



INSERVIICE

Division of Student Affairs Philosophical Statement

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

Orientation & Student Success

New Student Fee Explained

The Intent of Fee Statement for the New Student Fee reads:

“The Office of Orientation and Student Success is funded by a \$120.00 non-refundable fee charged to all new undergraduate and professional degree seeking students in their first semester at NDSU. The new student fee provides operations and personnel costs aimed at promoting student success and retention, including but not limited to, orientation and welcome week programs, tutoring services, and family weekend-programs.”(www.ndsu.edu/studentssuccess)

Before 2010, the New Student Fee was known as the Matriculation Fee. This fee dates back to 1994 when new first-year students paid a \$45 Matriculation Fee to support efforts of the Project Success Office (now known as the Office of Orientation and Student Success) to increase persistence of first-time undergraduate students. Back in 1994, the programs

supported by the Matriculation Fee included Super Tutor, Orientation, Welcome Week, and the Skills for Academic Success course as well as the salaries of the two full-time staff members of the Project Success Office. In 1994, the Project Success Office served approximately 1,600 first-time undergraduate students.

The Office of Orientation and Student Success (OSS) has since grown substantially in its scope and number of students served. Let’s fast forward to 2010. OSS served over 2,000 first-year students as well as approximately 9,000 upper class students through its programs with seven full-time professional staff members. Those programs included ACE, Orientation, Welcome Week, and Family Weekend/Programs. Additionally, OSS contributes annually to the Office of International Programs for orientation of international students.

The Matriculation Fee increase of \$75 was approved in 2010 and was implemented in \$25 increments over the next three years. The fee name was also changed from Matriculation Fee to New Student Fee. In the year 2010-2011, the New Student Fee was \$70, in 2011-2012 it was \$95, and currently in 2012-2013 it is \$120. With the additional funding, OSS was able to discontinue a \$15 Orientation fee to new students in 2011 (please note that parents attending summer orientation still pay a \$15 fee to cover program costs). All first-year undergraduate students and transfer students pay the New Student Fee. The programs supported by the New Student Fee continue to prove their value to students as evidenced by positive evaluations and growth in demand for their services.

Submitted by Angela Seewald-Marquardt

ENROLLMENT MANAGEMENT INFORMATION SESSION

THE ADVISING PROCESS

Thursday, November 8, 2012
10:00-11:00 a.m. or 2:00-3:00 p.m.

Memorial Union, Meadow Lark

Inside this issue:

October 2012

Admission | The Osher Scholarship

Bison Connection | Behind the Scenes

Career Center | Cooperative Education & Internship Program

Orientation & Student Success | New Student Fee Explained

Registration & Records | Email/secure PDF Transcript Delivery

Student Financial Services | New Staff Member

Student Financial Services

New Staff Member



Tammie Reger

My name is Tammie Reger. I was born in Breckenridge, Minnesota and grew up primarily in central Minnesota. My father was a master electrician and taught electrical technology for many years at what was previously known as NDSSS (North Dakota State School of Science). He and my mother must have had a tremendous amount of patience – they raised five children! My mother was a hair dresser, a long-time employee at the Fergus Falls State Hospital, and she was also a seamstress. You talk about patience – she taught me how to sew! My father was a hard worker too and taught me the value of hard work and dedication.

My husband, Dan, and I live in Barnesville, Minnesota. In the summer we spend most weekends camping, riding ATVs and enjoying the outdoors in central Minnesota. In the winter months we both have a passion for playing country music. Dan plays guitar and I am a drummer. I know – most women know how to knit and crochet. I didn't inherit either of those talents so I play music instead! I have two grown children from a previous marriage, a 4 year old granddaughter and a new grandson who should be arriving sometime around October 11, 2012.

Submitted by Tammy Fraase



Admission

The Osher Scholarship

The Bernard Osher Foundation established the Osher Reentry Scholarship Program for students who may have taken a break from their college studies due to personal challenges, financial hardships, illness, or family responsibilities and for students who didn't start college immediately following high school. Presently, there are 86 colleges participating in the program. NDSU was selected as a full participant in this scholarship program for the 2012-2013 school year. Scholarship recipients must meet the following requirements:

- Must have “stopped out” in pursuit of first bachelor's

- degree for a cumulative total of 5 or more years
- Classified as an Undergraduate domestic student
- Demonstrate financial need as determined through completion of the Free Application for Federal Student Aid (FAFSA)
- Must be admitted to NDSU at the time of scholarship selection (June 15, 2013)
- Demonstrate academic promise and commitment to obtaining an undergraduate degree
- Anticipate workforce participation for a significant period of time subsequent to graduation

- Must be between the ages of 25 and 50

- Enroll in at least 50% residential coursework (must be courses taken on the NDSU campus)

The Osher Scholarship is valued at \$5,000 for one year. Students who received the award this fall can reapply for the award next year. If you have any questions on the scholarship, please contact Doug Zeltinger in the Office of Admission at 231-9421.

Submitted by April Helgaas

ENROLLMENT MANAGEMENT MISSION STATEMENT

The enrollment management unit at NDSU is comprised of Admission, Bison Connection, Career Center, Student Financial Services, Orientation & Student Success, Registration & Records, and Technology Services. The unit promotes the concept of integrated and collaborative efforts by the total campus to maximize the best student/institution match which will positively impact the recruitment and retention of the student population.





Division of Student Affairs
Vision Statement
"Connecting students with people who care."

Bison Connection

Behind the Scenes

We are mentioned on every campus tour and the desk you walk by on your way to get coffee, but what exactly does Bison Connection “do” all day?

