Introduction

Welcome to the Graduate School at North Dakota State University.

Now that you have been admitted to graduate school, you may have all sorts of questions about what to do next. This guide will help you navigate the start to your graduate career and also provides long-term planning advice to help you complete your degree.

What to Expect

Attending graduate school is very different from an undergraduate experience. Graduate School is self-directed. Students are responsible for learning the policies and procedures necessary to earn the graduate degree. Students can expect academic rigor, including a higher level of reading and writing.

There are also wonderful opportunities that are part of the graduate student experience. Students often develop collegial relationships with other students. There are opportunities to conduct and present research, choose areas of research specific to interests, participate in department and college committees and development opportunities.

You will also find the traditional educational, cultural and athletic offerings of a university campus at NDSU.

The Role of the Graduate School

The Graduate School is the processing center for all documents necessary for completion of the graduate degree, from admission to graduation. Graduate School staff work with students to provide policy interpretation, assistance with completing forms, auditing of completion requirements, and disquisition review. In addition, the Graduate School offers opportunities for professional development, support services, and funding.

The Graduate School office is located in 201 Old Main. Old Main is south of Memorial Union and west of the President’s House. Our phone number is (701) 231-7033. The Graduate School staff is here to help. Please contact your Student Services Associate for assistance. We want you to be successful in your graduate studies.

The Role of the Academic Department and Program Adviser

Graduate advisers play a key role in the academic life of students. When a graduate student enters a department to do graduate work, s/he is assigned a faculty adviser. It is the Graduate adviser who formally approves students’ programs of study, advise them on advancement to candidacy for higher degrees, etc.

Important Policies

While it is important to familiarize yourself with Graduate School and NDSU policies, here are a few of the most important policies of which to be aware. There is also a Code of Student Conduct by which students must abide.

Scholastic Standards. To be in academic good standing and to receive a graduate degree, a student must have a cumulative grade point average (GPA) of at least 3.0.

Continuous Enrollment. Students are required to register for at least one credit each semester (fall and spring) until all degree requirements are completed, including submitting final
copies of a thesis, paper, or dissertation. The graduate dean will not approve the degree until the student has registered for the number of credits of research for any semesters not covered by either registration or leave of absence, but not more than four (4) credits total.

A student who has not registered for longer than a continuous two-year period must also re-apply for admission and is subject to the degree requirements at the time of readmission.

**Leave of Absence** Students who interrupt their graduate program prior to the completion of all degree requirements must maintain continuous enrollment for the Fall and/or Spring Semesters of the absence or obtain a leave of absence, using the Request for Leave of Absence from Graduate Studies form. **Leaves of absence do not amend in any way the seven and ten-year time limitations.**

**Secrets of Success in Graduate School**
While each individual is different, there are a few tips that should help anyone seeking their graduate degree. First is **planning**. There are several steps that need to be taking in order to complete your degree. Familiarize your self with the required paperwork and timelines to avoid issues down the road. Resources available for planning include the Graduate Bulletin, a Department Handbook, a Student Service Associate and the NDSU Graduate School web site. All forms required are available at [www.ndsu.edu/gradschool](http://www.ndsu.edu/gradschool).

**Get to know other students.** Students provide a support system that will help you not only with moral support, but possibly advice regarding your department, NDSU and the Graduate School.

**Use your resources.** Your adviser, department and the Graduate School want you to be successful. Utilize them when you need assistance. There are also other resources on campus to help: the Center for Writers, Counseling Center, etc.

**Memorize your student ID number.** You will need this number to identify yourself when contacting departments on campus.

**The Basics**

**Web Resources**
You will find almost all of the information you need about the Graduate School and NDSU online. The Graduate School website is your source for announcements, deadlines, forms, policies and funding opportunities. The NDSU website features department pages, campus maps and general NDSU information. Information is also shared on our Facebook page.

**Orientation**
The Graduate School conducts a graduate student orientation at the beginning of fall and spring semesters. Students are encouraged to attend some or all of the orientation, especially if you are new to campus. Details of the orientation will be available at the time of admission. There are also extended orientation sessions scheduled during the semester to provide more detailed information regarding specific topics. Check online for a complete list of educational opportunities.

Some departments offer their own graduate student orientation with department specific information. You should attend as it will give you a chance to meet faculty and fellow students in your program. If your department does not offer orientation, you should meet with your ad-
viser or the department graduate coordinator to find out what classes to take and to learn about your department.

**Bison Card**

All students must get a Bison Card (Student ID) **on or before the first day of classes**. The Bison Card Center in Memorial Union issues the Bison Card. There are several essential services that will only be given to students who have their Bison Card on their person.

