

TRANSFER STUDENT

TRANSFER ENROLLMENT GUIDE
>> checklist for admitted transfer students

NORTH DAKOTA
STATE UNIVERSITY

NORTH DAKOTA
STATE UNIVERSITY

NDSU





Next steps

Congratulations on your admission to North Dakota State University. As you prepare to transfer to the NDSU community, complete these next steps for a smooth transition.

For admission purposes, NDSU does not require transfer students to make a deposit or indicate your commitment by a specific deadline.

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1.

Set up your system ID

Your system ID allows you access to Campus Connection, the online system students use to apply for housing and scholarships, review transfer coursework, view and accept financial aid, and register for classes.

Go to ndsu.edu/its/new-student and complete step 1. You'll need your student ID number, which can be found in your admission letter.



2.

Review your Transfer Credit Report and Academic Requirements Report

Transfer credits are evaluated by the NDSU Office of Registration and Records and are posted to your NDSU account approximately 6-10 weeks following admission. In general, college-level coursework earned from regionally accredited colleges or universities will transfer to NDSU. You'll get an email once credits have been posted.

TRANSFER CREDIT REPORT

Side-by-side comparison of how your coursework from other institutions has transferred to NDSU.

1. Log on to Campus Connection.
2. Click on "Student Center," then "My Academics" under the Academics section.
3. Click on "View My Transfer Credit Report."

ACADEMIC REQUIREMENTS REPORT

Detailed summary of how your transfer credits have been applied toward your intended program of study and how your previous coursework satisfies requirements such as general education, major/program requirements and free electives.

1. Log on to Campus Connection.
2. Click on "Student Center," then "My Academics" under the Academics section.
3. Click on "View My Academic Requirements Report."

Explanation of Transfer Credit Report transfer codes

<u>Code</u>	<u>Definition</u>
TRNSF 100	Credit accepted, but course is not yet evaluated
TRNSF 101	Syllabus needed
TRNSF 102	Course description needed
TRNSF 103	Evaluation in progress by academic department

If syllabus or course description is needed, please provide information to a transfer coordinator in the Office of Registration and Records, 110 Ceres Hall, or via email to ndsu.transfer@ndsu.edu.

TRNSF 1XX, 2XX, 3XX, 4XX	Free elective (level – 100, 200, 300 or 400)
BIOL 1XX, 2XX, 3XX, 4XX	Departmental free elective (level – 100, 200, 300 or 400)
TRNSF X00	Remedial, no credit awarded in transfer
ENGL DEV	Remedial, no credit awarded in transfer, not a prerequisite for ENGL 110
ENGL X00	Remedial, no credit awarded in transfer – satisfies prerequisite for ENGL 110
MATH DEV	Remedial, no credit awarded in transfer – not a prerequisite for MATH 98

3.

Apply for Financial Aid

You are encouraged to apply for financial assistance if additional funds are necessary to attend NDSU.

To be considered for financial assistance, submit a Free Application for Federal Student Aid (FAFSA) by April 15 for fall (or at least eight weeks prior to the spring or summer term). Applications are available after January 1 for the following academic year.

Complete the form at www.fafsa.gov. NDSU's Institution Title IV Code is 002997.

NOTE: If you have already submitted a FAFSA for the academic year you are intending to transfer, you may change your school code using the online form (www.fafsa.gov) or by calling 800-433-3243.

DEADLINES:

APRIL 15 (FOR FALL)

EIGHT WEEKS PRIOR (FOR SPRING OR SUMMER)

4.

