



# STUDENT HANDBOOK



**BISMARCK**  
STATE COLLEGE

[bismarckstate.edu](http://bismarckstate.edu)

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Welcome to the online Student Handbook! This handbook provides access to information about services and resources for students as well as policies and procedures. The purpose of BSC's policies is to promote and maintain the college learning environment, inform college members of their responsibilities and aid in preventing violations of the rights to individuals. Please be aware that all students, online or on campus, are responsible for reading and knowing the contents of this online handbook.

The student handbook is more than just a policy manual. It includes information about campus resources, safety information, extracurricular activities, and more. The handbook lists offices, how to contact them and which offices you may need to go to for particular information.

Specific questions relating to policies and procedures, and interpretations of specific sections within the handbook, should be directed to the Associate Dean of Student Affairs at 701-224-2701 or [email](#).

Let's get started!



## ● STUDENT RIGHTS & RESPONSIBILITIES

It is your responsibility to be aware of BSC policies that outline the rights, responsibilities and privileges enjoyed by the students, faculty and staff that make up the college community. Specific questions relating to policies and procedures, and interpretations of specific sections, should be directed to the Associate Dean of Student Affairs (701-224-2701).

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# ● ACADEMICS

## ACADEMIC HONOR CODE

The BSC Student Academic Honor Code prohibits cheating, plagiarism, or collusion in class work, laboratory performance, shop work, or test taking.

## ACADEMIC STANDING

BSC is committed to the academic success of every student. The college will monitor a student's grades and issue an appropriate warning if grades are inadequate. The academic standing which is based on Term and Cumulative grade point average is determined once, at the end of each semester, after final grades have been posted in CampusConnection.

Poor performance could result in being placed on one of the following standings: Academic Warning, Academic Probation or Academic Suspension.

## ACADEMIC REQUIREMENTS REPORTS (DEGREE AUDIT)

The Academic Requirements Report (Degree Audit) provides students all of the requirements needed to earn a specific degree (the degree that is active in CampusConnection) and allows you to track the progress towards that degree. The report will outline each requirement and show which courses you have taken to meet the requirements.

YouTube videos are available for each degree:

[AA & AS](#)

[AAS & Diploma](#)

[Certificate](#)

[BAS](#)

## ACADEMIC YEAR

BSC's regular academic year consists of two semesters (Fall and Spring) and a summer session. Within each semester there are multiple start and end dates.

## CLASS ATTENDANCE POLICY

Students are expected to attend all class sessions of any course for which they are registered. Students are encouraged to attend class and to participate in all class discussions and projects. Punctual and regular attendance at all scheduled classes is regarded as integral to student success and is expected of all students.

To avoid being administratively dropped from a class it is important for a student to establish a record of regular attendance and participation.

## CAMPUSCONNECTION

CampusConnection is the student administration system used by BSC and all North Dakota State University System (NDUS) institutions. Students have options such as add or drop courses, check on Financial Aid, pay bills, or view grades. The CampusConnection Portal allows students access to their information seven days a week, 24 hours a day. To help students navigate, we have created a number of [help sheets](#).

## COLLABORATIVE STUDENTS

Collaborative students are students who are earning their degree from Bismarck State College but will be taking course(s) at another NDUS institution within the same term. Eligible BSC students must be admitted to BSC as a degree seeking student and not have any negative service indicators that would prevent enrollment. The student must agree to follow all BSC policies, procedures, dates and deadlines. Collaborative students must be enrolled in at least one class from BSC for the semester they are requesting to take a collaborative course.

## CREDIT HOUR

A credit hour is a value assigned to a course that determines the number of hours you will spend in class each week. BSC operates under a semester credit hour system. A credit hour applies equally to all courses of varying credits, duration and modes of instruction and applies to all credit granted by the college, whether through a program, on or off campus, or through transfer from other institutions.

Semester Credit Example		
3 credits	3 days a week (on campus)	50 minutes/day
3 credits	2 days a week (on campus)	75 minutes/day
3 credits	1 evening a week (on campus)	3 hours/week
3 credits	no set times (online classes)	
3 credits	Block style (used in many technical programs) – class is covered for a portion of the semester, as soon as it is over, a new class begins.	

