WELCOME TO THE MYSTIC ADVISING & COUNSELING CENTER!

This book was designed to provide you with information on services available to you at Bismarck State College and in the Bismarck/Mandan community. It contains a summary of the information provided at the Mystic Advising & Counseling Center (the MACC) such as career services, academic advising, personal counseling, multicultural services, and substance abuse prevention.

The MACC promotes the educational success of BSC students by providing services that support student achievement in their academic, career, social, and personal goals.

We encourage you to make an appointment with the MACC if you need assistance with any of the topics identified in this book.

The MACC is located in the lower level of the Student Union.

Appointments can be made by calling 701-224-5752.
SERVICES FOR STUDENTS AT BSC

General Information ........................................... 1-800-445-5073
or 701-224-5400

Academic Records ........................................... 701-224-5420
• Grades, Graduation, Transcripts

Academic Support ........................................... 701-224-5671
• Sykes Student Success Center, Tutoring

BSC Aquatics & Wellness Center ....................... 701-751-4266

BSC Foundation Office ..................................... 701-224-2486
• Scholarship Information

Computer Help Desk ......................................... 701-224-5442
• Login/password assistance, BSC email, Campus Connection

Distance Education ........................................... 701-224-5766
• Online Campus

Financial Aid ..................................................... 701-224-5494
• Student Loans, Work-study, Scholarship Information

Security .......................................................... 701-224-2700
(After Office Hours press 0 to talk with Security.
Call 911 if it is an Emergency)

Student Accessibility Services ......................... 701-224-5671
• Classroom accommodations for disabilities

Student Life ...................................................... 701-224-5464
• Housing, Clubs, Food Services, Intramurals

Student Finance ............................................... 701-224-5533
• Tuition and Fees, Beyond Card, Payment Options

Testing and Assessment .................................... 701-224-5658
• Placement Exams, CLEP, & DSST

Veterans Services ............................................. 701-224-2576
• GI Bill, VA and Military Resources
All students should meet with their assigned academic advisor on a regular basis. Your academic advisor is your primary source regarding academic issues, programs and opportunities.

Advisors are available in the MACC for students who are unable to connect with their assigned academic advisor. Advisors in the MACC assist students with general advising questions, degree planning, course registration, course withdrawal, transfer questions, and graduation applications.

To best accommodate your schedule, please call 701-224-5752 to make an appointment.
WHO IS MY ADVISOR?

• An academic advisor is assigned to each student enrolled at BSC based on their program of study. This advisor may either be a faculty member or a professional staff member.

• To find your academic advisor, log on to the Campus Connection portal. Your advisor’s name and phone number will be listed under Student Center. Click on “details” to email your advisor.

• Other contact information for your advisor may be found in the BSC Employee Directory located on the BSC website.

HOW TO CHANGE YOUR ADVISOR

• To change your academic advisor or your program of study, complete the program/advisor change form located at bismarckstate.edu/academics/records/programadvisor

• Go to Academics > Academic Records >Student Forms>Program/Advisor Change Form
WHY SHOULD I SEE AN ADVISOR?

Academic advising is an important step towards achieving academic success. A relationship with an academic advisor provides you the opportunity to:

• Explore available academic options including choice of major.
• Develop an educational plan that fits your life goals and objectives.
• Learn about the resources and student services available at BSC.
• Select appropriate courses for your curriculum each semester.

WHAT TO BRING TO YOUR ADVISING APPOINTMENT

• Your User ID and Password for Campus Connection
• If you plan to transfer, program/major information from your transfer college or university
• A list of questions and topics to discuss with your advisor
• Your BSC transcript and/or Academic Requirements Report

To run an Academic Requirements Report please go to bismarckstate.edu/uploads/resources/4807/academic-requirements-report.pdf
THE ADVISOR/STUDENT RELATIONSHIP

EXPECTATIONS OF ADVISORS

• To encourage self reliance by helping students to make informed and responsible decisions
• To be knowledgeable about the resources, policies and procedures of Bismarck State College
• To give accurate and timely information, maintain regular office hours, and keep appointments
• To respect the rights of students and to maintain confidentiality

EXPECTATIONS OF STUDENTS

• To learn the requirements of your major area of study, schedule courses each semester in accordance with those requirements, be aware of the prerequisites for the courses you choose, and be familiar with the requirements of your transfer college or university
• To familiarize yourself with the BSC Catalog, the Student Handbook, and all policies and procedures
• To observe academic deadlines, know when to register for classes, and know when to add, drop or withdraw from classes
• To monitor and keep a record of your academic progress
• To contact your advisor, set up appointments, and attend advising sessions as scheduled
• To inform your advisor of any changes in your academic program, progress, and goals
HOW DO I CHOOSE CLASSES?

In addition to receiving direction from your assigned advisor, many documents are available on campus that will tell you what classes you need to take to meet the requirements of your degree plan.

The BSC Catalog
Available on the BSC website at catalog.bismarckstate.edu

Program Fact Sheets
• Course lists for all programs at BSC are located in Schafer Hall.

Advising Worksheets
• Worksheets for completing your program of study and meeting your general education requirements can be found on the individual academic program pages found at bismarckstate.edu/academics/programs

ACADEMIC REQUIREMENTS REPORT

The electronic Academic Requirements Report is an advising tool students can use to easily view a report matching their completed and in-progress coursework to the requirements of their program of study.

Follow these instructions to access the degree audit:
1. Log on to Campus Connection.
2. In your Student Center under Academics, click the drop down arrow and select Academic Requirements from the menu

TRANSFER INFORMATION

• If you plan to transfer to a four-year college or university, it is important to review that institutions course requirements for your program of study/major while you are still at BSC!
• The NDUS Program search engine (to help you find a transfer school in ND) can be found at ndus.edu/academics.
DROPPING CLASSES/WITHDRAWING FROM BSC

It is important to know that after you register for a class at BSC you are responsible for either attending the class or removing it from your schedule.

There are specific dates and deadlines that need to be followed. Please note you will still be charged for classes that you do not attend. It is also recommended that students who receive Financial Aid speak with the office of Financial Aid (701-224-5494) prior to dropping a class as many aid programs have specific credit requirements. If you need assistance withdrawing from BSC classes, please contact the MACC.

