Transfer and Non-Traditional Registration Checklist

Transfer Students Attending Orientation
Transfer students planning on attending orientation will need to complete the following steps:

Prior to Orientation

1. **Reserve an Orientation date**
   Fill out the Reservation Form online.
   1. Log in to your NDSU Insider page using the username and password that you created when you applied for admission.
   2. If you cannot access your NDSU Insider page because you do not remember your password, use the Reset Password link to be emailed information on how to reset your password.
   3. If you do not remember your username or the email associated with your account, contact Student Success Programs at 800-488-6378, option 2 to verify your email and username.

2. **Claim your N.D. University System Account ID and password**
   Visit www.ndsu.edu/its/new-student to claim your N.D. University System Account ID and click "Step 1." Your N.D. University System Account ID allows you access to Campus Connection, the system students use to view and accept financial aid awards and scholarships, register for classes, purchase parking permits, view account balances and more. Students need to have this ID and password in preparation for registration and to complete and submit a housing application. Questions with this process should be directed to the North Dakota University System Help Desk at 866-457-6387 or ndsu.helpdesk@ndsu.edu.

3. **Activate your electronic ID and password**
   To activate your electronic ID, go to www.ndsu.edu/its/new-student and click "Step 2." Your electronic ID allows you access to your NDSU email account address, campus computer clusters you'll use during orientation to register for classes, and Blackboard to take the online math placement test if needed. If you have questions, contact the NDSU ITS Help Desk at 701-231-8685 or at ndsu.helpdesk@ndsu.edu.

4. **Complete and submit Housing Application**
   If you are planning to live on campus, an application is available at www.ndsu.edu/reslife/residence_hall_applications/

5. **Complete and submit FAFSA (Free Application for Federal Student Aid)**
   If you wish to apply for financial aid visit www.fafsa.ed.gov

6. **Send final high school and/or college/university transcripts (if applicable)**
   Please request that your official transcripts be sent to NDSU from the college/university and/or post-secondary institution where your credit(s) were earned. If you have completed less than 60 semester credits (90 quarter) of transferable college work at the time of application, you must also submit official high school transcripts, complete with graduation date and signed and dated by a school official to the NDSU Office of Admission, Dept. 5230, PO Box 6050, Fargo, ND 58108. High school transcripts are not sufficient to receive transfer credit. Requesting these transcripts well in advance of your orientation date will allow for proper evaluation and application towards degree requirements. **The deadline to provide final transcripts is August 1** (for fall semester start term). Failure to do so will impact your ability to register for some classes. Send your final transcript to: NDSU Office of Admission, Dept 5230, P.O. Box 6050, Fargo, ND, 58108.

7. **Submit Immunization Record**
   Students enrolled at NDSU must provide immunization documentation for measles, mumps and rubella.
(MMR) including two doses after one year of age and proof of immunity against meningococcal disease after age 16. Students who have lived or traveled outside the United States for 30 days or more are asked to contact Student Health Service (SHS) to inquire if a tuberculosis screening is necessary. Documentation must be submitted to SHS prior to the start of classes. For information on your immunization requirements visit: [www.ndsu.edu/studenthealthservice/immunizations/](https://www.ndsu.edu/studenthealthservice/immunizations/). The deadline to provide immunization records are August 1. For any questions related to immunizations call 701-231-7331 or email ndsu.immunizations@ndsu.edu. To turn in your immunization record, follow these steps:

1. **Upload to the Student Health Portal**
   1. Log-in to the Student Health Portal by using your NDSU electronic ID
   2. Once you are logged in, click on the upload tab. There will be further instructions on this page on how to finish uploading your records
2. Or Fax your records to: 701-231-6132

8. **Log into Blackboard**
   Instructions on how to log into Blackboard can be found here: [Blackboard Instructions](https://www.ndsu.edu/studenthealthservice/immunizations/)

9. **Take the online math placement test**
   If you need additional course work in mathematics and have not successfully completed a college-level algebra, trigonometry or university calculus course, initial math placement is determined by ACT/SAT math sub-test scores. Follow the instructions for taking the Math Placement Test. **Please ensure that the math placement test is completed 24 hours prior to your scheduled orientation.**
   1. Placement questions can be directed to NDSU One Stop: ndsu.onestop@ndsu.edu or (701) 231-6200 or 1-866-924-8969 (toll free)

10. **Upload your photo for your NDSU ID Card**
    Submit your photo online for your NDSU ID Card at least 24 hours prior to your scheduled orientation session. All photos are subject to approval. Students not submitting their photo will have one taken at orientation. Student accounts will be charged $20 for the ID card and your ID will be ready to pick up at the end of your orientation day.