### COURSE OVERRIDE

This request is used for adding a course prior to the established add deadline. A course override can be requested by a student in the following situations:

- Auditing a course
- Closed course
- Time conflict
- Prerequisites are not met

### COURSE OVERLOAD

Students are limited to 20 credits per Fall and Spring semesters, 15 credits in the summer. Those who find it necessary to exceed this credit limit must seek approval by completing the Course Overload Request form. Completed forms must be returned to the Academic Records office by the end of the second day of classes during the semester for which the overload is required.

### DROP/WITHDRAW

#### Course Drop

This procedure allows a student the ability to drop some courses (not all courses) based on term date and deadline regulations; however, students will still maintain enrollment in some courses for the term. There are several factors to consider prior to making the decision to withdraw from a class or from college; therefore, it is recommended that students meet with an academic advisor before making this important decision.

#### Withdraw

If you are considering Withdrawing to Zero Credits, you are encouraged to contact an advisor prior to completing the withdrawal. An advisor can assist you in determining if withdrawing is appropriate for you, or if there are other options to remain enrolled in all or some of your classes. This procedure allows students to withdraw to zero credits for the semester. Students withdrawing completely from college will not complete this process in CampusConnection, but instead must complete the Withdraw to Zero Credits Form.

#### Academic Records Drop/Withdrawal Appeal

The procedure allows students the opportunity to appeal a transcript record following a course drop, a withdrawal to zero credits, or past the last day to drop with record due to extenuating circumstances (medical, military, death in immediate family, natural disasters, etc).

### LATE ADD/REINSTATEMENT

This request is used for a late add which occurs after the established add deadline or for reinstatement of non-attendance or non-payment. There is no guarantee that a late request will be approved.

### DATES, DEADLINES & ACADEMIC CALENDAR

The BSC Dates & Deadlines Schedule provides all deadlines in regards to adding, dropping and tuition refunds. The BSC Academic Calendar lists dates such as when to begin purchasing textbooks, tuition deadlines and when breaks occur, etc.

### ENROLLMENT VERIFICATION

BSC has authorized the National Student Clearinghouse (NSC) to provide electronic verification of student degrees and enrollment to employers, employment agencies, credit card companies, background search firms, and various other businesses that offer products and services based on individual's status as an enrolled student. The information is available 24 hours a day.

### FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act of 1974 (FERPA) prohibits BSC from releasing Educational records to any third party without written consent. Academic and financial records will not be released without written consent from the student. This can include parents or guardians, employers and third party funding agencies.

### GERTA

The General Education Requirements Transfer Agreement (GERTA) is a systemwide plan that allows you to complete general education requirements at any NDUS institution or North Dakota tribal college and then transfer your general education program to another institution.

### GRADES

A student's course work is graded based on A, B, C, D, F, S, U, and AU. A placeholder for an incomplete (I) can also be temporarily assigned administratively. Students have access to [view their final grades](#) online through CampusConnection approximately two days after the course end date.

### GRADE APPEAL

A grade appeal only applies to the final course grade. The assignment of a grade is the right and

## ● ACADEMICS – CONT'D

responsibility of the instructor. It is the right and responsibility of the student to appeal a grade he/she deems arbitrary. To challenge a final grade the student believes is incorrect; they must contact the instructor as soon as possible.

### GRADE CHANGE

Submitted grades, except for grades of Incomplete, are final and may only be changed by instructor to correct human error or fraud (plagiarism or cheating). Grades may not be changed for students submitting additional work or materials past the last day of the course. To question a course grade the student should contact the instructor as soon as possible. After the grade change is converted to a final grade the academic standing and honors will be updated accordingly.

### ACADEMIC FORGIVENESS

A former BSC Student, who has not completed an associate degree, diploma, or certificate and has not been in attendance at BSC for four or more years, may request to exclude from GPA calculations all grades earned in selected full semester intervals. A student may only exercise the option of academic forgiveness once. Although the grades will be excluded from calculating the students GPA, the courses and forgiven grades will remain on the student's official transcript.