Apply for NDSU scholarships

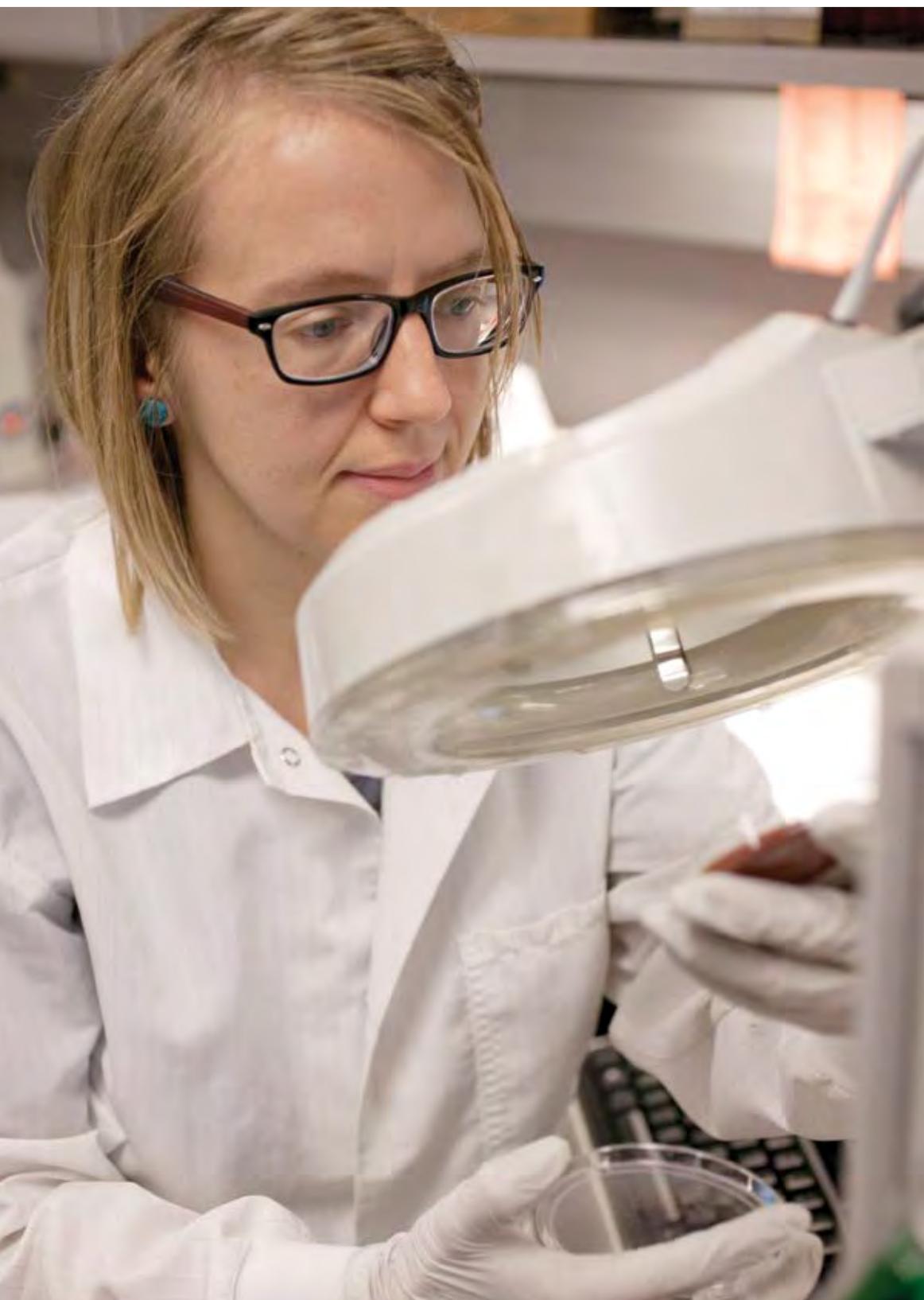
Transfer students are encouraged to apply for scholarships if you have earned a cumulative GPA of 3.0 from each institution previously attended. Preference will be given to students who have earned 24 or more transferable semester credits. Numerous departmental and college scholarships also may be awarded to students based on intended major and academic achievement. To be considered for scholarships, complete the scholarship application by April 1 for fall and summer terms or December 1 for spring term. Some departmental and college scholarships have different deadlines or separate application procedures.

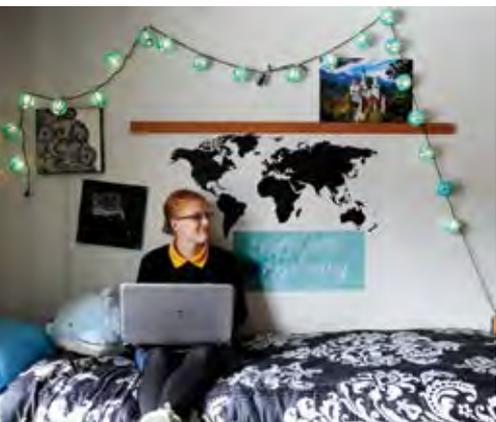
Go to ndsu.edu/admission/scholarships for details and to apply for scholarships.

DEADLINES:

APRIL 1 (FOR FALL AND SUMMER)

DECEMBER 1 (FOR SPRING)





5.

