



NORTH DAKOTA STATE UNIVERSITY

# NDSU

TRANSFER ENROLLMENT GUIDE

» checklist for admitted transfer students





Congratulations on your admission to North Dakota State University. As you prepare to transfer to the NDSU community, complete these next steps for a smooth transition.

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**NOTIFY NDSU OF ANY CHANGES/UPDATES**  
Contact the NDSU Office of Admission if you have a change in name, address, phone number or start term. Call 701-231-8643 or email [ndsu.admission@ndsu.edu](mailto:ndsu.admission@ndsu.edu).

## 1. Activate your student accounts

Go to [www.ndsu.edu/its/new\\_student](http://www.ndsu.edu/its/new_student) and complete steps 1-3. You'll need your EMPLID/ student ID number, which can be found in your admission letter.

**SYSTEM ACCOUNT**  
Your system account allows you access to Campus Connection, the online system you will use to review transfer coursework, view and accept financial aid, register for classes and apply for housing. You'll also use your system account username and password to log in to your NDSU email account.

**NOTE:** Once you have activated your system account, you will want to frequently review your NDSU email account as financial aid information and housing updates are sent there.

**ELECTRONIC ID**  
Your electronic ID allows you to access computer labs and the online learning system. Your electronic ID also is used to apply for scholarships and other awards.

## 2. Review your Transfer Credit Report

Transfer credits are evaluated by the NDSU Office of Registration and Records and are posted to your NDSU account approximately six to eight weeks following admission. You'll receive an email once credits have been posted.

**TRANSFER CREDIT REPORT**  
This report is a side-by-side comparison of how your coursework from other institutions has transferred to NDSU.

1. Log on to Campus Connection.
2. Click "Academic Records" tile.
3. Click "View Transfer Credit Report."

Explanation of Transfer Credit Report transfer codes	
Code	Definition
TRNSF 100	Credit accepted, but course is not yet evaluated
TRNSF 101	Syllabus needed
TRNSF 102	Course description needed
TRNSF 103	Evaluation in progress by academic department
If syllabus or course description is needed, provide information to a transfer coordinator in the Office of Registration and Records, 110 Ceres Hall, or via email to <a href="mailto:ndsu.transfer@ndsu.edu">ndsu.transfer@ndsu.edu</a> .	
Courses 1xx, 2xx, 3xx, 4xx	Free or department elective credits
Courses X00	Remedial, no credit awarded in transfer
ENGL DEV	Remedial, no credit awarded in transfer, not a prerequisite for ENGL 110
ENGL X00	Remedial, no credit transfer – satisfies the prerequisite for ENGL 110
MATH DEV	Remedial, no credit awarded in transfer – not a prerequisite for MATH 98

**CREDIT THROUGH PLACEMENT EXAMS (AP, CLEP, DSST OR IB)**  
If you earned college credit for Advanced Placement (AP), College Level Examination Program (CLEP), DSST or International Baccalaureate (IB), official exam results must be sent to NDSU to receive credit.



### 3. Apply for financial aid

You are encouraged to apply for financial assistance if additional funds are necessary to attend NDSU.

To be considered for financial assistance, submit a Free Application for Federal Student Aid (FAFSA) by February 1 for fall (or at least eight weeks prior to the spring or summer term). Applications are available beginning October 1 for the following academic year.

Complete the form at [www.fafsa.gov](http://www.fafsa.gov). NDSU's Institution Title IV Code is 002997.

**NOTE:** If you have already submitted a FAFSA for the academic year you are intending to transfer, you may change your school code using the online form ([www.fafsa.gov](http://www.fafsa.gov)) or by calling 800-433-3243.

If you are entering for the summer term, the **Summer School Application for Financial Aid** also must be completed.

#### **PRIORITY DEADLINES:**

February 1 (for fall)

Eight weeks prior (for spring or summer)

### 4. Apply for NDSU scholarships

You are encouraged to apply for scholarships if you have earned a cumulative GPA of 3.0 from each institution previously attended. Preference will be given to students who have earned 24 or more transferable semester credits. Numerous departmental and college scholarships also may be awarded to students based on intended major and academic achievement. To be considered for scholarships, complete the scholarship application by April 1 for fall and summer terms or December 1 for spring term.