### CONTINUE ENROLLMENT REQUEST

Students who have completed a degree and wish to continue to another program or earn a higher degree without a break in enrollment at BSC would complete the continue enrollment form.

### GRADE POINT AVERAGE

Grade Point Average (GPA) is the single most important piece of information that transfer colleges and employers want to know. The GPA is the total of all honor points divided by the total of all credit hours.

### GRADUATION

#### Application for Degree

All students need to fill out an application for degree in order to receive their degree, diploma or certificate. Degree information is not posted to transcripts and a degree is not awarded if you do not apply.

#### Commencement Ceremony

All students are encouraged to attend the BSC commencement ceremony. The BSC commencement ceremony is held annually at the

end of every Spring semester for all graduates in an academic year. This includes all Fall, Spring, and Summer graduates.

### HONOR POINTS

Honor points are assigned to the following letter grades and are used to determine the grade point average of the student:

Grade	Honor points per credit
A	4 honor points
B	3 honor points
C	2 honor points
D	1 honor points
F	0 honor points
S	0 honor points
U	0 honor points
I	0 honor points
AU	0 honor points
W	0 honor points

### MULTIPLE PROGRAM REQUEST

Students may request to pursue two separate programs or degrees at one time at BSC as long as they have met admission requirements for the program.

### PERSONAL INFORMATION

#### Name Change

A student's demographic record, including name is created and shared by all North Dakota University System Institutions within CampusConnection. Students may change their primary or preferred name on his or her record.

#### Date of Birth Changes

To safe guard the integrity of the student record we require that students submit the proper documentation to add or update Date of Birth within CampusConnection.

If you are completing the FAFSA application a date of birth is required on the federal application to receive your federal grants and loans. In order for BSC to receive your federal information and begin the awarding process a date of birth also needs to be on file.

### Social Security Number Update/Add

Bismarck State College is required by law to provide the IRS and the student a 1098T tuition statement. Included on the statement is the student's social security number for tax purposes. Providing your social security number to BSC will avoid possible penalties from the IRS.

If you are completing the FAFSA application a social security number is required on the federal application to receive your federal grants and loans. In order for BSC to receive your federal information and begin the awarding process a social security number also needs to be on file.

### PRESIDENT'S HONOR ROLL

A President's Honor Roll is compiled and published at the end of each semester, after final grades have been posted in CampusConnection. This honor gives recognition to Full-time students who have maintained at least a 3.50 grade point average while enrolled in at least 12 BSC semester credit hours. The designation will be recorded on the student's transcript at the end of the respective semester. The student will receive notification from the President in recognition of their achievement, and their name will be published in their local paper and online.

### PROGRAM/ADVISOR CHANGE

Students who wish to change their program of study and/or academic advisor must complete the Program/Advisor Change Form online. Along with a new program of study, a student has the option of requesting a new advisor or having one assigned. Contingent of the program, the request will be considered with respect to meeting necessary qualifications, and the availability of space in that program.

### REPEATING A COURSE

Students who wish to improve a previously earned grade, may repeat the course. The repeat of a course is applicable to a BSC course in addition to transfer credit as long as the course is deemed equivalent to a BSC course. All enrollments in a course will appear on the official transcript. The grade earned in the last enrollment will be used in calculating grade point average and degree requirements, even if that grade is lower. Students should seek academic advisement before deciding to repeat a course. The repeat of the course is determined and the updated grade point average is reflected once, at the end of each semester, after final grades have been posted in CampusConnection.

### REGISTRATION

As a currently enrolled student, you have the opportunity to register for classes prior to registration opening to new students. You will have a specific day and time listed in CampusConnection that indicates when you may begin registering for classes. This date is chosen based on the number of completed credits. The more credits completed, the sooner you can register. Use the Current Student Registration Guide to ensure you complete your registration successfully. Classes will fill quickly, so take advantage of this opportunity to register early.

### STUDY TIME

Generally, each hour of class will require two hours of study time. A three-credit psychology class will therefore require about six hours of study time each week. It's good to start with this amount of time set aside for studying. However, only you can determine the amount of study time you will need to be successful in your courses.