DATES AND DEADLINES

- To find out when the deadline is for course withdrawal, please reference the dates and deadlines calendar at bismarckstate.edu/deadlines then search for the start date of your class.

DROPPING A CLASS

- Utilize the drop feature in Campus Connection.
- Classes dropped after the start of a semester may show up as a “W” on your transcript. Please refer to the semester dates and deadlines for information about the last day to drop a class without transcript record.

WITHDRAWING TO ZERO CREDITS

- To completely withdraw from BSC you will need to complete a Withdrawing to Zero Credits form online.
- The form can be accessed at bismarckstate.edu/academics/records/withdrawdrop/withdraw

DROP OR WITHDRAWAL APPEAL

- This procedure allows students to appeal a transcript record or tuition and fee charges due to extenuating circumstances.
- Allowable circumstances include medical, military, death of immediate family member, or natural disaster. Documentation is required.
- The Drop or Withdrawal appeal forms will be considered by the appropriate BSC office and may be denied.
- The Drop or Withdrawal appeal forms can be completed online at: bismarckstate.edu/academics/records/withdrawdrop
COLLABORATIVE STUDENT REGISTRATION

Collaborative Students earn their degree from Bismarck State College but also take courses from another NDUS institution within the same semester. The following terms can help you understand the process:

- HOME Institution – This is BSC, the school you will receive your degree from.
- PROVIDER Institution – This is the school you will take a course from but not the school that will grant your degree.

Courses not eligible for collaborative registration

- Graduate level courses
- Courses where the student has not met the pre-requisites or co-requisites
- Courses offered at the same time and manner as BSC
- Courses that would put the student over 20 credits (Fall/Spring) or 15 credits (Summer) when combining collaborative and BSC credits

For more information, contact the Academic Records Office at 701-224-5420
FOUR-YEAR DEGREE OPTIONS

BSC has partnered with several universities to offer bachelor degree programs on the BSC campus as well as online. Representatives from these universities will assist you with the transfer process. Please note: Not all degree programs from a specific campus are offered on the BSC campus.

Contact the following campuses for admission/transfer questions:

**Dickinson State University - Bismarck**
Toll Free 1-800-279-HAWK or 701-224-5631
dickinsonstate.edu/academics/dsu-bismarckwilliston/

**NDSU Nursing at Sanford Health**
701-224-3800
ndsu.edu/nursing

**Minot State University**
Center for Extended Learning
Toll Free 1-800-445-5073 or 701-224-5496
minotstateu.edu/cel/bsc.shtml

**University of Mary**
Transfer Coordinator
701-355-8235
umary.edu/admissions
Links to graduation documents can be found online at bismarckstate.edu/academics/graduation/prepare

- In order for a student to be awarded a degree, they must complete an Application for Degree and submit it electronically to the BSC Academic Records Office.
- Students are encouraged to complete and submit an application immediately following enrollment in their final semester of classes.
- Students are able to review their Academic Requirements Report in CampusConnection to make sure they have met graduation requirements for their degree.
- Students should visit with their Academic Advisor to review their transcript and make sure they are eligible to apply for their degree.

**Note:** Online students should email their advisor for assistance with reviewing their transcript to make sure graduation requirements have been met before submitting the online Application for Degree.

**Available Degrees**
- Associate in Arts and Associate in Science
- Bachelor of Applied Science in Energy Management
- Associate in Applied Science
- Diploma, Certificate and Certificate of Completion
COLLEGE TERMINOLOGY

ASC (Academic Skills Course) – A preparatory class that does not count for credit.

CampusConnection – The student administration system used to build your schedule, check your Financial Aid status, pay your bills, or view grades.

Co-requisite – A course that must be taken at the same time with another course during the same semester.

CLEP – College Level Examination Program.

Credit Hour – The unit of measuring educational credit based on the number of hours in a classroom per week throughout a semester.

Dropped Course – Dropping a course by the deadline means the course is removed from your schedule, you are not charged, and the course does not appear on your transcript.

Elective – An optional academic course that counts towards the overall number of credits required to graduate.

EMPL ID – Student identification number.

FERPA (Family Educational Rights and Privacy Act) – At the age of 18 your privacy rights to you the student. FERPA prohibits schools from providing non-directory information to anyone including parents, spouses, or other family members. A FERPA waiver may be signed if you want specific individuals to have access to your private information.

GERTA (General Education Requirement Transfer Agreement) – Within the NDUS system classes may automatically transfer to other colleges if they are designated as a GERTA class.

GPA – Grade Point Average
Holds on Your Account – If you have not paid your bill to the school or if you have an unpaid fine, you may not be able to register for classes, view your grades, graduate, or receive a transcript from the school.

Intramurals – Sporting events open to all students (non-varsity).

NDUS – North Dakota University System.

Pre-Requisite – A course that is required prior to enrolling in a more advanced course.

SAP (Satisfactory Academic Progress) – You must maintain SAP to remain eligible for Financial Aid and to remain in good academic standing. This includes a satisfactory GPA and completion percentage.

Syllabus – A summary outline and schedule of a course.

Transcript – A comprehensive record of your academic progress from all post-secondary schools you have attended and credit earned by exam.

Withdrawn Course – A course withdrawn from after the drop/add period has passed and before the end of the course. The course appears on your transcript as a “W.” You will be charged for the course and withdraws impact academic progress.
MULTICULTURAL SERVICES

The Multicultural program at BSC offers cultural-based student support services to promote student success and cultural enrichment.