Review housing options

Transfer students have a variety of housing options available, including on-campus residence halls and student apartments as well as off-campus options. Students beginning at NDSU within one calendar year from the date of high school graduation are required to live on campus and are assigned to (and guaranteed) housing in one of NDSU's first-year student residence halls. Students transferring more than one year after graduating from high school may apply for one of NDSU's upper-division residence halls or student apartments, or also may choose to live off campus.

Review details and application procedures at [ndsu.edu/admission/transfer](https://www.ndsu.edu/admission/transfer).

6.

Set up your electronic ID

Your electronic ID allows access to your NDSU email account, campus computer clusters and the online student learning system, Blackboard.

Go to [ndsu.edu/its/new-student](https://www.ndsu.edu/its/new-student) and complete steps 2 and 3. You'll need your student ID number.





7.

Register for classes

NDSU offers a variety of registration options for new transfer students. You may attend one of our on-campus registration programs or choose to enroll in classes on your own. Students are encouraged to consult with an academic adviser and enroll as soon as registration opens for best class selection and availability.

ACADEMIC ADVISER

Log in to Campus Connection – your academic adviser will be listed on the right-hand side of your “Student Center.” If “Department Assigned” is listed or if an adviser has not yet been assigned, refer to the Adviser Contact list at [ndsu.edu/fileadmin/transfer/advising-contacts.pdf](https://www.ndsu.edu/fileadmin/transfer/advising-contacts.pdf).

ENROLLMENT DATE

Your enrollment date is the specific date and time you can begin registering for classes for the term you were admitted. Registration usually begins in November for spring semester and April for summer and fall terms. Your enrollment date is listed in your “Student Center” of Campus Connection.

REGISTRATION

OPTION 1: Attend an on-campus transfer orientation/drop-in registration session. Different sessions, specifically designed for transfer students, are offered leading up to the start of each semester. To learn more about specific dates, schedules and to sign up for a session, visit www.ndsu.edu/studentssuccess/transfer_students.

OPTION 2: Consult with an academic adviser in your academic department to discuss course selection and register for classes on your own using Campus Connection. Students may contact an adviser via email, phone or a face-to-face meeting. Students may enroll in courses according to their registration appointment.

ONLINE ORIENTATION

An optional self-guided online orientation also has been developed to supplement your registration options. Information on student services, academic services, student finances and a Campus Connection tutorial can be found online. After activating your electronic ID and password (see Step 1: Electronic Services), go to <https://bb.ndsu.nodak.edu>, log in and click on “Online Orientation” under “My Courses.”

8.

Apply for reciprocity (Minnesota residents)

Minnesota residents attending NDSU receive a reduced tuition rate similar to that of a North Dakota resident. To qualify for the reduced tuition rate, you must complete the reciprocity application with the Minnesota Office of Higher Education. Forms are available beginning in the spring for the following academic year.

Complete the online form at www.ohe.state.mn.us prior to the first day of classes.

9.

Get your Bison Card, parking permit and textbooks

BISON CARD/STUDENT ID CARD

Present your official class schedule and picture ID at the Bison Card Center in the Memorial Union to obtain your student ID card (“Bison Card”). Your Bison Card can be used for purchases at a variety of campus locations, to gain access to the Wellness Center, to check out books at the library, to ride the metro-bus for free and to enter athletic events. Students also may use their Bison Card for dining center and residence hall access.

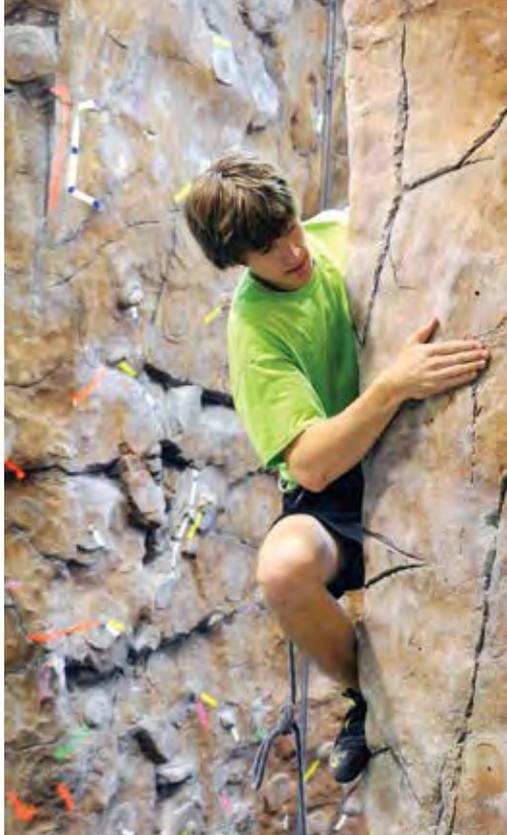
PARKING PERMIT

A permit is required to park on campus. Review more details and how to purchase a permit at ndsu.edu/parking. You will need your user ID and password for Campus Connection to purchase a parking permit.