Go to [www.ndsu.edu/admission/scholarships](http://www.ndsu.edu/admission/scholarships) for details and to apply for scholarships.

#### **DEADLINES:**

April 1 (for fall and summer)

December 1 (for spring)

Some departmental and college scholarships have different deadlines or separate application procedures.







## 5. Register for classes

NDSU offers a variety of registration options for new transfer students. You may attend one of our on-campus registration programs or choose to enroll in classes on your own. Students are encouraged to consult with an academic adviser and enroll as soon as registration opens for best class selection and availability.

### ACADEMIC ADVISER

Log on to Campus Connection - your academic adviser will be listed on the right-hand side of your "Student Center." If "Department Assigned" is listed or if an adviser has not yet been assigned, refer to the "Adviser Contact" list at [www.ndsu.edu/fileadmin/transfer/advising-contacts.pdf](http://www.ndsu.edu/fileadmin/transfer/advising-contacts.pdf).

### ENROLLMENT DATE

Your enrollment date is the specific date and time you can begin registering for classes for the term you were admitted. Registration usually begins in November for spring semester and April for summer and fall terms. Your enrollment date is listed in your "Student Center" of Campus Connection.

### REGISTRATION

**OPTION 1:** Attend an on-campus transfer orientation/registration session. Several sessions, specifically designed for transfer students, are offered leading up to the start of each semester. To learn more about specific dates, schedules and to sign up for a session, visit [www.ndsu.edu/studentssuccess/transfer\\_students](http://www.ndsu.edu/studentssuccess/transfer_students).

**OPTION 2:** Consult with an academic adviser in your academic department to discuss course selection and register for classes on your own using Campus Connection. Students may contact an adviser via email, phone or a face-to-face meeting. Students may enroll in courses according to their registration appointment.

### ONLINE ORIENTATION

An optional self-guided online orientation is available to provide information on student services, academic services, student finances and a Campus Connection tutorial for registration purposes. After activating your electronic ID and password (see step 1), contact Student Success Programs at 701-231-8379 to access the online orientation through Blackboard.

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## 6. Apply for reciprocity (Minnesota residents)

Minnesota residents attending NDSU receive a reduced tuition rate similar to that of a North Dakota resident. To qualify for the reduced tuition rate, you must complete the reciprocity application with the Minnesota Office of Higher Education. Forms are available beginning in the spring for the following academic year.

Complete the online form at [www.ohe.state.mn.us](http://www.ohe.state.mn.us) prior to the first day of classes.





## 7. Get your NDSU Card, parking permit and textbooks

### NDSU CARD

Present your official class schedule and picture ID at the NDSU Card Center in the Memorial Union to obtain your student ID card ("NDSU Card"). Your NDSU Card can be used for purchases at a variety of campus locations, to gain access to the Wellness Center, to check out books at the library, to ride the metro-bus for free, use the bike share and to enter athletic events. Students also may use their NDSU Card for dining center and residence hall access.

### PARKING PERMIT

A permit is required to park on campus. Review more details and how to purchase a permit at [www.ndsu.edu/parking](http://www.ndsu.edu/parking).

1. Log on to Campus Connection.
2. Click on "Student Center," then "Parking."
3. Select "North Dakota State University" and follow the instructions.

### TEXTBOOKS

Textbooks can be purchased in person at the NDSU Bookstore in the Memorial Union or at [www.ndsubookstore.com](http://www.ndsubookstore.com).

## 8. Other requirements

### IMMUNIZATION REQUIREMENTS

Submit immunization records to Student Health Service through the Student Health Portal at [www.ndsu.edu/studenthealthservice](http://www.ndsu.edu/studenthealthservice). Current immunization requirements can be found through the "Immunizations" link. If you have questions regarding immunization requirements, contact Student Health Service at 701-231-7331.