Services include:

• Assistance with admissions and academic advising
• A place to express your culture
• Neutral ground for expression of student concerns
• Promotion of diversity-related events and programs
• Scholarship information including the diversity waiver and the Tribal Higher Ed funding programs
• Degree plans for Tribal Higher Ed funding
• Referral to career/personal counseling, student accessibility services, and tutoring

To best accommodate your schedule, please call 701-224-5752 to make an appointment.
<table>
<thead>
<tr>
<th>Tribal Organization</th>
<th>Website</th>
<th>Phone</th>
<th>Fax</th>
<th>Address</th>
<th>City, State, Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheyenne River Sioux Tribe</td>
<td>crsteducationservices.com</td>
<td>605-964-7880/7882</td>
<td>605-964-7881</td>
<td>PO Box 590</td>
<td>Eagle Butte, SD 57625</td>
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<tr>
<td>Sisseton-Wahpeton Oyate</td>
<td>swo-nsn.gov</td>
<td>605-742-0150</td>
<td>605-742-0140</td>
<td>Higher Education Department</td>
<td>Agency Village, SD 57262</td>
</tr>
<tr>
<td>Spirit Lake Nation</td>
<td>spiritlakenation.com</td>
<td>701-766-4347</td>
<td>701-766-1213</td>
<td>Higher Education Program</td>
<td>Fort Totten, ND 58335</td>
</tr>
<tr>
<td>Three Affiliated Tribes</td>
<td>mhanation.com</td>
<td>701-627-4112</td>
<td>701-627-2295</td>
<td>Higher Education Department</td>
<td>New Town, ND 58763</td>
</tr>
<tr>
<td>Turtle Mountain Band of Chippewa</td>
<td>tmchippewa.com</td>
<td>701-477-8102</td>
<td>701-477-8053</td>
<td>Higher Education Program</td>
<td>Belcourt, ND 58316</td>
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SCHOLARSHIPS

Cultural Diversity Tuition Waiver

Application deadline: Fall – May 1; Spring – November 1

Eligibility:
• students must be members of a culturally diverse group (African American, Asian American, American Indian or Hispanic);
• special emphasis will be given to enrolled members of the Spirit Lake Sioux Tribe, Three Affiliated Tribes, Turtle Mountain Band of Chippewa and Standing Rock Sioux Tribe and students of North Dakota Tribal Schools,
• must be a degree seeking student at BSC,
• must apply for FAFSA,
• must not have earned a bachelor’s degree or higher,
• must have a cumulative GPA of 2.0 with a 66.67% completion rate of all classes attempted and have earned less than 90 credits and in good standing.

Recipients of the waiver are awarded to students that enroll in campus classes only. The waiver will not exceed 50% of the amount of tuition. Eligible students can apply for this waiver up to five semesters. Funding for the waiver is determined on a financial need basis.

BSC Foundation and other scholarships
bismarckstate.edu/scholarships

Multicultural scholarships
bismarckstate.edu/students/services/counseling/MulticulturalScholarships/
<table>
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<tr>
<th>Community Resource</th>
<th>Contact Information</th>
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<tr>
<td><strong>North Dakota Indian Affairs Commission</strong>&lt;br&gt;website: nd.gov/indianaffairs&lt;br&gt;Phone: 701-328-2428</td>
<td><strong>Youth Works Program</strong>&lt;br&gt;(Youthworks)&lt;br&gt;website: youthworksnd.org&lt;br&gt;Phone: 701-255-6909</td>
</tr>
<tr>
<td><strong>National Congress of American Indian Organizations and Tribes Directory</strong>&lt;br&gt;website: ncai.org/tribal-directory</td>
<td><strong>Great Plains Indian Health Services</strong>&lt;br&gt;website: ihs.gov/greatplains&lt;br&gt;Phone 605-226-7582</td>
</tr>
<tr>
<td><strong>South Dakota Department of Tribal Relations</strong>&lt;br&gt;website: sdtribalrelations.com&lt;br&gt;Phone: 605-773-3415</td>
<td><strong>American Immigration Center</strong>&lt;br&gt;website: us-immigration.com</td>
</tr>
<tr>
<td><strong>Montana Governor’s Office of Indian Affairs</strong>&lt;br&gt;website: tribalnations.mt.gov&lt;br&gt;Phone: 406-444-3702</td>
<td><strong>Lutheran Social Services (LSS)</strong>&lt;br&gt;website: lssnd.org&lt;br&gt;Phone: 701-235-7341</td>
</tr>
<tr>
<td><strong>Minnesota Indian Affairs Council</strong>&lt;br&gt;website: mn.gov/indianaffairs</td>
<td><strong>Bismarck Adult Learning Center</strong>&lt;br&gt;Phone: 701-323-4530</td>
</tr>
<tr>
<td><strong>Native American Children &amp; Family Services</strong>&lt;br&gt;website: nativeinstitute.org&lt;br&gt;Phone: 701-255-6374</td>
<td><strong>General Equivalency Diploma (GED) testing</strong>&lt;br&gt;website: ged.com</td>
</tr>
<tr>
<td><strong>American Indian Higher Education Consortium (AIHEC)</strong>&lt;br&gt;website: aihec.org&lt;br&gt;Phone: 703-838-0400</td>
<td><strong>Test of English as a Foreign Language (TOEFL) testing</strong>&lt;br&gt;website: ets.org/toefl&lt;br&gt;BSC’s code is 6041</td>
</tr>
<tr>
<td><strong>World Education Services</strong>&lt;br&gt;ordering official high school or college transcripts from foreign country&lt;br&gt;website: wes.org</td>
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</table>
PERSONAL COUNSELING

Individual counseling is available to BSC students free of charge at the MACC. In this interpersonal process, students work with a professionally trained counselor to meet goals such as:

- Establishing positive relationships
- Developing effective coping skills
- Eliminating self-defeating thoughts, feelings, or behaviors
- Maintaining quality mental health
- Examining life goals
- Decreasing test anxiety

The MACC operates on a brief counseling model design, working toward solutions to your concerns in as few sessions as possible. At times, a referral to another campus service or outside agency may be more appropriate to meet specific needs. If a referral is necessary, students will be assisted with the transition to another on-campus professional or to an appropriate community resource.

To best accommodate your schedule, please call 701-224-5752 and make an appointment.
TEST ANXIETY

• College students may experience changes in their responses to taking tests, completing assignments, or public speaking.
• These experiences are not uncommon for students who are new to college or during mid-terms, finals, and other exams.
• This is sometimes referred to as test anxiety.
• Many students will experience heightened stress and anxiousness before or during tests.
• These experiences do not necessarily indicate a diagnosis of anxiety.
• Students may be able to decrease these experiences.

HOW TO DECREASE TEST ANXIETY

1. **Attend class and study.**
   • Review class materials with a friend or classmate.
   • Contact BSC’s Academic Support office for help with developing effective study skills.

2. **Before the test.**
   • Relax in a quiet spot.
   • Utilize deep breathing exercises.
   • Encourage yourself to do your best.

3. **During the test.**
   • Sit in the same area during class to decrease change.
   • Answer easy questions first and come back to more difficult ones.
   • Take a few deep breaths to refocus when needed.
   • Focus on yourself. Do not get distracted by others who leave early.

