Thorson Maintenance Center (Campus Parking, Facilities Management)
- T14 74 United Campus Ministry
- P4 75 Van Es (Microbiological Sciences, Vet Science)
- 06 76 Waldron Laboratory (Agriculture, Soil Testing Lab, Statistics)
- N7 77 Walster Hall (Agriculture)
- P2 78 Wellness Center (YMCA of NDSU)
- L6 79 West Dining Center
- 06 80 Wieldakas Lab (Corn Seed House, Plant Sciences)

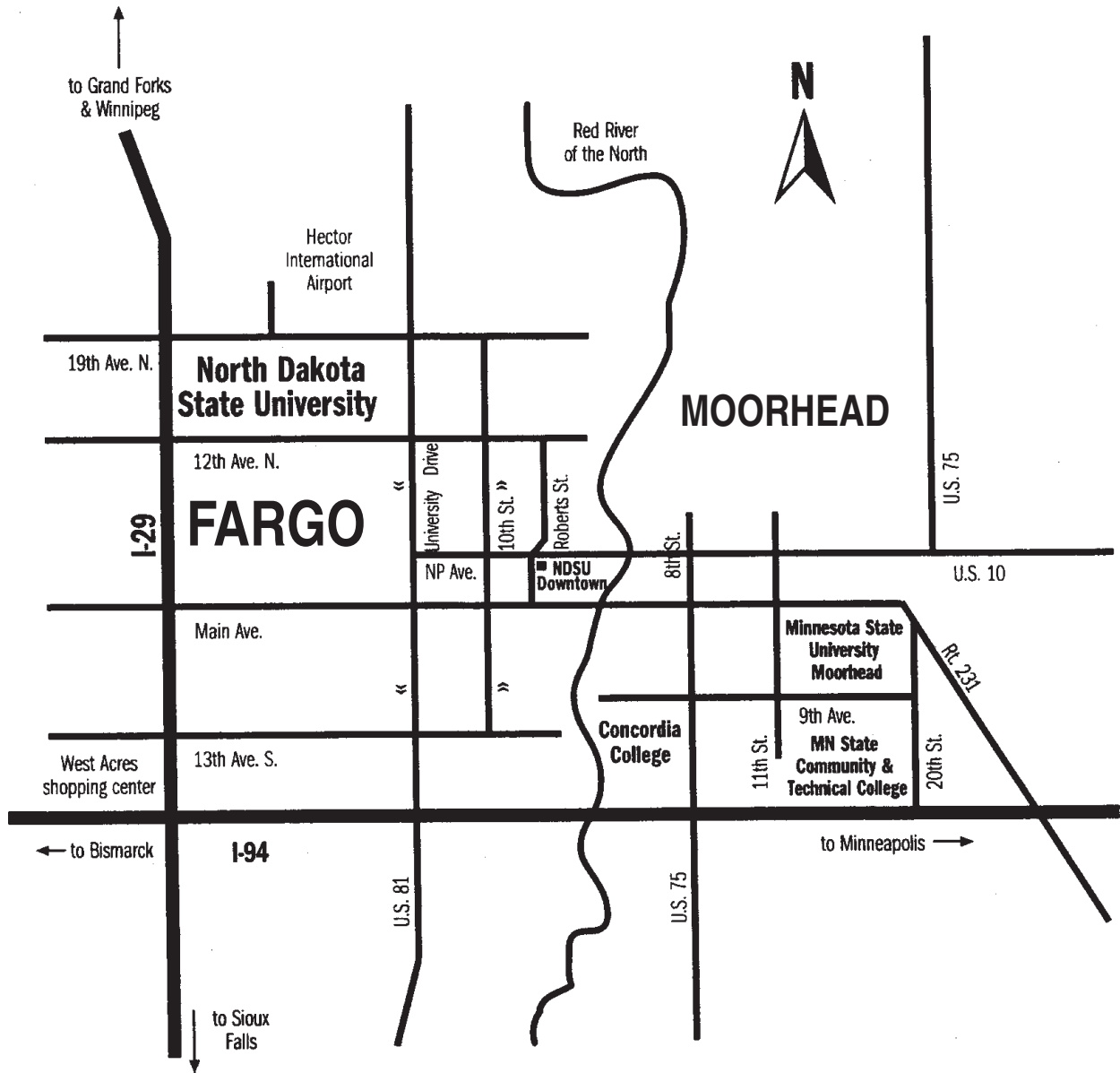
HOUSING UNITS

- L11 81 Bison Court
- U10 82 Burgum Hall
- Q11 83 Churchill Hall
- S10 84 Dinan Hall
- N2 38 Living Learning Center
- M6 85 Pavek Hall
- L8 86 Reed-Johnson Halls
- L6 87 Seim Hall

- L7 88 Sevrinson Hall
- N11 89 Stockbridge Hall
- M7 90 Thompson Hall
- E14 91 University Village
- M9 92 Weible Halls (North and South)

SELECTED OFFICES

- S11 14 Admission (Ceres Hall)
- S11 14 Career Center (Ceres Hall)
- S11 14 Counseling Center - Disability Services (Ceres Hall)
- T10 50 Customer Account Services (Old Main)
- L11 81 Dining Services (Bison Court)
- T10 50 Human Resources (Old Main)
- R9 43 NDSU Bookstore (Memorial Union)
- R6 73 Parking Office (Thorson Maintenance)
- S11 14 Registration and Records (Ceres Hall)
- L11 81 Residence Life (Bison Court)
- T10 50 Student Affairs (Old Main)
- S11 14 Student Financial Services (Ceres Hall)
- U5 8 Student Loan Services (Auxiliary Enterprises)
- U5 8 University Police (Auxiliary Enterprises)



Emergency Telephone Numbers

**24 hour
police, fire, ambulance
EMERGENCY number 911**

Poison Information Center 234-5575

Meritcare Medical Hospital..... 234-5121

Innovis Health..... 364-8000

Campus Police..... 231-8998

Suicide Prevention Center and Crisis Line 232-4357

Other useful telephone numbers

International Student Adviser 231-7895

Fire Department (non-emergency)..... 241-1540

Police Department – City of Fargo (non-emergency)..... 241-1437

NDSU Directory Assistance and Campus Operator 231-8011

NDSU Counseling Center 231-7671

Metropolitan Area Transit (MAT) 232-7500