11. **Students with disabilities should contact NDSU Disability Services**
    Call (701) 231-8463 to discuss criteria and procedures for opening a file. Students will need to provide disability documentation from a qualifying professional that includes functional limitations.

**Bring to Orientation**

- **N.D. University System Account ID and password**
  Needed for course registration

- **Electronic ID and password**
  Needed to access a computer during advising and course registration

- **A government issued (state ID, driver’s license, passport, military or Tribal ID) picture ID to obtain a NDSU ID card**

- **Comfortable walking shoes** (you will be on the move)

- **Layered clothing**
  Air conditioned rooms tend to be cool even though outside temperatures are comfortable. We will do our best to regulate room temperatures; however, please dress in layers conducive to your comfort level.

- **Umbrella in case of rain**
- Extra spending money for NDSU souvenirs

**During Orientation**
- Learn about programs and services available for new students
- Meet other new students
- Meet with an academic adviser
- Register for classes
- Pick up your **NDSU ID Card** photo
- Meet with a Military and Veterans Certification Representative (if applicable)

**After Orientation**
1. **Complete Entrance Loan Counseling**
   - If you will be a first-time borrower of a Perkins loan, you must complete the Perkins Entrance Loan Counseling at [www.mappingyourfuture.org](http://www.mappingyourfuture.org)
   - If you will be a first-time borrower of a federal Direct loan, you must complete the federal Direct Entrance Loan Counseling at [www.studentloans.gov](http://www.studentloans.gov)

2. **Reserve textbooks online at the NDSU Bookstore**
   Click on Course Materials --> Order Course Materials. Enter the classes you registered for fall semester and click “Get Course Materials.” Reserving your textbooks for the fall semester will be available in mid-July.

3. **Contact your roommate (if applicable).**
   Get contact information via [Campus Connection](http://www.ndsu.edu/campusconnection). Click on Self Service --> On-campus Housing --> My Housing.

4. **Students with disabilities contact Disability Services**
   Students with disabilities should bring class schedule to an appointment with DS staff before or during the first week of classes. Staff will review your accommodation requests and class schedule, discuss accommodation procedures, and complete accommodation paperwork. Contact Disability Services at 701-231-8463 or visit [www.ndsu.edu/disabilityservices](http://www.ndsu.edu/disabilityservices) for more information.

5. **Check your NDSU email account regularly**
   Important messages from NDSU administrative offices will be sent to your NDSU email account. Instructions for accessing your NDSU email are found with the [ITS Help Desk](http://www.ndsu.edu/its). Select “Step 3” and follow the instructions.

6. **Check Campus Connection for any Holds or To Do List items**
   Log on to [Campus Connection](http://www.ndsu.edu/campusconnection)

7. **Accept your financial aid and scholarships online through Campus Connection > Student Center**
   Log on to [Campus Connection](http://www.ndsu.edu/campusconnection)

8. **Complete “We Take a Stand” Workshop**
   As a new NDSU student, you are required to attend one “We take a Stand” workshop during the first three weeks of the fall semester. This interactive workshop focuses on sexual assault, relationship violence, stalking and how all NDSU students can take part in making our campus community safer. **Pre-registration is required.** Register today at: [https://www.ndsu.edu/studenthealthservice/sexual_assault_prevention_and_advocacy/takeastandtraining/](https://www.ndsu.edu/studenthealthservice/sexual_assault_prevention_and_advocacy/takeastandtraining/)

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https://www.ndsu.edu/orientation/checklist
9. **If you are a MN resident, apply for reciprocity**
   If you are a Minnesota resident and would like to apply for reciprocity, visit: [www.ndsu.edu/registrar/records/residency/reciprocity](https://www.ndsu.edu/registrar/records/residency/reciprocity).

10. **Purchase parking permit**
    Reserve an NDSU parking permit online beginning July 10: [www.ndsu.edu/parking](https://www.ndsu.edu/parking). Click on the “Student Permits for 2019-2020” link and follow the instructions. All parking permits are $185.00 and will be charged to the student’s account. If you have any questions, call the NDSU Parking Office at 701-231-5771 or email ndsu.parking@ndsu.edu.
    
    **NOTE** **When registering for classes after July 10, it takes approximately 48-hours after registration to be eligible to purchase a permit.**

11. **Complete the FERPA Consent to Release Form**
    Students wishing to grant family members access to financial aid and scholarships and academic records may complete the FERPA Consent to Release Form, available online at [NDSU One Stop](https://www.ndsu.edu/onestop).

13. **Contact a Military and Veterans Certification Representative** (if applicable) at 701-231-7985 or visit [www.ndsu.edu/veterans](https://www.ndsu.edu/veterans) for questions or more information.