4. **After the test.**
   • Remember that you did your best.
   • A test may help you identify study skills you still need to work on.
   • Learn from the experience and ask for assistance if needed.
   • Reward yourself by relaxing or spending time with friends and family.

Students are encouraged to contact a counselor in the MACC at 701-224-5752 for additional assistance.
ORGANIZATION AND TIME MANAGEMENT TIPS

• Use a planner to map out all of your commitments (classes, study time, work, family, friends, clubs, organizations, etc.).
• Write ‘To Do’ Lists.
• Highlight due dates and test dates in your syllabi and transfer them to your planner.
• Use waiting time to study. Read a text book or review notes while waiting for the dentist or between classes etc.
• Study in short intervals and take brief breaks.
• Schedule time for homework into your planner on a daily basis.
• Prioritize tasks based on due dates. What is the first and most important thing you need to do?
• Minimize distractions while you study.
• Turn off TV, phones, and the internet.
• Stay on campus to study in the library or a designated study area versus going home.
STRESS MANAGEMENT

- Focus on what you can get done and what you have accomplished.
- Utilize a planner and maintain a schedule.
- Maintain a balance between school, work, family, friends, and taking care of yourself.
- Learn to say NO if you are overwhelmed.
- Try to get six to eight hours of sleep each night.
- Eat healthy, balanced meals.
- Schedule regular, moderate exercise.
- Share your problems with friends or family.
- Seek help from your instructor, an advisor, a counselor, or a tutor.
- Avoid using alcohol, tobacco, or illegal drugs to manage stress.
- Use moderation with gaming, social media, or television.
- Use a calming breathing exercise. Square breathing is one simple technique:
  - Inhale for four seconds,
  - Hold for four seconds,
  - Exhale for four seconds,
  - Hold for four seconds.
DEPRESSION

- Depression is a serious mental health concern characterized by feelings of sadness, helplessness, worthlessness, and fatigue.
- Some sad feelings from time to time are normal; however, if they do not go away or if they start interfering with relationships, activities of daily living, school, and/or work, it is time to seek help.

Students are encouraged to contact a counselor in the MACC at 701-224-5752 for additional assistance.
SUICIDE WARNING SIGNS
IF YOU OR SOMEONE YOU KNOW IS THINKING ABOUT SUICIDE, SEEK HELP.

1. Specifically ask the person if they are thinking about suicide. This is the most important intervention! Asking about suicide will not lead to a suicide.

2. Listen to the answer. If the person tells you they are thinking about suicide, talk to them openly.
   • Make statements that suicide is not a good solution and suggest alternatives to suicide.
   • Focus on solutions to problems and the strengths of the individual.
   • Acknowledge the individual’s pain but encourage them to find a better way to decrease the pain in their lives.
   • Offer hope and encourage positive thoughts about the future.

3. Encourage them to seek help. Ask them if they would like to be taken to the hospital, a counselor, a physician, a clergy member, or a family member. Go with them if possible and never keep suicide a secret from others.

4. Give them phone numbers for suicide hotlines.
   • Hopeline Network.........................................................1-800-SUICIDE
   • FirstLink ...............................................................2-1-1 or 1-800-273-8255
   • West Central Human Service Center
     24-Hour Crisis Line.................701-328-8899 or 1-888-328-2112

5. If you feel the individual is in immediate danger, call the police and ask them to conduct a welfare check. Remove weapons or pills from the home if you have access to them. Also, notify another person in close contact with the suicidal person and enlist their assistance.

Students are encouraged to contact a counselor in the MACC at 701-224-5752 for additional assistance.
RESOLVING CONFLICT IN RELATIONSHIPS

Focus on solutions versus blame.
How can we work this out? How will we fix this problem?
Can we work together and find a solution to our conflict?

Take a break.
Walk away if necessary. Think about how your words or actions are contributing to resolving the conflict.

Set healthy boundaries.
Treat each other with respect. Avoid violence.

Express your feelings.
Bottling up anger is just as bad as blowing up. Talk about why you are angry with a friend or counselor. Seek advice. If you don’t like to talk about it, write out your feelings in a journal.

AM I IN A HEALTHY RELATIONSHIP?

IN A HEALTHY RELATIONSHIP, YOU:

• Treat each other with respect
• Feel secure and comfortable
• Can resolve conflict
• Refrain from violence
• Enjoy the time you spend together
• Maintain individuality and privacy
• Can trust each other
• Are intimate/sexual with each other by choice
• Communicate clearly and openly
• Encourage other friendships
• Know that most people in your life are happy about your relationship
• Have more good times in the relationship than bad
CONSENT

It is important to obtain explicit consent from any sexual partner and not to make assumptions. If confusion or ambiguity on the issue of consent arises anytime during the sexual interaction, it is essential that each participant stops and clarifies, verbally, willingness to continue. Consent to one form of sexual act does not imply consent to other forms of sexual act(s).

What should I do if I or a friend may have been sexually assaulted?

• If a medical emergency or a crime is in progress call 911.
• You should seek medical attention as soon as possible.
• Call Bismarck State College Campus Safety and Security at 701-224-2700 and they will help you or your friend get the care you need.
• You may also want to consider calling a counselor at the BSC Mystic Advising and Counseling Center for confidential counseling. During the day you may call 701-224-5752
• If you need assistance after hours, the Abused Adult Resource Center (701-222-8370) and West Central Human Services Center (701-328-8888) both provide confidential rape crisis counseling to men and women, 24 hours a day.

If you wish to pursue a complaint against the alleged perpetrator, or if you wish to discuss your options, you should consult with the College’s Title IX Coordinator or one of the Title IX Deputies. Find more information online at bismarckstate.edu/titleix.
COMMUNITY RESOURCES
(PERSONAL COUNSELING)

PSYCHIATRIC HEALTH CARE

Archway Mental Health (CHI St. Alexius Health)
900 E. Broadway Ave., Bismarck.................................701-530-7300

Sanford Behavioral Health
414 N. 7th St., Bismarck.................................................701-323-6543

West Central Human Service Center
1237 W. Divide Ave. Suite 5, Bismarck .........................701-328-8888

ABUSE, NEGLECT, & RAPE

Abused Adult Resource Center: abusedadultresourcecenter.com
218 W. Broadway Ave., Bismarck.................................701-222-8370
Toll-free (after hours) .........................................................1-866-341-7009

West Central Human Services (Crisis Line)
1237 W. Divide Ave. Suite 5, Bismarck .........................701-328-8899
Crisis Line ........................................................................701-328-8899
Toll-free ........................................................................1-888-328-2112

Students are encouraged to contact a counselor in the MACC at 701-224-5752 for additional information about Community Resources for Personal Counseling.
Bismarck State College provides an atmosphere of physical and mental well-being and supports the provision of services that provide a healthy and safe environment for its students, employees and visitors. To support this atmosphere - BSC is a drug, alcohol, and tobacco-free campus.