**DEADLINES:** August 1 (for fall); January 1 (for spring); May 1 (for summer)

### SERVICES FOR STUDENTS WITH DISABILITIES

Assistance is provided to any student with a documented physical, psychological, sensory or learning disability. Disability Services fosters full participation of students with disabilities in all aspects of the college experience. To meet this goal, staff members work cooperatively with students and others in the campus community to optimize student access to educational experiences and campus facilities.

If you would like information or to apply for services, contact Disability Services, NDSU, Dept. 5160, PO Box 6050, Fargo, ND 58108-6050, call 701-231-8463 or email [ndsu.disability.services@ndsu.edu](mailto:ndsu.disability.services@ndsu.edu). Contact this office early to ensure services are ready and available when you begin classes.







## 9. Send final transcripts

### FINAL TRANSCRIPTS

If you are currently enrolled at another college or university, please have an official final transcript sent to NDSU upon completion of your studies. This will complete your admission file to the university and ensure all transferable coursework will be evaluated for transfer credit. Failure to provide a final transcript may impact future enrollment at NDSU and financial aid may not be disbursed.

Make arrangements to have your official final transcript(s) sent to: NDSU Office of Admission, Dept. 2832, PO Box 6050, Fargo, ND 58108-6050

### DEADLINES:

July 1 (for fall)

January 1 (for spring)

## 10. Review housing options

As a transfer student, you have a variety of housing options.

Students beginning at NDSU **within one calendar year** from the date of high school graduation are required to live on campus and are guaranteed housing in one of NDSU's residence halls. Apply online at [www.ndsu.edu/reslife/apply](http://www.ndsu.edu/reslife/apply).

Students transferring **more than one year** after graduating from high school may apply for one of NDSU's residence halls or student apartments, or may choose to live off campus. Review details and application procedures at [www.ndsu.edu/admission/transfer](http://www.ndsu.edu/admission/transfer).





## OFFICE DIRECTORY

### CAREER AND ADVISING CENTER

part-time jobs, internships, career placement

701-231-7111

[career-advising.ndsu.edu](http://career-advising.ndsu.edu)

### OFFICE OF REGISTRATION AND RECORDS

transfer evaluations, degree requirements, adviser assignments

701-231-7981 or 800-608-6378

[www.ndsu.edu/registrar](http://www.ndsu.edu/registrar)

### STUDENT SUCCESS PROGRAMS

orientation and registration programs, tutoring services

701-231-8379 or 800-488-6378

[www.ndsu.edu/studentsuccess](http://www.ndsu.edu/studentsuccess)

### FINANCIAL AID AND SCHOLARSHIPS

701-231-6200 or 866-924-8969

[www.ndsu.edu/onestop/finaid](http://www.ndsu.edu/onestop/finaid)

### ONE STOP

financial aid, payments, math placement

701-231-6200 or 866-924-8969

[www.ndsu.edu/onestop](http://www.ndsu.edu/onestop)

### TRIO PROGRAMS

701-231-8028

[www.ndsu.edu/trio](http://www.ndsu.edu/trio)

### DISABILITY SERVICES

accommodations for students with disabilities

701-231-8463

[www.ndsu.edu/disabilityservices](http://www.ndsu.edu/disabilityservices)

### RESIDENCE LIFE

residence halls and campus apartments

701-231-7557 or 800-572-8840

[www.ndsu.edu/reslife](http://www.ndsu.edu/reslife)

### STUDENT HEALTH SERVICE

immunizations, student health insurance options, medical services

701-231-7331

[www.ndsu.edu/studenthealthservice](http://www.ndsu.edu/studenthealthservice)

### OFFICE OF ADMISSION

campus visits, term or major changes, general questions

701-231-8643 or 800-488-6378

[www.ndsu.edu/admission](http://www.ndsu.edu/admission)

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: Vice Provost, Title IX/ADA Coordinator, Old Main 201, 701-231-7708, [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu). 8/19/1500





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