

# GETTING STARTED

## YOUR NEXT STEPS TO NDSCS ONLINE

### WELCOME TO **NDSCS ONLINE**

NDSCS faculty and staff are committed to your success both inside and outside the classroom.

This guide will help you **NAVIGATE THE STEPS** leading up to **REGISTRATION** for classes, so please review the information carefully. If you have any questions, let us know. We're here to help!

### **NEW STUDENT CHECKLIST**

- Apply for financial aid
- Become familiar with your estimated costs
- Activate your online services
  - Claim your NDUS account
  - Activate your NDSCS account
  - Access your NDSCS email
- Schedule a placement test, if needed
- Submit final transcripts, if needed
- Contact your advisor
- Register for classes online
- Purchase textbooks
- Review Blackboard Student Orientation



### **QUESTIONS?**

701-671-2275 or 800-342-4325, ext. 3-2275  
NDSCS.Distance.Ed@ndscs.edu



800 6th Street North  
Wahpeton, ND 58076  
**NDSCS.edu/Online**

## BECOME FAMILIAR WITH YOUR ESTIMATED COSTS

Your overall costs at NDSCS will depend on several factors, including your program of study and other required supplies and equipment.

## UNDERSTANDING YOUR INVESTMENT

Estimate your costs at [NDSCS.edu/Paying-for-College](https://ndscs.edu/Paying-for-College).

**Contact Business Affairs with further questions at:**

1-800-342-4325 ext. 3-2216 | [NDSCS.BusinessAffairsOffice@ndscs.edu](mailto:NDSCS.BusinessAffairsOffice@ndscs.edu)

## ACTIVATE YOUR ONLINE SERVICES

Before you register, you will need to set up your online services by completing the steps at [NDSCS.edu/IT-Setup](https://ndscs.edu/IT-Setup). You will be asked to:

- Claim your University System/CampusConnection Account. These credentials are used to access CampusConnection where you can register online, access your schedule, add/drop classes, accept financial aid, pay your bill, check your final grades, maintain your contact information and more. Additional CampusConnection help can be found at [NDSCS.edu/CC-Help](https://ndscs.edu/CC-Help).
- Activate your NDSCS account.
- Access your NDSCS email.

## ADVISORS

Students should visit with an academic advisor or counselor to plan their course schedule each semester. They can help select classes in the correct sequence as well as help you set your academic and career goals. You will receive an email from the Registrar's Office notifying you who your online advisor is.

To see a list of online program advisors and their contact information, visit [NDSCS.edu/Online-Advisors](https://ndscs.edu/Online-Advisors).

## REGISTRATION

Registration for the fall semester begins in late spring and continues through summer. Spring and summer registration begins in late fall. You will need to log into CampusConnection and complete the Financial Obligation Agreement each semester before registering for classes.

Go to [NDSCS.edu/RegisterForClasses](https://ndscs.edu/RegisterForClasses) for more information about registration.

To help ensure student success, NDSCS uses qualifying exam scores to place students in English and math courses. Qualifying exams may include ACT or SAT college entrance exams or the ACCUPLACER test. You may be required to take the ACCUPLACER test if:

- ACT or SAT was never taken or official scores have not been received by NDSCS;
- ACT or SAT official scores are more than five years old;
- You have never taken any college-level English or math courses.

If you are required to take the ACCUPLACER test, it's important to schedule the exam prior to registering for classes as the result can impact your recommended courses. More information about course placement and ACCUPLACER testing is available at [NDSCS.edu/TestCenter](https://ndscs.edu/TestCenter).

Call 701-671-2256 or 800-342-4325, ext. 3-2256 or email [NDSCS.StudentSuccess@ndscs.edu](mailto:NDSCS.StudentSuccess@ndscs.edu) to schedule your testing appointment.

## BOOKSTORE

Order books for your online classes as well as other merchandise at [NDSCSbookstore.com](https://ndscsbookstore.com). Several classes also require access codes which will be bundled with the textbook.

**BOOKSTORE QUESTIONS** 701-671-2125 or 800-342-4325 ext. 3-2125

## FERPA

FERPA was enacted to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students who wish to release certain information to their family or another third party must complete and submit the FERPA Release Form to NDSCS Enrollment Services. To see more about FERPA and find a link to the form, visit [NDSCS.edu/Privacy](https://ndscs.edu/Privacy).

## FINANCIAL AID OVERVIEW

NDSCS makes paying for college affordable with both federal financial aid and scholarships available. We're here to help you understand your options and to make it a smooth process for all students.

## APPLY FOR FEDERAL FINANCIAL AID

- 1** Apply for a **Federal Student Aid ID (FSA ID)** with the U.S. Department of Education for both parent and student at [studentaid.gov](https://studentaid.gov). The FSA ID allows the student and parent to sign applications and promissory notes electronically.
- 2** Complete the **Free Application for Federal Student Aid (FAFSA)** as soon as possible after October 1 of each year at [studentaid.gov](https://studentaid.gov). Once completed you will receive an e-mail within five to seven days from the Department of Education.
- 3** If you are selected for verification, the NDSCS Financial Aid office will request a copy of your income tax information and a verification worksheet. Find the verification worksheets at [NDSCS.edu/FinancialAid](https://ndscs.edu/FinancialAid) and click on the **'Forms'** link.
- 4** Once you receive your financial aid award e-mail notice, accept or decline your financial aid award through CampusConnection.
- 5** If you are accepting a student loan for the first time, you must complete the entrance loan counseling session and a Master Promissory Note. Students can do this at any time at [studentaid.gov](https://studentaid.gov).
- 6** Determine if you need additional resources in addition to the financial aid offered to you. Estimate your costs at [NDSCS.edu/Paying-College](https://ndscs.edu/Paying-College) and look at Alternative Loans at [NDSCS.edu/Available-Loans](https://ndscs.edu/Available-Loans).

## FINANCIAL AID QUESTIONS

**WAHPETON** 701-671-2207 | [NDSCS.Fin.Aid@ndscs.edu](mailto:NDSCS.Fin.Aid@ndscs.edu)

## SCHOLARSHIPS

Unlike loans, scholarships never have to be paid back. They are a great way to help pay for college. Scholarships are available from a variety of sources; therefore, you need to be resourceful and initiate the process early each year.

If you completed the scholarship portion of the admission application you will automatically be considered for NDSCS scholarships, watch your mailbox for more information.

Learn more at [NDSCS.edu/Scholarships](https://ndscs.edu/Scholarships). Here you can also complete the NDSCS scholarship application if you were unable to answer scholarship questions when you completed the admission application.

## ENROLLMENT

In order to receive federal, state or NDSCS sponsored aid, a student must be working towards a degree or certificate in an eligible program, with at least half-time active enrollment.

## REMINDER

If you are currently enrolled in high school or college you must submit a final transcript when your courses are completed. Final transcript(s) should include graduation and/or course details. Failure to provide a final transcript(s) will prevent financial aid from being disbursed as well as prevent future registration.

NDSCS accepts electronic transcripts from services such as eTranscript, Parchment, Naviance, National Student Clearinghouse, and Docufile. If those services are not available, send official transcripts to:

### NDSCS Enrollment Services

800 6th Street North, Wahpeton, ND 58076

The North Dakota State College of Science is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 800-621-7440.