BSC has set forth policies and procedures regarding alcohol, tobacco, and other drugs and maintains an on-campus substance-abuse prevention program.

For more information on Substance Abuse Prevention at BSC, please contact the MACC at 701-224-5752.
Campus policies pertaining to substance abuse prevention and the health risks of alcohol and other drugs can be found in various places on the BSC website. Search for the Residence Hall Handbook and the Student Handbook.

The Alcohol & Illegal Drug Policy can be found at bismarckstate.edu/uploads/resources/358/AlcoholandIllegalDrugs.pdf

BSC is a Tobacco Free Campus bismarckstate.edu/uploads/85/TobaccoFreeCampusSmoking.pdf

Examples of prevention activities at BSC:

• BSC is an Alcohol, Tobacco, and Drug-Free Campus.
• Advertisements for alcohol are prohibited on campus.
• Alcohol-free activities are promoted.
• Individualized education programs used to promote alcohol awareness.
• Free, personal, and confidential counseling is available in the MACC for all BSC students.
• Resources and referral services are available for students who experience alcohol and / or drug abuse.

Medical Amnesty

Individuals under 21 are immune from criminal prosecution if that person contacts law enforcement or emergency medical personnel and reports another person under 21 in need of medical assistance due to alcohol consumption.
ALCOHOL FACTS

• It is illegal for anyone under the age of 21 to buy or drink alcohol.
• Alcohol is considered a depressant drug.
• A blood alcohol concentration (BAC) of .08 is considered legally drunk.
• Drinking just one drink can affect a person’s ability to drive safely.
• The average body can only metabolize one drink per hour.
• Drinking four (women) or five (men) drinks in one sitting is considered binge drinking.
• There is no safe level of alcohol use for pregnant women.
• Be mindful of the size of your glass! Each of the following is considered a standard drink.
  • Twelve ounces of beer
  • 8 ounces of malt liquor
  • 5 ounces of wine
  • 1.5 ounce shot (80 proof liquor)
• The only thing that will help you sober up is time! Drinking coffee, showering and eating have no effect on how soon you will sober up.
• Even after a person takes their last drink, their BAC continues to rise.

Students with concerns about alcohol use are encouraged to contact a counselor in the MACC at 701-224-5752 for additional assistance.
ALCOHOL POISONING

Alcohol poisoning is a medical emergency. If you know a friend has been drinking, and they have passed out, or they are not responsive – call 911 for help. Do not let them sleep it off. Alcohol poisoning can lead to brain damage or death!

Signs of an alcohol overdose:
*(Not all signs need to be present)*

- Mental confusion or stupor
- The individual has passed out and you are not able to wake them
- Slow or irregular breathing
- Hypothermia (low body temperature, bluish, pale, or clammy skin)
- Vomiting
- Seizures

If you suspect an alcohol overdose:

- Call 911!
- Turn the person on his/her side to prevent choking in case they vomit.
- Stay with the person until help arrives!
- Don’t worry that the drinker will be mad at you. Be safe – not sorry!

Medical Amnesty

Individuals under 21 are immune from criminal prosecution if that person contacts law enforcement or emergency medical personnel and reports another person under 21 in need of medical assistance due to alcohol consumption. For more information reference the ND Century Code Section 5=01=08(6).
TEN SIGNS OF ADDICTION

1. You have trouble meeting responsibilities at school or work.
2. You are fighting with friends or family on a regular basis.
3. You begin to have financial or legal problems.
4. It feels like you can’t have a good time unless you are using.
5. You use substances to cope with stress and activities of daily living.
6. Others criticize you or express concern about your substance use.
7. You begin to experience memory loss or you frequently black out.
8. A tolerance develops and it takes more than it usually did to feel the same effects of the substance you use.
9. Withdrawal symptoms occur if you stop using.
10. You begin to lie about your use, put the substance use above everything else, and ignore the problems the substance is causing in your life.

Students with concerns about addiction are encouraged to contact a counselor in the MACC at 701-224-5752 for additional assistance.
PEER PRESSURE: HOW TO SAY NO!

It is sometimes difficult to say “no” to drugs and alcohol when you are being pressured by a friend. It is best to be confident and firm in your decision to not drink before you are 21, drink too much, or use illegal drugs. But if you are having trouble, try some of the options listed here. If you find your friends continue to pressure you, it may be time to find new friends who respect your decisions.

• Just say “no” and keep saying it until they get the point!
• Make an excuse: “I have to get up early,” or “I have a test tomorrow.”
• Reference the importance of your job and mention they conduct random drug tests.
• Tell them you are the sober driver or you are choosing to stay sober.
• Find people that are not using and socialize with them.
• Remind them that you are having fun and that you will still have fun without the substance they are offering.
• Carry a non-alcoholic drink with you at all times so they stop asking.
• Excuse yourself and leave the scene if the pressure is intense.

To take a refusal challenge, go to intheknowzone.com.
COMMUNITY RESOURCES
(SUBSTANCE ABUSE)

If a medical emergency (such as Alcohol Poisoning) or a crime is in progress, CALL 911!

