

## Military Service & Pre-Deployment Checklist

\*Have multiple copies of your orders available

If you are a student enrolled in any class or program at North Dakota State University and are called to active duty, scheduled for deployment, or required to report for military training, preventing you from completing the current term, you are protected under SBHE [Policy 510: "Rights of Students Called to Active Military Service"](#) approved in November 2002, NDSU policy (see [Policy 146](#) – Section 2, Student Military Leave, and [Policy 333](#) – Class Attendance) . This policy is intended to enable campus officials and faculty to do what they can to minimize disruption to a student's educational program and financial impact that might otherwise result when a student is ordered to active duty. This is to make it easier for these students to devote full attention to family matters and other concerns.

This Military Service and Pre-Deployment Checklist is designed to assist you with the recommended steps to take prior to your deployment and when re-enrolling in classes before returning to NDSU.

### Deployment & Military Service Checklist

#### 1. Contact School Certifying Official, Military and Veteran Certification Office:

- o Discuss the impact on any VA educational benefits you are receiving.
- o Review impact on current class schedule and arrange to contact instructors.
- o Review impact on related fees associated with housing, parking, etc., and begin communication with the respective support service office(s).
- o Receive a copy of [Policy 510: "Rights of Students Called to Active Military Service"](#).

☎ Phone: (701) 231-7985

☎ E-Mail: [ndsu.veterans@ndsu.edu](mailto:ndsu.veterans@ndsu.edu)

☎ Morrill Hall Room 112

☎ Online [www.ndsu.edu/veterans](http://www.ndsu.edu/veterans)

#### 2. Contact and meet with all of your instructors:

- o Inform your instructors of your upcoming military obligated service. Discuss your available options i.e., complete the coursework online, withdraw, incomplete, etc.

#### 3. Contact and meet with an academic advisor:

- o Discuss the impact on your course requirements and long-range degree plan.
- o Bring a copy of your military orders and [Policy 510: "Rights of Students Called to Active Military Service"](#).

#### 4. Graduate students contact Graduate School

☎ Phone: (701) 231-7033 or

☎ Email: [ndsu.grad.school@ndsu.edu](mailto:ndsu.grad.school@ndsu.edu)

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### 5. Meet with the One Stop Office:

- o Complete the Cancel/Withdraw to Zero eForm on Campus Connection

- ☐ Online: <https://www.ndsu.edu/onestop/resources/help/withdrawing>

- o Ask about the impact of any scholarships or financial aid you are receiving.

- ☐ Phone: (701) 231-6200

- ☐ Memorial Union

- ☐ Online: <https://www.ndsu.edu/onestop>

### 6. Contact University Housing:

- o On-Campus: Ensure your Residence Advisor (RA) is aware of your military service and to discuss your contract and check-out procedures. You may be entitled to a pro-rated refund.

- ☐ Phone: (701) 231-7557

- ☐ Address: 1415 14<sup>th</sup> St N, Fargo, ND 58102

- ☐ Online: [https://www.ndsu.edu/residence\\_life/](https://www.ndsu.edu/residence_life/)

- o Off-Campus: Contact your landlord and make sure they are aware of your military service orders.

### 7. Dining Hall:

- o Cancel your meal plan (if applicable). All requests to cancel must be in writing either in an e-mail or letter. Ensure you provide a copy of your military service orders as you may also be entitled to a pro-rated refund.

- ☐ Email: [ndsu.dining@ndsu.edu](mailto:ndsu.dining@ndsu.edu)

- ☐ Address: 1411 Albrecht Blvd., Fargo, ND 58102

- ☐ Online: <https://www.ndsu.edu/dining/>

### 8. NDSU Bookstore, if appropriate:

- ☐ Memorial Union

### 9. Return any items to the University Library to ensure you are not charged for items that exceed their due date because of your military service and deployment.

### 10. Parking permit refund

- ☐ Online: <https://www.ndsu.edu/parking/>

### 11. Request to Retain NDSU E-mail account through Military & Veterans Certification (must provide a copy of orders)

# NDSU MILITARY AND VETERANS CERTIFICATION

## Military Service & Pre-Deployment Checklist

### Re-Enrollment Checklist

1. Contact the Military & Veteran Certification Office

o Discuss VA educational benefits.

☎ Phone: (701) 231-7985

☎ E-Mail: [ndsu.veterans@ndsu.edu](mailto:ndsu.veterans@ndsu.edu) or [todd.yackley@ndsu.edu](mailto:todd.yackley@ndsu.edu)

☎ Morrill Hall Room 112

2. Contact the Office of Registration and Records:

o Navigate to the '[Campus Connection Guest page](#)'

o Click on the '**NDUS eForms**' tile.

o Click on '**North Dakota State University**' and then '**Reactivation Petition**' from the left side menu.

o Complete the form and monitor the email address entered on the submission for any communication about the completion of the form.

o If your deployment or activation included an overseas (OCONUS) assignment of at least 90 days:

o You may submit an "**Appeal General Education Requirements**" form (available <https://www.ndsu.edu/onestop/student-forms>) along with supporting documentation (e.g., orders, medal citation, paid travel voucher) to request certain General Education requirements be considered "met."

o **90+ days overseas:** Fulfills the **Global Perspectives** general education requirement.

o **180+ days overseas:** Fulfills both the **Global Perspectives** and **Cultural Diversity** general education requirements.

o While these experiences do not grant college credits, they eliminate the need to take specific courses to fulfill these requirements. This allows you to use that space in your degree plan for a different course of your choice or to reduce your course load in a future semester.

☎ Phone: (701) 231-7981

☎ email: [ndsu.registrar@ndsu.edu](mailto:ndsu.registrar@ndsu.edu)

☎ Ceres Hall Rm 110

3. Contact your Academic Advisor to confirm what classes support your degree plan and enroll in classes.

4. Contact the Office of Financial Aid and Scholarships for any questions regarding possible scholarships and potential conflicts with meeting deadlines.

o Discuss with the Financial Aid and Scholarships Office through One Stop if not able to meet deadlines.

☎ Phone: (701) 231-6200 (One Stop)

☎ Memorial Union

☎ Online: <https://www.ndsu.edu/onestop/finaid>

o Complete the FAFSA (<https://fafsa.ed.gov/>)

# NDSU MILITARY AND VETERANS CERTIFICATION

## 5. Contact University Housing for Residence

- ☎ Phone: (701) 231-7557
- ☎ Address: 1415 14<sup>th</sup> St N, Fargo, ND 58102
- ☎ Online: [https://www.ndsu.edu/residence\\_life/](https://www.ndsu.edu/residence_life/)

## 6. Contact Residence Dining Center for Meal Plan:

- ☎ Phone: (701) 231-7001
- ☎ Reed Johnson-Weible complex
- ☎ Online: [https://www.ndsu.edu/dining/dining\\_centers/residence\\_dining\\_center/](https://www.ndsu.edu/dining/dining_centers/residence_dining_center/)

Effective 1 April 2025.

For changes or more information please contact the School Certifying Official at

701-231-9782 or

email [ndsu.veterans@ndsu.edu](mailto:ndsu.veterans@ndsu.edu)