1. Log on to Campus Connection.
2. Click on “Student Center,” then “Parking.”
3. Select “North Dakota State University” and follow the on-screen instructions.

TEXTBOOKS

Textbooks can be purchased in person at the NDSU Bookstore in the Memorial Union or at www.ndsubookstore.com.



10.

Send final transcripts, return student health forms and send test results

FINAL TRANSCRIPTS

If you are currently enrolled at another college or university, please have an official final transcript sent to NDSU upon completion of your studies. This will complete your admission file to the university and ensure all transferable coursework will be evaluated for transfer credit. Failure to provide a final transcript may impact future enrollment at NDSU.

If you are currently enrolled, make arrangements to have your official final transcript(s) sent to: NDSU Office of Admission, Dept. 2832, PO Box 6050, Fargo, ND 58108-6050

STUDENT HEALTH FORMS

Complete and return the Student Health Service immunization documentation enclosed in this packet. If you have questions regarding immunization requirements, contact Student Health Services at 701-231-7331.

DEADLINES:

AUGUST 1 (FOR FALL)

JANUARY 1 (FOR SPRING)

CREDIT THROUGH PLACEMENT EXAMS (AP, CLEP, DSST OR IB)

If you earned college credit for Advanced Placement (AP), College Level Examination Program (CLEP), DSST or International Baccalaureate (IB), official exam results must be sent to NDSU to receive credit.

Review how to send official copies of exam scores at: [ndsu.edu/transfer/exams](https://www.ndsu.edu/transfer/exams).

NOTIFY NDSU OF ANY CHANGES/UPDATES

Contact the NDSU Office of Admission if you have a change in name, address, phone number, start term or major. Contact us at 701-231-8643 or ndsu.admission@ndsu.edu.

SERVICES FOR STUDENTS WITH DISABILITIES

Assistance is provided to any student with a documented physical, psychological, sensory or learning disability. Disability Services fosters full participation of students with disabilities in all aspects of the college experience. To meet this goal, our staff works cooperatively with students and others in the campus community to optimize student access to educational experiences and campus facilities.

If you would like information or to apply for services, contact Disability Services, NDSU, Dept. 5160, PO Box 6050, Fargo, ND 58108-6050 or call 701-231-8463. Contact this office early to ensure services are ready and available when you begin classes.





Frequently asked questions

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Office directory

Bison Connection

financial aid, payments, math placement

Memorial Union

701-231-6200 or 866-924-8969

www.ndsu.edu/bisonconnection

Career Center

part-time jobs, internships, career placement

Ceres 306

701-231-7111

www.ndsu.edu/career

Disability Services

accommodations for students with disabilities

Wallman Wellness Center 170

701-231-8463

www.ndsu.edu/disabilityservices

Graduate School

Putnam 106

701-231-7033

www.ndsu.edu/gradschool

Office of Admission

campus visits, term or major changes, general questions

Ceres 114

701-231-8643 or 800-488-6378

www.ndsu.edu/admission

Student Success Programs

orientation and registration programs, tutoring services

West Dining Center, Lower Level

701-231-8379

www.ndsu.edu/studentssuccess

Office of Registration and Records

transfer evaluations, degree requirements, adviser assignments

Ceres 110

701-231-7981 or 800-608-6378

www.ndsu.edu/registrar

Residence Life

residence halls and campus apartments

Bison Court West

701-231-7557

www.ndsu.edu/reslife

Student Financial Services

Bison Connection, Memorial Union

701-231-6200 or 866-924-8969

www.ndsu.edu/bisonconnection/finaid

Student Health Service

immunizations, student health insurance options, medical services

Wallman Wellness Center

701-231-7331

www.ndsu.edu/studenthealthservice

TRIO Programs

Ceres 335

701-231-8028

www.ndsu.edu/trio