Notably, you will need your Bison Card to:
- Gain entry to your residence hall
- Get into the dining centers
- Charge books at the NDSU bookstore
- Use computer cluster printers
- Get into the Wallman Wellness Center
- Check out books from the library
- Ride the campus and FM bus system
- Take a cab anywhere at a discounted rate (with a sticker from Student Government office)
- Pay your parking fee at the visitor’s pay lots

**Bison Bucks**

Bison Bucks is a debit account tied to your Bison Card. Use it on your purchases at all of NDSU Dining Services' operations, the NDSU Bookstore, Herd Shop, Copy Shop, Taco Bell, Wallman Wellness Center, NDSU Downtown Campus and ITS Laser Output. Also, with your Bison Bucks account you can purchase pop at select vending machines on campus.

You may also make your Bison Card a U.S. Bank ATM card.

**Campus**

NDSU's campus is about 41 square blocks and includes more than 100 major buildings. NDSU renovated an historic building in downtown Fargo in 2004 that now houses the art department and classroom, studio and office space for the architecture and landscape architecture departments. NDSU's downtown presence is expanding with two additional buildings. As of fall 2008, the architecture and landscape architecture programs occupy Klai Hall, which also includes the architecture library. Barry Hall houses the College of Business and the Department of Agribusiness and Applied Economics. It is the third-largest building at NDSU. In all, NDSU is located on more than 22,000 acres of North Dakota land, which includes the main Agricultural Experimental Station in Fargo and seven research centers located throughout the state.

Smoking is prohibited on the North Dakota State University grounds and in University buildings, residence halls, apartments and enclosed structures.

**Food on or near Campus**

You don't have to be on a meal plan, our dining centers are open to everyone, for less than $10 per meal. **Residence Dining Center** is located in the Reed Johnson-Weible complex. **Union Buffet** is located in the lower level of the Memorial Union. **West Dining Center** is adjacent to the high-rise residence halls of Seim, Thompson, Sevrinson and Pavek.

In Memorial Union, you will find a number of food options. The lower level offers everything from international cuisine to sandwiches to burgers and everything in between.
You can get your caffeine fix at many locations at NDSU. The Union, Minard and the Barry Building Coffee Shops offer all of your favorite coffee drinks, hot or cold, as well as a variety of pastries, sandwiches, salads and soups. Cup of Joe and More features a variety of food options in a relaxed atmosphere and is located in the Bison Court Complex. Located in the lobby area of the Wallman Wellness Center, the Wellness Center Coffee bar offers a variety of beverages and snacks.

NDSU’s locations are close to two main business areas. There are several local and national restaurants within walking distance of the north Fargo and downtown campuses.

ATM’s
There is a cash machine located on the first floor of Memorial Union.

Employment
If you are a Graduate Assistant, Research Assistant or Teaching Assistant, you should review the policies in the Graduate School Bulletin regarding these positions. International students are required to get a Social Security card to be paid on campus.

Payroll
Payday is the last day of the month for the period from the first day of the month to the fifteenth day of the month, and the fifteenth day of the following month for the period from the sixteenth day of the month to the end of the month; however, if the pay date should fall on a Saturday, Sunday, or holiday, the preceding work day is payday.

Health Insurance
Students should review their personal situation to determine if they have adequate health insurance coverage. Students without private health insurance should seriously consider the student plan. Students are not required to have insurance to receive care at the Student Health Service. However, students are strongly encouraged to obtain Accident and Sickness Insurance for Students, underwritten by Student Assurance Services. International students at NDSU have a separate mandatory policy in which they will be enrolled upon registration and therefore should not purchase this insurance. Please contact the Office of International Programs in Memorial Union for more information.

Academic Resources

Libraries
The NDSU Libraries serve the information needs of North Dakota State University students, faculty and staff. Librarians are available to provide services for specific academic disciplines. Find the Subject Librarian for your department by calling the Reference Desk at (701) 231-8886. In addition to the main library, libraries are available at the following locations:

The Barry Hall Library supports the learning and research needs of the students and faculty of the North Dakota State University College of Business and Department of Agribusiness and Applied Economics. It also serves the greater North Dakota State University community and general public.

Germans from Russia Heritage Collection archives provide many resources for scholarly research, including family histories, information on ethnic culture and food ways, maps and specialized collections from donors/historians.
Haakenson Health Sciences Library supports the learning and research needs of the students and faculty of the North Dakota State University College of Pharmacy, Nursing & Allied Sciences. It also serves the greater North Dakota State University community and general public.