### STUDENT CLASSIFICATION

**Full-Time:** Students registered for 12 or more semester credit hours.

**Part-Time:** Students registered for fewer than 12 semester credit hours.

Students are classified by year according to the number of college-level cumulative credits earned including transfer, regardless of the hour's applicability toward a degree as follows:

Year	Credits
Freshman	0-23
Sophomore	24-59
Junior*	60-89
Senior*	90 or more

\*Junior and Senior level only applies to students enrolled in the Bachelor of Applied Science program.

### STUDENT CREDIT LOAD

Full-time students are enrolled in 12 or more credits. A part-time student is enrolled in at least six but less than 12 credits. Students are limited to 20 credits per semester (12 credits in the summer). Keep in mind other responsibilities such as family, work and financial obligations before registering for classes.

## ● ACADEMICS – CONT'D

### TRANSFER CREDITS

BSC only accepts transfer credit for college-level course work earned from regionally recognized accredited institutions of postsecondary education. All credit hours earned from the institutions that meet this criterion will be accepted, except graduate level course work. The Academic Records Office will evaluate only official transcripts after the student has been accepted, to determine the total number of hours accepted and the suitability and applicability of accepted hours and courses toward BSC graduation requirements.

BSC has a transfer equivalency database that will help students by providing general information regarding transfer course equivalencies from various schools across the U.S.

### TRANSCRIPT REQUEST

Official transcript requests are made online through the National Student Clearinghouse. The cost for an official transcript is \$7.25 unless special order options are chosen. You must have a major debit or credit card and a valid email address. If you are requesting a BSC transcript to be sent to any North Dakota University System (NDUS) College or University for admissions a request is not necessary. Instead, the NDUS College or University to which you applied will be able to retrieve your academic transcript from BSC at no charge to you.





# ● FINANCIAL AID

## FINANCIAL AID OFFICE

The Financial Aid Office assists students in securing adequate funding for their educational related college expenses from a variety of sources.

## ELIGIBILITY

Students who wish to be considered for Federal Financial Aid programs need to complete an Admissions application and a Free Application for Federal Student Aid (FAFSA).

## SATISFACTORY ACADEMIC PROGRESS

BSC, in compliance with federal regulations, established policies and procedures to ensure that students who receive financial aid are making satisfactory academic progress toward a degree, diploma, or certificate. Students who fail to meet these standards of satisfactory progress will not be eligible to receive federal financial assistance until eligibility has been re-established.

## SCHOLARSHIPS

Scholarships are available to students to help assist with educational expenses. Please review this section for a variety of scholarship opportunities.

### BSC Foundation Scholarships

The BSC Foundation is committed to the encouragement and support of academic excellence. This is possible through the generous support from community and business friends as well as staff, faculty and alumni. Scholarships are available to both incoming freshmen and sophomores. Scholarship awards generally range from \$500 to \$2,000 annually. Awards are usually divided equally between each semester. Receiving other scholarships will not disqualify applicants from receiving BSC Foundation Scholarships.

Many different types of scholarships are available from the BSC Foundation. The BSC Foundation offers academic, journalism, visual arts, performing arts including band, chorus, theater, technical theater and technical scholarships. Part-time scholarships are also available.

