Transfer and Non-Traditional Registration Checklist

Transfer Students Attending Orientation
Transfer students who are attending an on-campus orientation will need to complete the following steps:

Prior to Orientation

1. Reserve an Orientation date
   Fill out the online registration form.
   - Log in to your NDSU Insider page using the username and password that you used when you applied for admission.
   - If you cannot access your NDSU Insider page because you do not remember your password, use the Reset Password link to be emailed a link to reset your password.
   - 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 user name.

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, register for classes, purchase parking permits, view account balances and more. Students need to have this ID and password in preparation for registration. Questions about this process should be directed to the North Dakota University System Help Desk at 866-457-6387 or ndus.helpdesk@ndus.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 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@ndus.edu.

4. Complete and submit Housing Application (if applicable)
   If you are planning to live on campus, find your housing options and application information at https://www.ndsu.edu/reslife/.

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 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** (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, PO 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/](http://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** (for fall start term). To turn in your immunization record, follow these steps:
   - Upload to the [Student Health Portal](http://www.ndsu.edu/studenthealthservice/immunizations/)
     - Log-in to the Student Health Portal by using your NDSU electronic ID
     - 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
   - 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](http://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, your ACT/SAT math sub-test score will determine your initial math placement. In many cases, students will want to challenge that initial placement to have the opportunity to place into a higher level math course. Follow the instructions for taking the NDSU Math Placement Test. **Please ensure that the math placement test is completed at least 48 hours prior to registering for courses.** Placement questions can be directed to NDSU One Stop [ndsu.onestop@ndus.edu](mailto:ndsu.onestop@ndus.edu) 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 eligibility for services. Disabilities may be learning, psychological, or physical. Further details about the application and eligibility process can be found at [www.ndsu.edu/disabilityservices](http://www.ndsu.edu/disabilityservices)
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
- Unofficial college transcripts, if available, for reference during course registration
  May be referenced during course registration
- A government issued picture ID (state ID, driver’s license, passport, military or Tribal ID)
  Needed to obtain an NDSU ID card
- Layered clothing
  Air conditioned rooms tend to be cool even though outside temperatures are comfortable. We 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
- Get answers to your questions
- Meet other new students
- Meet with an academic adviser
- Register for classes
- Pick up your NDSU ID Card photo
- Meet 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
   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

2. Reserve textbook online at the NDSU Bookstore
   Click on Course Materials→Order Course Materials. Enter the classes you registered for and click “Get Course Materials.”

3. Contact your roommate (if applicable)
   Click on Course Materials→Order Course Materials. Enter the classes you registered for and click “Get Course Materials.”

4. Purchase parking permit
   Reserve an NDSU parking permit online at www.ndu.edu/parking. Click on Students→Buy a Parking Permit and follow the instructions. All parking permits are $185.00 (for a full year) 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** It takes approximately 24-48 hours after registration to be eligible to purchase a permit.

5. **Students with disabilities contact Disability Services**
   Students with disabilities who have registered for courses should schedule an appointment during or after the first week of classes to develop an accommodation plan, discuss procedure and complete additional paperwork, if needed. Students who have not yet registered may begin the process by completing an application for services. Contact Disability Services at 701-231-5771 or visit 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. Select "Step 3" and follow the instructions.

7. **Check Campus Connection for any Holds or To Do List items**
   Log on to Campus Connection ➔ 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

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 your first 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.

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.

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

12. **Contact Military and Veterans Certification Representative** (if applicable)
    Call 712-231-7985 or visit www.ndsu.edu/veterans for more information.