Transfer and Non-Traditional Online Registration Checklist

Transfer Students Registering Online
Transfer student who opt to register on their own via Campus Connection, without attending an on-campus orientation session will want to complete the following steps:

Prior to Registering for Classes

1. **Claim your N.D. University System Account ID and password**
   Visit [www.ndsu.edu/its/new-student](http://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, register for classes, purchase parking permits, view account balances and more. Students need to have this ID and password in preparation for registration. Questions with this process should be directed to the North Dakota University System Help Desk at 866-457-6387 or [ndsu.helpdesk@ndsu.edu](mailto:ndsu.helpdesk@ndsu.edu).

2. **Activate your electronic ID and password**
   To activate your electronic ID, go to [www.ndsu.edu/its/new-student](http://www.ndsu.edu/its/new-student) and click “Step 2.” Your electronic ID allows you access to 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](mailto:ndsu.helpdesk@ndsu.edu).

3. **Complete and submit Housing Application (if applicable)**
   If you are planning to live on campus during the summer, an application is available at [www.ndsu.edu/reslife/summer_housing/](http://www.ndsu.edu/reslife/summer_housing/). If you are planning to live on campus, an application is available at [www.ndsu.edu/reslife/residence_hall_applications/](http://www.ndsu.edu/reslife/residence_hall_applications/).

4. **Complete and submit FAFSA (Free Application for Federal Student Aid)**
   If you wish to apply for financial aid visit [www.studentaid.ed.gov/sa/fafsa](http://www.studentaid.ed.gov/sa/fafsa).

5. **Send final high school and/or college/university transcripts**
   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 your high school official. 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 toward degree requirements. **The deadline to submit your final transcript is August 1.** Failure to do so will impact your ability to register for some classes. Send your final transcript to: NDSU Office of Admission, Dept. 5230, PO Box 6050, Fargo, ND 58108.

6. **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). For any questions related to immunizations call 701-231-7331 or email ndsu.immunizations@ndus.edu. The deadline to send in your immunization record is August 1. 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

7. **Log into Blackboard and Review Online Orientation**
   Instructions on how to log into Blackboard can be found here: [Blackboard Instructions](#). Click on Online Orientation under the My Courses section. Complete the following steps on the Welcome home page

8. **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 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@ndus.edu](mailto:ndsu.onestop@ndus.edu) or (701) 231-6200 or 1-866-924-8969 (toll free)

9. **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. Visit [www.ndsu.edu/disabilityservices](https://www.ndsu.edu/disabilityservices) for more information.

**To Register for Classes**

1. Contact your academic advisor. Find out your advisor by logging in to [Campus Connection](#) and looking under the “Advisor” section on the right side of the page

2. Students who are not yet assigned to an academic advisor are encouraged to contact their department's [Transfer Academic Advising Contact](#).

3. Links to key resources for Transfer students are available on the [Transfer Student Services page](#)

4. To register for classes: log into [Campus Connection](#)

5. Check for any Holds or To Do List items on the right hand side of your Campus Connection home page. You will need to complete these items before registering for classes.

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[https://www.ndsu.edu/orientation/checklist](https://www.ndsu.edu/orientation/checklist)
6. **Release your Financial Aid Obligation Agreement Hold:** click on the Financial Aid Obligation link under the Finances heading on the Campus Connection homepage. By accepting this agreement, you will remove that hold.

After Registering for Classes

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/disabilityservices). Click on Self Service --> On-campus Housing --> My Housing.

4. **Purchase parking permit**
   Reserve an NDSU parking permit online beginning July 10 at [www.ndsu.edu/parking](http://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@ndus.edu.
   **NOTE** When registering for classes after July 10th, it takes approximately 48-hours after registration to be eligible to purchase a permit.

5. **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 701-231-5771 or visit [www.ndsu.edu/disabilityservices](http://www.ndsu.edu/disabilityservices) for more information.

6. **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/orientation/checklist). Select "Step 3" and follow the instructions.
7. **Check Campus Connection for any Holds or To Do List items**  
   Log on to [Campus Connection](https://www.ndsu.edu/)-> Student Center --> Holds or To Do List

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

9. **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/)

10. **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](http://www.ndsu.edu/registrar/records/residency/reciprocity).

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/studenthealthservice/sexual_assault_prevention_and_advocacy/takeastandtraining/)

12. **Contact a Military and Veterans Certification Representative** (if applicable) at 701.231-5985 or visit [https://www.ndsu.edu/veterans/](https://www.ndsu.edu/veterans/) for more information.