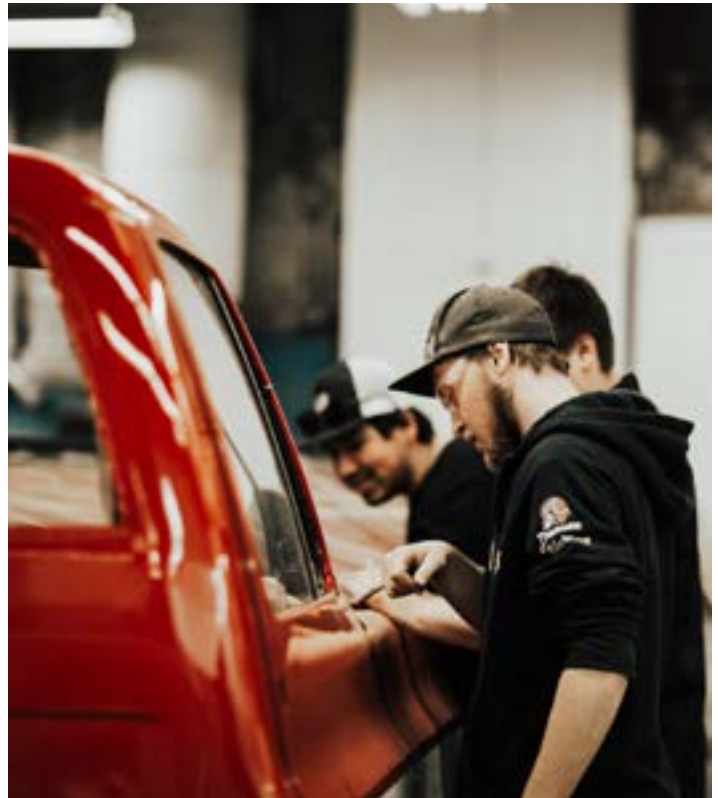
## Other Scholarships

There are many opportunities for scholarships through various third party entities.

## WORK STUDY

The Federal Work Study (FWS) program is a need based program that provides flexible part-time employment to students to help with college expenses. A student's eligibility for FWS is determined by completing the Free Application for Federal Student Aid (FAFSA).

Positions and responsibilities vary and may be on-campus, off-campus, major related, or community service based. Students earn an hourly wage that is typically above, but at least, minimum wage and normally work between 5 and 15 hours per week.



## ● GENERAL CAMPUS INFORMATION

### ATM

An ATM is available in the Student Union.

### BSC AQUATIC AND WELLNESS CENTER

The BSC Aquatic and Wellness Center is adjacent to the BSC Campus. Students have unlimited access to the facility including the pools, and group fitness classes such as Zumba, Pilates and Six-pack Abs. Lockers are available.

### BSC ID CARD (MYSTIC CARD)

The Mystic Card is your official college identification card and is designed to be used for campus services such as dining, bookstore purchases, library circulation, and more. Use of the card constitutes acceptance of all terms and conditions of the card holder agreement accompanying the card when issued, as amended from time to time.

Stop at the Information Desk in the Student Union to get your photo ID between the hours of 8 am to 5 pm Monday-Thursday and 8 am to 4 pm Friday. You will need your EMPL ID number (same as your student ID number) as well as your class schedule from CampusConnection (proof that you are enrolled in BSC courses for the current semester) and photo ID. The first ID card is free, but \$10 is charged for replacement of a lost or stolen card.

### CAMPUS SAFETY & SECURITY

Student and Residence Life staff, Campus Safety & Security and Buildings and Grounds staff are available to assist you in protecting yourself by providing safety and security programs. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps to prevent crime from happening.

Your first step is to program the Campus Safety & Security number, 701-224-2700, into your cell phone.

For emergency situations, call 911 or 9-911 from campus phones.

### COPY MACHINE

Copy machines are available for student use in the Library and at the Information Desk in the Student Union. There is a charge for making copies.

### EMERGENCY NOTIFICATION SYSTEM

An emergency notification system is used to send time-sensitive, pre-recorded messages via voice, email and text to students and employees regarding campus safety issues or severe weather emergencies.

### FACULTY & STAFF DIRECTORY

All telephone numbers and office locations of BSC employees are listed in the Faculty and Staff Directories.

### FAX MACHINE

A fax machine is available for student use at the Information Desk in the Student Union.

### GAME ROOM

Located in the Student Union, the Game Room offers students a space to relax between classes, catch up with friends or play a game of Pool, Ping Pong, Shuffleboard or Foosball.

### LOST & FOUND

Each building on campus has a lost and found office.

- Schafer Hall - Student Finance (1st floor)
- Jack Science Center - Campus Information Center (1st floor)
- Library - Library Information Desk
- Student Union - Information Desk
- Technical Center - Room 136
- NECE - Energy Reception Desk (2nd floor)
- Armory - Athletic Office

### MYSTIC JAVA

Located in the BSC Student Union, Mystic Java offers more than 100 different coffee flavors. Plus, there's always something new, like iced coffee with a wide range of flavors and blends. Not a coffee drinker? Mystic Java offers many other choices, such as Italian sodas, fruit smoothies and Chai tea.