West Central Human Service Center
Chemical Dependency Program
1237 W. Divide Ave., Bismarck (Prairie Hills Plaza) ....... 701-328-8888

CHI St. Alexius Health: primecare.org
Partial Hospitalization Program/ Outpatient Behavioral Health
311 N 11th Street, Bismarck ........................................ 701-530-7212

Heartview Foundation: heartview.org
101 E. Broadway, Bismarck ........................................... 701-222-0386
Toll-free ........................................................................ 1-800-337-3160

New Freedom Center: newfreedomcenter.org
905 E. Interstate Ave., Bismarck ........................................ 701-222-4673
Toll-free ........................................................................ 1-800-334-8244

North Dakota Teen Challenge: tc4hope.org
Faith-Based Services
1406 2nd St. NW, Mandan ........................................ 701-667-2131

ACT (Alternative Choices Training)
Minor in Possession and Adult Misdemeanor Classes
Bismarck State College, Continuing Education .......... 701-224-5600
INFORMATION CENTERS & HOTLINES

Alcoholics Anonymous Hotline ........................................... 701-222-2100
Substance Abuse & Mental Health Service Administration (SAMHSA) ..................................................... 1-800-662-4357
ND Prevention Resource Center ........................................ 701-328-8919
Bismarck Police Youth Bureau ......................................... 701-222-6738
Mandan Police Youth Services Division ......................... 701-667-3250
Youthworks of North Dakota ........................................... 701-255-6909
First Link Hotline .......................................................... 2-1-1
Use 211 to locate support groups and treatment centers within ND.
North Dakota Tobacco Quitline .................................... 1-800-784-8669

Support Groups
Alcoholics Anonymous, Bismarck-Mandan ...................... 701-222-2100
Alanon (for anyone with a family/friend who abuses alcohol)
Check ndalanon.com to get local meeting information
World Service Headquarters ........................................ 1-800-344-2666
Youthworks Peer Group
221 W. Rosser, Bismarck, ND 58501 ............................. 701-255-7229
Tobacco Cessation
CHI St. Alexius Health Pulmonary Rehabilitation Dept.
310 N 9th St., Bismarck, ND 58501 .............................. 701-530-8521
Career Services are available at the MACC. Services offered include:

- Career-interest testing
- Selecting a major
- Resume building
- Cover letters
- Mock interviews
- Employment data
- Job and Internship Fairs
- Career Counseling

**JOB SEEKERS NETWORK** is an online career service system available for students and alumni seeking long term employment with local, regional and national companies. Students may also find part time, summer, or internship positions on this site. The MACC strongly encourages students to begin searching for employment at least one semester prior to completing their program. To access Job Seekers Network, create a student login at bismarckstate.edu/jobseekers.

**KUDER JOURNEY** is an online career planning system designed to help you choose a major or plan for the career that is right for you. Go to bismarckstate.edu/careers to complete your Kuder Journey assessment and get a personalized report. If you’d like help using your results to decide on a major or plan your career, schedule an appointment with a Career Counselor in the MACC.

**FIRST DESTINATION REPORTS** For information about wage and employment rates of BSC graduates, reference our First Destination Reports at bismarckstate.edu/firstdestination.

**JOB AND INTERNSHIP FAIRS** Bismarck State College hosts multiple opportunities to connect with employers throughout the year. For the latest dates and information about upcoming Job and Internship Fair events visit bismarckstate.edu/jobfair.

To make an appointment with a Career Counselor, call 701-224-5752.
RESUME WRITING: DOS & DON’TS

DO
• Focus on skills/qualifications.
• Use 8 1/2” x 11” resume paper.
• Create bullets describing your job accomplishments.
• Make the resume easy to read.
• Tailor your resume to the job description.
• Include name, address, email, and phone numbers on your resume.
• Include a “skills” category.
• Include volunteer experience if you have volunteered a significant amount of time.
• Create a reference sheet.
• Communicate your purpose and value to employers.

DON’T
• Use abbreviations.
• Use binders or colored paper.
• Make statements you did not do or are unable to prove.
• Use a font size smaller than 12.
• Create a resume that does not resemble the job description.
• Use the title “resume.”
• Send a photo of yourself.
• Include recreational activity.
• Put short-term employment on your resume unless it directly relates to the job you want.
• List references on a resume or say “references available upon request.”
• Use repetitious statements or vague language.
JOB FAIR TIPS: PREPARING FOR A JOB FAIR ....

Obtain a list of employers attending
• BSC posts a list of employers attending upcoming Job Fairs at bismarckstate.edu/jobfair.
• Visit employer websites and prepare questions you can ask at the Job Fair.

Update your resume
• Your resume is your opportunity to promote yourself. Make sure all your information is up-to-date and easy to read. Contact the MACC for an appointment if you need help with your resume.

Practice what you'll say
• Be ready to discuss your interest in the company and your qualifications for the career opportunities you are pursuing.

Arrange for childcare
• A job fair is a serious opportunity to meet with prospective employers. Be as professional as you would be at a job interview.

AT THE JOB FAIR

Plan a professional appearance
• Choose interview appropriate attire. Do not smoke or drink alcohol prior to the job fair. Keep perfume or aftershave to a minimum or use none at all. Silence your cell phone.

Be remembered for the “Right” reasons
• Be prepared with an updated resume. Take several copies to the job fair to hand out. Shake hands. Smile. Discuss your interest in the company and your qualifications.

Be polite at all times
• The person you meet in the parking lot, hallway or restroom may be the employer you will see at the job fair.

Ask the employer questions
• Show your interest in each employer by asking about employment opportunities and why employees like working for them.

Always thank the employer for talking with you.
SAMPLE INTERVIEW QUESTIONS AND ANSWERS

Tell me about yourself.
Maintain a focus on the education, work experience, and skills that qualify you for the job.

Tell me what you know about our company.
Research the company before the interview to find out who they are, what they do, and why it matters to you!

What are your goals? Where do you expect to be in 5 or 10 years?
Focus on the current position for the short-term goal. Add in plans for promotion or further education for the long-term goal.

What are your strengths and weaknesses?
Strengths: Focus on your skills as they relate to the job you want. Weaknesses: Be genuine and describe a weakness that may relate to the job description. Then describe your plan of improvement.

Tell me how you deal with difficult customers/coworkers.
Use an example from your past and tell a brief story about the situation. How did you define the problem, generate solutions, and solve the problem? Know what your conflict management style is and describe how you relate to conflict in general.

Need help with interview skills?
Schedule a mock interview at the MACC!
QUESTIONS TO ASK IN AN INTERVIEW

It is important to have questions prepared for the moment when you are asked “Do you have any questions for us?”
• Please describe an average day on this job.
• What aspects of this job would you like to see enhanced?
• What are some challenges or problems related to this position?
• How would you describe the ideal candidate?
• When will you make the hiring decision?
• Please explain the opportunities for promotion or growth.