The Institute for Regional Studies and the NDSU University Archives have complementary but slightly different collecting focuses. Both support the research needs of the undergraduate, graduate students, faculty and other scholars at North Dakota State University and beyond. In addition the University Archives serves as a major historical information source for campus offices.

Klai Juba Architecture and Landscape Architecture Library supports the learning and research needs of the students and faculty of the North Dakota State University Architecture and Landscape Architecture Department. It also serves the greater North Dakota State University community and general public.

**Computers**

**Fully Supported Clusters and Printers**

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**Wireless Access**
The following buildings have NDSU campus wireless access. However, the focus is on public and collaborative spaces and some parts of a building may not be covered.

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**Semi Supported Computer Clusters**

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NDSU Bookstore² is located in the atrium of Barry Hall in the NDSU Downtown Campus. NDSU Bookstore² carries supplies and course materials specifically for the classes offered at...
the downtown campus plus office supplies, NDSU gifts and snacks and beverages

NDSU Bookstore at CityScapes is a general book store with a self-serve coffee/cappuccino machine, soft drinks, snacks and cafe tables and chairs. Located in downtown Fargo, the store carries best sellers, university presses, children's books and more. In addition, the Espresso Book Machine, which can print soft cover books.

Student Support Services

Student Services Associates (SSA)
The Student Service Associates work with specific colleges and the departments within those colleges. They serve as a liaison among the Graduate School, students, and the department; s/he monitors students’ progress, interprets policy, and serves as a resource for academic departments.

International Students
The Office of International Programs (OIP) at NDSU office provides advising and support services for prospective and enrolled international students. During their stay at NDSU, international students can seek advice from OIP international student advisors on matters such as immigration requirements, employment, adjusting to life in the United States, health and personal issues, and academic problems.

Counseling Center
The NDSU Counseling Center provides a confidential setting in which students may explore concerns of a personal, academic, or career-related nature; makes referrals; and serves as consultants for faculty and staff. Students in counseling can explore a variety of concerns which may prevent them from functioning at their optimum levels.

Graduate Student Association (GSA)
All graduate students are members of the GSA. The GSA is the representative voice of graduate students at NDSU, formulating policy and advising the Dean of the Graduate School, the University Senate, and the President of the University on the graduate student’s viewpoint concerning all matters affecting graduate student life. The GSA acts to improve the quality of education and social experiences for graduate students at NDSU. Meetings and social events are held regularly.

Childcare
The Wellness Center Child Care Service is a licensed service provided to NDSU students. Trained staff and student workers are on hand to properly care for children on a reservation or drop-off basis.

Campus Groups and General Resources

Women
NDACE Women’s Higher Education Network
American Association of University Women Fargo-Moorhead Chapter (AAUW)
NDSU Forward
NDSU Women's Club
Tri-College NEW Leadership
Women Studies Program

International Students
International Friendship Family Program
International Student
Association of Students from India (ASI)
Bangladeshi Student Organization
Japanese Student Association (JSA)
Korean Student Association (KSA)
Taiwanese Student Association
Union of Chinese Students & Scholars @ NDSU
Bangladesh @ Fargo, Moorhead Area
Cricket Club
Muslim Students Association

**Multicultural Students**
Multicultural Students Services
Black Student Association (BSA)
Hispanic Organization of Latin Americans (HOLA)
Multicultural Student Organization (MSO)
Native American Student Association (NASA)
Vietnamese Student Organization (VSA)
American Indian Science and Engineering Society (AISES)
Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS)

**Students with Disabilities**
Disability Resources Office

**LGBTQIA Resources**
NDSU Pride Network (faculty and staff)
Ten Percent Society (student)
Safe Zone
University GLBT Liaison Officer

**Campus Safety**
The NDSU Escort Service provides someone to escort you on the main campus and the immediate surrounding area. Request this 24-hour service by calling **231-8998**. This service is provided by University Police officers or Public Safety officers. This service is limited to on-campus locations or the immediate vicinity of NDSU.

**Sports and Fitness**

**Wallman Wellness Center**
Wallman Wellness Center offers with state-of-the-art fitness equipment, a variety of recreation and intramural programs, effective wellness education, and convenient and affordable child care. The Wellness Center houses 3 basketball courts, 4 racquetball courts and a multipurpose activity courts as well as a 34-foot climbing wall.

**Intramural Sports**
All students, staff and faculty of North Dakota State University are eligible to participate in any intramural sport at the Wellness Center. Some of the activities offered are basketball, flag football and volleyball.