### PARKING

Students who live in residence halls are required to display a parking permit on their vehicles in restricted parking lots. Students living in residence halls will receive a parking permit from Campus Safety & Security Department after submitting a request form through CampusConnection. There is no charge for the first parking permit. Students living off campus do not need a parking permit.

## ● GENERAL CAMPUS INFORMATION – CONTINUED

Everyone who drives and parks on the BSC campus is expected to operate their vehicle in conformity with traffic regulations, as well as campus and city parking regulations. Any person operating a vehicle in an unsafe manner or using a vehicle in an act of vandalism will be prosecuted to the fullest extent of the law.

### PRINTERS

All BSC computer labs have laser printers available for students with no charge for printing. A color printer is available for student use in the Library. There is a charge for any printing done in the Library.

### STUDY AREAS

Many places on campus are available for students to study in small groups or individually. Students can use designated study rooms (Jack Science Center 207 and 307), the Library, empty classrooms, the Sykes Student Success Center, hallways, the Student Union or common areas found in any buildings on campus. Try different areas until you find the place that best fits your needs.



# ● INFORMATION TECHNOLOGY SOLUTIONS & SERVICES

## NDUS ACCOUNT - USER ID & PASSWORD

A user ID and password are required to gain access to a number of campus technology services including:

- Campus Connection
- Online Coursework
- Student Email Account
- Access to the campus network

To claim your NDUS account, go to [helpdesk.ndus.edu](http://helpdesk.ndus.edu)

## BSC EMAIL

Your BSC student email account is your official means of communication with the college. It is your responsibility to log into your email account and read your messages frequently.

## COMPUTER POLICIES

Computer policies outline individual's responsibilities associated with the use of computer and network facilities at BSC and the North Dakota University System.

## WIRELESS

BSC provides wireless access in all buildings on campus including all residence halls, the Mandan campus and Allied Health campus.

## COMPUTER LABS

Open computer labs, daytime, Monday-Friday, Jack Science Center 120 and 122.

## SOFTWARE

The BSC Help Desk offers a variety of software resources. BSC students can get a full version of Microsoft Office 2016 software FREE through Microsoft Office 365 Education. The full version of Microsoft Office includes Word, PowerPoint, Excel, Outlook, OneNote and more. Students enrolled for one or more credits at BSC are able to install the software on up to five systems. This software is available for Windows, Macintosh and mobile platforms.

## COMPUTER SECURITY

Keeping your computer secure will help protect against viruses, malware, exploits, hacking attempts, and other malicious activity.

## INTERNET BEHAVIOR

Because we are aware of the growing use of personal websites, online blogs, online journals, and online communities among students as a way to network and communicate with other students here and elsewhere, we feel it is important to share some cautions and concerns with its use.

Be careful about how much and what kind of personally identifiable information you post to these sites. Remember that virtually anyone can access your page. Don't post anything you wouldn't want the world to know, including personal information that could lead to identity theft, harassment, stalking, or other safety concerns. Use the privacy settings provided through these online directories.

Be aware that your entries may be seen by unintended viewers. Faculty, administrators, current and future employers can often access information you place on these sites. Assume that any information you post may at some point be the basis for the impression others have of you.

Understand that even though these sites are hosted outside the BSC computing resources, violations of college policy on such sites may be subject to investigation and sanction under the Computer Use Policy, Student Code of Conduct and other college policies.

## ● ONLINE SERVICES

### ONLINE CLASSES

BSC provides online classes as a convenient way for you to pursue your educational goals. These courses have the same academic standards as on-campus courses.

BSC's online courses make it possible for anyone with Internet access to complete college credit classes. They are not necessarily self-paced, but are designed for independent learners and those who need freedom in their scheduling.

BSC's online offerings include many general education and elective courses, as well as extensive technical courses that, depending on the curriculum, lead to Program Certificates, Associate in Applied Science degrees, Associate in Arts degrees or a Bachelor of Applied Science degree.