QUESTIONS TO AVOID IN AN INTERVIEW

• Stay away from asking about the salary/wage. If prompted regarding salary, ask what the standard wage for your qualifications would be.
• Don’t ask about vacations, paid holidays, paid sick days, or other questions related to benefits.
• Questions about the office itself such as “Will I have a window?” and “When are breaks/lunch?” etc.
HOW TO WRITE A THANK YOU NOTE

It is important to write a brief thank you note to each person who interviewed you for the position immediately after the interview.

Step 1: Use a standard sized thank you note card. Print/write your response so it is easy to read.

Step 2: Make sure you have spelled the name of the interviewer(s) correctly. Double check the names on the agency website if you are unsure.

Step 3: Be brief. Note the job you interviewed for and the date, your appreciation for the interview, and your interest in the job.

Step 4: The note should reflect (briefly) why you are qualified for the job.

FOLLOW-UP CALLS

It can take several weeks after an interview before a hiring decision is made. If you have not heard from the employer after 2-3 weeks, it is a good idea to call and ask if the position has been filled. Start with the HR department, manager, or the person who received your job application. Do not call multiple times! Ask for a time frame regarding the position and ask how you might be notified of the hiring decision (email, letter, phone call, etc.).

What should I say when I call?

• Introduce yourself, state the position you applied for, and the date you interviewed. Be respectful at all times.
• Tell them you are still interested in the position, and that you’re following up to see if a decision has been made.
• If they have chosen another candidate: Thank them for letting you know. You may close the conversation with a statement like this: Please keep my application on file in the event that you need another person for this position. Thank you.
REASONS PEOPLE DON’T GET HIRED

• They didn’t dress appropriately for the interview.
• Lack of interest and enthusiasm for the position.
• They didn’t have a long-term purpose, goal, or career plan.
• The “I just need a job” mentality.
• A focus on salary or benefits during the interview.
• Not willing to start at the bottom of the agency.
• Negativity expressed towards previous employers or instructors.
• Poor eye contact, extreme nervousness, or lack of confidence during the interview.
• Arriving late for the interview or not following up with requested information in a timely manner.
• Failure to follow up with a thank you note.
• Vague responses to questions or an inability to express information clearly.
• Information received from references was negative.
• Applicant was overly aggressive.
• An email address, voice mail message, or a social media page that contains inappropriate content.
COMMUNITY RESOURCES (CAREER SERVICES)

Job Service North Dakota: jobsnd.com
Job search, training, testing, apprenticeships, and unemployment
1601 E. Century Ave., Bismarck...............................701-328-5000

TrainND: trainnd.com
Bismarck State College Continuing Education
1st Floor, BSC National Energy Center of Excellence
Phone .................................................................701-224-5600
Toll-free .........................................................1-877-846-9387

Burdick Job Corp: quentinnburdick.jobcorps.gov/home.aspx
1601 E. Century Ave., Bismarck...............................701-221-5857

EMPLOYMENT AGENCIES

Command Center: commandonline.com
214 N 24th St. Bismarck, ND 58501............................701-250-9675

Dakota Staffing Solutions: dakotastaffingsolutions.com
1310 E. Boulevard Ave., Suite 6, Bismarck ..................701-751-7823

People Ready: peopleready.com
2015 E. Main Ave., Bismarck......................................701-258-9800

Spherion Staffing: spherion.com
1830 E. Century Ave., Suite 2, Bismarck.....................701-250-1111
The staff of the MACC try to meet the needs of each BSC student, but sometimes a requested service is not available or is beyond the scope of our services. The following chapter outlines additional services within the BSC campus and the Bismarck/Mandan community. Please note that some of the community social service programs have income or age restrictions. You may be asked to fill out an application or submit to a background check before you receive services.

If you need help accessing community services, please call 701-224-5752 and contact a counselor at the MACC.
EMERGENCY

In the event of a medical emergency, crime in progress, or fire
DIAL 911 (off campus)
DIAL 9-911 (using an on campus phone)

CAMPUS SECURITY.................................................................224-2700
For more information on BSC Security go to bismarckstate.edu/safety

POLICE & SHERIFF (NON-EMERGENCY CALLS)
Bismarck Police .................................................................223-1212
Youth Bureau .................................................................222-6738
Mandan Police .................................................................667-3250
Lincoln .................................................................258-2403
Burleigh County Sheriff .................................................................222-6651
Morton County Sheriff .................................................................667-3330

POISON CONTROL
American Association of Poison Control Centers........1-800-222-1222

ABUSE AND NEGLECT
Abused Adult Resource Center
218 W. Broadway Ave., Bismarck.....701-222-8370 or 1-866-341-7009
West Central Human Services
1237 W. Divide Ave., Suite # 5, Bismarck.........................701-328-8888
24 Hour Emergency Line....................701-328-8899 or 1-888-328-2112
Burleigh County Social Services (Child protection/elder abuse)
415 E. Rosser Ave., Bismarck..........................701-222-6622
MEDICAL SERVICES

Sanford Health: sanfordhealth.org/bismarck
300 N. 7th Street, Bismarck
Emergency Room ................................................................. 701-323-6150
Information ........................................................................ 701-323-6000

CHI St. Alexius Health: chistalexiushealth.org/Bismarck
900 E. Broadway, Bismarck
Emergency Room ................................................................. 701-530-7001
Information ........................................................................ 701-530-7000
Appointments ........................................................................ 701-530-5550

Mid-Dakota Today Clinic
9th & Rosser Entrance
Walk in Clinic ....................................................................... 701-530-5949

UND Center for Family Medicine
403 Burlington St. SE, Mandan, 58554 .............................. 701-530-4608

UND Family Practice Center: cfmbismarck.und.edu
701 E Rosser Ave, Bismarck .................................................. 701-751-9500

HEALTH AND FAMILY SERVICES

Custer Family Planning Center
701 E Rosser Ave, Bismarck, ND 58501 ...................... 701-255-3535
Toll-fee ............................................................................... 1-866-244-3535

Prescription Connection: nd.gov/ndins/prescription
Connects qualified low income people with prescription medication
For more information .......................................................... 1-888-575-6611

Bridging the Dental Gap: dentalgap.org
Basic dental services for low income patients.
1223 S. 12th St. Suite 1, Bismarck, ND 58501 .......... 701-221-0518