Here at Bison Connection we have six full-time staff and four student workers. Our full-time staff rotates between the main campus and our Barry Hall location. At both locations, we are the “front line” for customer service for the offices we serve. Our daily routine can include calls regarding Customer Account Services, Student Financial Services and Registration and Records. Along with phone calls, we respond to emails as well as face-to-face questions.

Our staff typically rotates between the front service desk and the back office. Our office renovations were completed in June, allowing each of our staff their own individual work space. While in the back office, our staff concentrates on phone calls and responding to emails. During peak times, Bison Connection receives upwards of 7,900 phone calls in one month! In August we answered 4,584 phone calls, with an average length of 2 ½ minutes.

As the needs of the departments change, so too does Bison Connection’s role. Often times we are asked to help with special projects for a department or assist in other ways. Listed below are some of the things that Bison Connection does and does not do:

We do:

- Explain and accept forms
- Process payments
- Review account charges
- Apply FERPA requests
- Answer general University questions
- Process Withdrawals & Cancellations
- Scan documents

We don’t:

- Reset passwords
- Take payments over the phone
- Grant permission for course enrollment
- Add funds to Bison Bucks
- Accept credit/debit cards for payment

Submitted by Julie Bietz

Career Center

Cooperative Education & Internship Program

NDSU students can earn academic credit while engaging in work experience through the NDSU Career Center’s Cooperative Education and Internship Program (CEIP). In order to receive credit through the Career Center, these internship opportunities must be paid at least minimum wage, supervised, onsite and related to a student’s academic major or career goal. Below is a list of commonly asked questions.

What is the difference between Cooperative Education and Internship?

There is no difference for our program. The difference in title comes from the industries who host student staff. Many engineering firms will call their student staff “co-op’s” and all other industries use the title “intern.”

Who can participate in CEIP?

All majors are eligible to participate, but some majors require students to enroll through their academic department. Students from the Colleges of E&A, Business and AFSNR are the most likely to enroll for CEIP credits through the Career Center.

Some majors are required to participate in an internship or similar experience (ex: ACCT, MIS) while others can substitute it for technical electives (ex: College of AFSNR). Many students will enroll in the internship credits and apply these credits towards their overall credits needed for graduation, and not toward a curriculum requirement (College of E&A), to maintain full-time student status and to have the experience reflected on their transcript.

All students who register for credits through the Career Center are required to have their faculty advisor sign a work agreement ensuring the student has had conversations with their department regarding how credits can be applied.

How do students find CEIP experiences?

Students can find their experience in a variety of ways; many will use the NDSU Career Center website, career fairs, company websites and self-referrals, while others have networks through their academic department.

How are credits calculated?

Credits are earned by the number of hours worked per semester:
 100 -199 = 1 credit
 200 - 299 = 2 credits
 300+ hours = 3 credits

3 credits of CEIP will maintain full-time student status with NDSU, therefore financial aid will not enter repayment.

How much does it cost?

Regardless of residency, tuition is charged at the in-state rate and is not included in the tuition cap.

How are the credits graded?

Pass/Fail for an undergraduate student and Satisfactory/Unsatisfactory for graduate students. The purpose of CEIP is to test a career decision and network, not to impact a student’s GPA.

For questions or more information please contact Jody Jahner at 701-231-7110 or jody.jahner@ndsu.edu.

Submitted by Larissa Kunde

Registration & Records

Email/secure PDF Transcript Delivery

We are pleased to announce the new delivery option of email/secure PDF for transcripts. This option allows transcripts to be sent anywhere. With this option, the transcript recipient will be emailed a link to a secure Internet page where he or she can retrieve the official transcript. Upon that email notification, the credit card will be charged. The recipient is notified that a transcript is ready for retrieval at the email address provided when the order was placed; however, we cannot be responsible for whether or not the recipient retrieves or accepts the transcript.

Students can order transcripts either through Campus Connection or the National Student Clearinghouse (NSCH) (www.getmytranscript.com). If a student logs on to Campus Connection, this login

verifies the student and no signature page is needed. However, if a student goes to the NSCH website to order a transcript, they will need to print, sign and fax the consent form.

Some nuances to transcripts:

- A transcript cannot be issued if there is a Customer Account Services (past due balance) hold.
- NDSU does not issue official transcripts directly to students. An "Issued To Student" transcript will be provided in a sealed envelope, which may be considered official if received unopened.
- Unofficial transcripts are only available via Campus Connection for

students who were enrolled at NDSU Fall 2002 or later. Academic records for students enrolled prior to Fall 2002 are maintained outside of Campus Connection. Those students may only request official transcripts.

- Transcripts only include academic work completed at NDSU. If a student has academic coursework at other institutions, they will need to complete a transcript request at the respective institutions.

There are various charges based on the delivery option chosen. The complete list can be found at <http://www.ndsu.edu/registrar/transcripts/>.

Submitted by Jodi Pierce

Believe It...

Or NOT?

NDSU Minard Hall

Back in the 1920s the 4th floor attic in Minard Hall, was the dance room. Nobody knows exactly what happened, but one morning a janitor found two people dead. The investigators thought that it was a double homicide.

The ballroom closed after the incident and was turned into a Zoology lab. Then in the 1960s it was closed off because of unstable floorboards. After that, kids would sneak into the old building and hold séances. It was noted that a strange presence of something or someone could be felt.

Source: Casper the Friendly Ghost



WE'RE ON THE WEB!

[WWW.NDSU.EDU/
ENROLLMENTMANAGEMENT](http://WWW.NDSU.EDU/ENROLLMENTMANAGEMENT)