#### **What are the technical requirements?**

New versions of supported browsers will be tested within 30 days of their public release date. If a browser is not listed on our website, it has not been tested on the online platform or we have identified issues that need to be fixed before we can announce our support. A user risks running into problems with the course software if they choose to use a non-supported browser.

[Find a complete list of supported browsers here](#)

#### **What are the expectations for an online class?**

Students are expected to log into each class on a regular basis to receive information on class assignments, tests, or any other information the instructor may be presenting. While some courses allow students to work through at their own pace, other courses have units/chapters set to be open only certain weeks.

The benefit of taking an online class is that you don't have regular meeting times for your classes. You are able to create your own schedule, as long as you are completing your coursework by the timelines established by the instructor.

#### **How do I log in?**

BSC uses [Blackboard](#) to deliver online courses.

After you register for an online course, you will receive an email about a week prior to classes starting that will contain important information about taking an online course.

You will log in using your CampusConnection User Name and Password. For more information [email](#) or call Distance Learning at 701-224-5715.

### eCOMPANION

eCompanion is an online companion to the classroom lecture. Often times used by instructors to post grades, notes, visual presentations, quizzes and other information. Log in using your CampusConnection User Name and Password. For more information [email](#) or call Distance Learning at 701-224-5715

### ONLINE TUTORING

BSC offers an online tutoring system called SMARTHINKING for currently enrolled BSC students. Some of the subject areas students can receive tutoring in are Math, Science, Business, Writing and Computers & Technology. Students will be able to connect with an e-structor and interact with a live tutor. Students also have the option of submitting their writing for any class to the online writing lab. Another option is to submit a question and receive a reply from a tutor. To access the online tutoring (if your instructor does not have the link listed under the Course Home in your class shell), [email](#) or call the Distance Learning office at 701-224-5715 to request the information.

## ● STUDENT FINANCE (STUDENT ACCOUNTS)

### CONTACT US

Student Finance hours of operation, email, fax, location, and phone numbers.

### 1098-T

Information about the college tax document.

### BOOKSTORE CHARGING

Information relating to charging books against 3rd party and/or excess Financial Aid.

### FINANCIAL OBLIGATION AGREEMENT

The Student Financial Obligation Agreement is an understanding, on the part of the student, of the legal obligation to pay charges assessed to their Student Account. The Financial Obligation should be read in full to fully understand what you are agreeing to and for what you will be held accountable. This must be completed in CampusConnection every semester before enrollment in classes will be allowed.

### PAYMENT METHODS

Information on accepted methods of making payment.

### REFUNDS

An explanation of how student refunds are processed.

### RESIDENCY

Guide and application form.

### THIRD PARTY INFORMATION

Information pertaining to third-party coverage.

### TUITION AND FEES

Tuition rates, mandatory fees, and other fees.

### WAIVERS

Guidelines and information pertaining to waivers.



# ● STUDENT LIFE, HOUSING, CAMPUS ACTIVITIES

## ATHLETICS

Mystic athletics are an exciting part of the BSC experience and BSC students can attend BSC games free with their student ID. BSC participates in varsity sports for volleyball, women's and men's basketball, and baseball.

## CLUBS AND ORGANIZATIONS

BSC provides students with several choices for out of the classroom activities that will enhance your time at BSC.

## EVENT AND ACTIVITIES

BSC offers a year-round calendar of events and activities for students and the public.

## INTRAMURALS

BSC intramural sports offer students a chance to meet new people, get involved and get active. Some low-key competition sports include Flag Football, Basketball, Volleyball, Dodgeball, Ultimate Frisbee and Softball.

## FOOD SERVICE & MEAL PLANS

Located in the Student Union, the Mystic Marketplace is open from 6:30 am - 7 pm.

### **Residence Hall Dining**

Located in the Mystic Marketplace, you can find wonderful meal options from the salad bar to the entrée of the day, from soup to a burger and fries from the grill. Contract options also are available. The residence dining hall is open to anyone looking for a great meal.

