

Functions Chart- Division of Student Affairs-NDSU

Vice President for Student Affairs

Associate VP for Student Affairs

Admission

- Admission counseling
- Undergraduate application processing
- Recruitment Publications
- Recruitment and admission of domestic undergraduate students
- Scholarship awarding for first-year and transfer students
- Campus visit and outreach program
- Cultural Diversity Waiver
- Pathway Programs (NDSU-NDSUS)

Bison Connection

One stop service center for

- Registration and Records
- Student Financial Services
- Customer Account Services
- Math Placement Test

Career Center

- Career Mechanics [Resumes, Letters, Interviewing Techniques, Mock Interviews]
- Internships/Cooperative Education
- Electronic Job Boards
- Career Fairs
- On-campus interviews/recruiting
- Alumni Services

Enrollment Mgt. Technology Services

- Oversee mgt. & support of databases, query/report prep for enrollment mgt. units
- Business process review for enrollment mgt. units
- Provide training and security support for student record system
- Technology support for Bison Connection

Orientation and Student Success

- New Student Orientation
- (ACE) Tutoring (Academic Collegiate Enhancement)
- Family Weekend
- Welcome Week
- Alcohol and drug prevention programs

Registration and Records

- Academic records & transcripts
- Commencement & diplomas
- Registration
- Residency
- Veteran's Affairs benefits
- Academic standing
- Dean's list
- Graduation audits
- Transfer credits equivalencies
- Campus directory & bulletin
- Enrollment & degree verifications
- Tri-College

Student Financial Services

- Assessment/awarding/administration of federal financial aid programs
- FA counseling
- Administration of scholarship funds including Athletic Scholarships
- Coordination of work-study job board
- Debt management programs

Dean for Student Wellness

Counseling Center

- Personal, academic, career, couples and group counseling
- Personal growth classes
- National standardized testing programs
- Referral for substance abuse
- Limited psychiatric service
- Consultation to campus community re: student adjustment/mental health concerns

Disability Services

- Ensure equal access for students with documented disabilities
- Determine eligibility for students with documented disabilities
- Facilitate accommodations for students with documented disabilities
- Conduct training and provide resources for campus community regarding disabilities and the ADA
- Provide consultation services for prospective students, enrolled students and faculty regarding disabilities and the ADA
- Provide referrals for support services and disability testing
- Oversee the Assistive Technology (AT) lab

Student Health Service

- Primary health care
- Health maintenance
- Health education
- Medical laboratory services
- Pharmaceutical services
- MMR immunization compliance
- Student health insurance information
- Health promotion and prevention

Wellness Center

- **Fitness Programs**
 - Cardio/strength exercise
 - Group exercise classes
 - Fitness assessment
- **Wellness Education**
 - Health education, individual/group
 - Dietitian
 - Massage therapy
 - Wellness education leaders
 - YMCA of NDSU
- **Child Care**
 - Drop-off child care for students who are parents
 - 6 weeks to 6 years
- **Campus Recreation & Intramural Sports**
 - Open recreation
 - Climbing wall
 - Intramural leagues

Dean of Student Life

Bookstore, NDSU

- Textbooks
- School supplies
- Apparel
- Computer hardware/software & repair
- Gifts and convenience store

Dining Services

- Contract dining
- Cash meal options
- Full catering service

Memorial Union

- Operations & services
- Art gallery
- Recreation & outing center
- Student activities & programs
- Student outreach
- Student organizations & Greek life
- Leadership Development Programs

Residence Life

- Residence Halls
- University Apartment Housing
- Conference Housing

Student Life, Dean of

- Judicial Affairs
- Problem/Complaint liaison
- Field Trip notification
- **Bison Card Center**
 - University One Card Access to Services
 - Meal plans
 - Vending Operations
 - Library
 - Printing
 - Athletic events
 - Bison Bucks
 - Facility Access
- **Students Rights & Responsibilities**
 - *Rights & Responsibilities of Community: A Code of Student Behavior*: Development/maintain and interpret/administer
 - Outreach education and community relations
 - Behavioral conflicts records management
 - Ombudsperson/student advocacy and research
- **University Conference Programs**
 - Conference planning information & policies
 - Conference reservations for meeting rooms, classrooms, housing & dining

TRIO

- High School Upward Bound
- McNair Program
- Student Support Services
- Veterans Upward Bound

**“Connecting Students with
People who Care”**