Getting Registered for NDSU and for the Course, for non-NDSU Students:

**Summary:** Apply (send official transcripts) > Get admitted > Request Permit > Register AND PAY

- **HELP:** NDSU OneStop: [https://www.ndsu.edu/onestop/](https://www.ndsu.edu/onestop/)
- Phone: (701) 231-6200, or 1-866-924-8469 (toll free)

1. **NDSU application:** Apply to NDSU as a “Non-degree seeking student” student before you can register.
   b. Apply: [https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=NDUSNDSU](https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=NDUSNDSU)
   c. **YOU WILL NEED TO HAVE OFFICIAL TRANSCRIPTS SENT FROM RECENT SCHOOL(S) (2 years)**
      - For most schools, use: [http://www.getmytranscript.com](http://www.getmytranscript.com)
   d. NDSU approval usually takes about 2-3 weeks, AFTER all official transcripts have been received.
   e. Email notification will include a 7-digit NDSU Student ID number. Save/record 7-digit ID!
   f. Do “New Student Setup”: [https://www.ndsu.edu/its/help_desk/account_hub/new_students_activate_your_ndsu_it_services/](https://www.ndsu.edu/its/help_desk/account_hub/new_students_activate_your_ndsu_it_services/)
   g. **Financial Obligation Agreement**: [https://www.ndsu.edu/onestop/accounts/foa/](https://www.ndsu.edu/onestop/accounts/foa/)
   h. Campus Connection login page: [https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/h/?tab=GUEST](https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/h/?tab=GUEST)
   i. Until you check off on the Financial Obligation Agreement, you won’t be allowed to register for any classes.
   j. For Jasperse convenience to access: NDSU admission information page with links: [http://www.ndsu.edu/admission/admission_information/non_degree_students/](http://www.ndsu.edu/admission/admission_information/non_degree_students/)

2. **Timing, Dates, and Time Deadlines:**
   a. **One section of organic I formally starts on May 16 (2017).** Organic II and a second section of Organic I start June 13. Both early or late starts are feasible for any of these courses. All must complete by **August 4 (2017).**
   b. **Class registration for “non-NDSU” students probably opens on Monday, April 24 (2017)**
   c. In practice: Application materials AND OFFICIAL TRANSCRIPTS should all have been sent to NDSU by **April 25** to safely enable NDSU admission for the May 16 course. For the June 13 sections, **May 23 should suffice.**
   d. For Jasperse to remember: The drop-dead NDSU admission deadline is normally the Friday prior to the 8-week session. For 2017, that’s Friday **June 9th.** If application materials and official transcripts aren’t all in and approved by that day, it’s too late.

3. **Class Permit Request:** Not having been an NDSU student, you won’t have taken NDSU’s prerequisite courses, and thus will need a “permit” to actually register for either course. **To request the permit(s), email the following information** to both: NDSU.CHEMISTRY@ndsu.edu and craig.jasperse@ndsu.edu
   a. Your **Name**
   b. Your NDSU ID# (you won’t have this until after your NDSU application has been completed (see 1a-d)
   c. What state (or country) you live in and what school (if any) you attend.
   d. The class you **Want to Take** (specify CHEM341 online, or CHEM342 online, or both.).
      - Be sure to specify if you want to take BOTH courses or just one.
   e. Where/how you satisfied the prerequisite(s). Example: “GenChem II at Iowa State, Fall 2016”

4. **Register AND Pay: Actually register for the course(s).** *(2017, opens April 24)*
   a. Fast-Add add Classes website: [https://www.ndsu.edu/onestop/connect/add/](https://www.ndsu.edu/onestop/connect/add/) (below are ID’s for 2017)
      - Organic I-Online: CHEM341 Class ID: 6300 (for 2017) (May 16-start section)
      - Organic I-Online: CHEM341 Class ID: 6701 (for 2017) (June 13-start section)
      - Organic II-Online: CHEM342 Class ID: 6301 (for 2017) (June 13-start section)
   b. [http://www.ndsu.edu/registrar/regISTRATION/](http://www.ndsu.edu/registrar/regISTRATION/) (Fuller registration website, which directs you through steps.)
   c. Until you complete **PAYMENT**, you’ll never be able to get your grade released. Can pay inside the following:
      - Campus Connection: [https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/h/?tab=GUEST](https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/h/?tab=GUEST)

5. **Tuition+Fees: Unofficially ≤$1100 (As of 2017. May change for later years....) Same for Everybody.**
   - [https://www.ndsu.edu/bisionconnection/accounts/tuition/undergraduate_tuition_part_time/](https://www.ndsu.edu/bisionconnection/accounts/tuition/undergraduate_tuition_part_time/) (See “DCE” rate)
   - Unofficial flat fee: ($309.46 tuition/credit + $48.92 student fees/credit) x 3 credits = $1060.83 for 2017
   - No higher cost for online versus “face-to-face” courses during summer
   - No higher cost for out-of-state students or international students compared to in-state students
   - No higher cost for non-NDSU students compared to regular NDSU students.
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      - There is an application fee. ~$35, as of 2017
   c. **YOU WILL NEED TO HAVE OFFICIAL TRANSCRIPTS SENT FROM RECENT SCHOOL(S) (2 years)**
      - For most schools, use: [http://www.getmytranscript.com](http://www.getmytranscript.com)
   d. NDSU approval usually takes about 2-3 weeks, AFTER all official transcripts have been received.
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      - This will set up your login/password for “campus connection”, the site used to register for class, pay, etc.
   g. Approve “Financial Obligation Agreement”: [https://www.ndsu.edu/onestop/accounts/foa/](https://www.ndsu.edu/onestop/accounts/foa/)
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