Bismarck-Burleigh Public Health
Immunizations, Nutrition Services, Maternal & Child Health, WIC
500 E. Front Ave., Bismarck, ND 58501 ......................... 701-355-1540
Custer Health (Morton County)
Immunizations, HIV/Aids screening, Child Health/Car Seat Program
403 Burlington St. SE, Mandan, ND 58554.........................701-667-3370
Toll-free .................................................................1-888-667-3370
WIC (women, infants and children) program.....................701-667-3364

NDSU Extension Service: ag.ndsu.edu/burleighcountyextension
Family Nutrition Program
3715 East Bismarck Expressway, Bismarck, ND 58501...701-221-6865

The Village Family Service Center: thevillagefamily.org
107 Main Ave. Suite 350, Bismarck, ND 58501..........1-800-627-8220

Lutheran Social Services: lssnd.org
1616 Capitol Way, Bismarck, ND 58501.........................701-223-1510

Catholic Charities North Dakota: catholiccharitiesnd.org
600 S 2nd St., Suite 202, Bismarck, ND 58504..............701-255-1793

First Choice Clinic: firstchoiceclinic.com
Faith-based services, pregnancy counseling and fatherhood classes
1120 College Drive, Suite 204, Bismarck, ND 58501.....701-751-4575

Youthworks: youthworks.com
Parenting Pathways Program
221 W. Rosser Ave., Bismarck, ND 58501......................701-255-6909

Children & Family Services (DHS): nd.gov/dhs/services/childfamily
Adoption, family preservation services, and Head Start
600 E Boulevard Ave, Dept. 325, Bismarck, ND 58501..701-328-2316

Assistance Programs for Children
Bridge to Benefits: nd.bridgetobenefits.org
Healthy Steps Program: healthysteps.org
HOMELESS SOCIAL SERVICE/RESOURCES

National Runaway Safeline
1800runaway.org.............................................................1-800-786-2929

Missouri Slope United Way.............................................701-255-3601

Burleigh County Social Services
Financial assistance, Medicaid, children’s health insurance
415 E. Rosser Ave., Suite 113, Bismarck, ND 58501...........701-222-6622

Morton County Social Services: co.morton.nd.us
Financial assistance, Medicaid, children’s health insurance
210 2nd Ave. NW, Mandan, ND 58554...........................701-667-3395

Community Action: cap7.com
Food pantry, clothing closet, rental assistance *(for qualified applicants)*
2105 Lee Avenue, Bismarck, ND 58501.........................701-258-2240

Youthworks: youthworks.com
Transitional housing program (18-21 years old)
221 W. Rosser Ave., Bismarck, ND 58501...........701-255-6909 ext. 106

AID Incorporated
Food pantry, clothing assistance, emergency rent/utility assistance
314 W. Main St., Mandan, ND 58554.............................701-663-1274

Ruth Meiers Hospitality House: ruthmeiers.org
Emergency shelters, food pantry, stone soup kitchen, used furniture
1100 E Boulevard Ave., Bismarck, ND 58502...............701-222-2108

Habitat for Humanity Missouri Valley: habitat.org
Housing assistance (income restrictions apply)
600 S. 2nd St. Suite 8, Bismarck, ND 58504.............701-255-7566

Salvation Army: usc.salvationarmy.org
Food pantry, lodging assistance, utilities/rent assistance
601 S. Washington St., Bismarck, ND 58501..............701-223-1889
North Dakota Housing Finance Agency: ndhfa.org
Low Income rental assistance and HUD programs
2624 Vermont Ave, Bismarck, ND 58502 .................. 701-328-8080
Toll Free ........................................................................ 1-800-292-8621

Bis-Man Transit: bismantransit.com
The CAT bus, paratransit (for the disabled)
3750 E. Rosser Ave., Bismarck, ND 58501....................701-258-6817

Great Plains Food Bank: greatplainsfoodbank.org
Food pantry and Backpack Program
721 Memorial Highway, Bismarck, ND 58501...............701-232-6219

Bismarck Emergency Food Pantry
725 Memorial Highway, Suite B, Bismarck, ND 58501...701-258-9188

Helping Hand Food Pantry:
bismarcklivinghope.org/helpinghandfoodpantry
By appointment only-please call ahead.......................701-223-0332

Welcome House: welcome-house.net
Faith-based agency: shelter, food, and household items.
1902 E Thayer Ave, Bismarck, ND 58501......................701-220-8315
DISABILITY SERVICES

BSC Student Accessibility Office ........................................ 701-224-5671

ND Disability Determination Services
1237 W Divide Ave #4, Bismarck, ND 58501 ..................... 701-328-8700

Division of Vocational Rehabilitation: nd.gov/dhs
1237 W. Divide Ave., Suite #1B, Bismarck, ND 58501 ....... 701-328-8950

Easter Seals Goodwill North Dakota Inc: easterseals.com
211 Collins Ave., Mandan, ND 58554 .............................. 701-663-6828

Dakota Center for Independent Living: dakotacil.org
Independent living skills training and peer support.
3111 E Broadway Ave, Bismarck, ND 58501 ..................... 701-222-3636
Toll free ................................................................. 1-800-489-5013

Enable Inc.: enablend.org
1836 Raven Drive, Bismarck, ND 58501 .......................... 701-255-2851

VSA North Dakota: vsanorthdakota.wordpress.com
The state organization on arts and disability
1223 S.12th St., Suite #7, Bismarck, ND 58504 .............. 701-471-1946

Community Options for Residential and Employment Services
communityoptionsnd.com
4909 Shelburne St., Bismarck, ND 58503 .......................... 701-223-2417

ND Interagency Program for Assistive Technology: ndipat.org
Assistive technology services for people with disabilities
2401 46th Ave. SE, Suite 20
Mandan, ND 58554 ................................................. 701-258-4728 or 1-800-895-4728
THE MACC
bismarckstate.edu/macc

Mystic Advising & Counseling Center
• Career Counseling
• Academic Advising
• Personal Counseling
• Multicultural Services
• Substance Abuse Prevention

Located in the Lower Level of the Student Union
Room 126
Phone 701-224-5752
Fax 701-224-5630

JOB SEEKERS NETWORK
bismarckstate.edu/jobseekers

CONNECT WITH US
bsc.advising@bismarckstate.edu

Bismarck State College Advising

BSC advising