### On Campus Meal Plans

Residence hall students select and maintain a meal plan while staying in the residence halls. Students can choose between flexible options available to each hall.

### Off Campus Meal Plans

If you live off-campus, you can sign up for a meal plan online. Please note that these meal plans are served in the Mystic Marketplace.

## HOUSING

### On Campus Housing

Living in a residence hall means you have the entire resources of the college at your fingertips. Residence hall students have a great opportunity to make new friends in a close group environment, more faculty contacts, more student contacts, more study time, and more participation in student and recreational activities.

Bismarck State College has six residence halls

- Lidstrom: co-ed, suite style
- Mystic: co-ed apartment style
- Swensen: women's suite style
- Werner: men's traditional style
- Ritchie: co-ed apartments
- Gate City: co-ed apartments



## ● STUDENT SERVICES

### ACADEMIC ADVISING

Academic advising is a collaborative educational process between you and your advisor designed to support your academic success. An academic advisor is assigned to each student enrolled at BSC. Dependent upon your program of study, this advisor may be a member of faculty or professional staff. Students are able to find their academic advisor's name, phone number and email address by logging into their [CampusConnection](#) Student Center.

### ACADEMIC SUPPORT SERVICES/TUTORING

Tutoring and assistance with learning and/or implementing effective study skills strategies are services offered by the Academic Support Services. These services are free and available on a drop-in basis for all currently enrolled BSC students.

### ACADEMIC TESTING SERVICES

BSC Testing Services offers ACCUPLACER Placement Exams, CLEP and DSST Credit Exams, make-up, accommodated testing and test proctoring services. Call 701-224-5658 for more information or to schedule an appointment. Appointments must be made during business hours and at least 24 hours prior to the appointment.

### ALTERNATIVE LEARNING

Alternative Learning also referred to as Prior Learning Assessment or PLA, can help students earn college credit for knowledge and competencies they've gained outside the college classroom. Students can be granted credit through Advanced Placement (AP), CLEP/DSST, Portfolio Development, and Credit for Industry Training.

### BOOKSTORE

The Bookstore offers new, used and rental textbooks. Also all course materials required for your classes. The BSC Bookstore also offers BSC apparel, school supplies, backpacks, refurbished computers and gifts. Mystic Java is right next to the Bookstore when looking for a refreshing treat.

#### Purchasing Textbooks

Textbook information is available online approximately 30 days before class begins. Find a complete list of textbooks and ISBN numbers here. We guarantee the books purchased at the bookstore are the books your instructors want you to have. If there is a change, we can assist you



in the return or exchange. Please see the return policy for complete details.

#### Textbook Rental Program

The Bookstore is able to rent books for select core classes. Rental books are paid for at the beginning of class and returned by the last Friday of finals of the current semester.

#### Textbook Returns

- Last day for a full refund: 7 business days after classes start
- Summer/8 week classes: 4 business days after classes start
- Energy Classes: Textbooks must be returned by close of business the day the class starts
- Original receipt must accompany all exchanges and returns.
- Books wrapped in plastic may not be returned if unwrapped



- Defective books replaced at no charge to the student, with receipt. Cash and check purchases will be credited to the student's account.
- If there is no balance, the student will receive their refund on their BSC Beyond Card.
- Credit card purchases will be credited to the respective credit card.

### Book Buyback

During finals week in the Spring and Fall, students can bring in their books and try to sell them back for cash. A special buyback for Energy students is offered every December and May.

### Financial Aid Charging

Financial aid charging is available to students who have a completed financial aid file and receive Pell, SEOG, Alternative Loans, Direct Loans, Scholarships and Parent Plus Loans. Financial aid first must cover all current institutional costs on your student account before charging books is allowed. Notify the Bookstore you are charging to financial aid prior to purchasing books with the cashier.

### Third Party Charging

Third party charging is available. A third party is an outside agency/business authorizing BSC Student Finance Services to invoice them for books and/or supplies. Examples of a third party include Tuition Assistance from the Military, Workforce Safety and Insurance (WSI), Workforce Investment Act (WIA), Vocational Rehabilitation, BIA and private employers.

### Loyalty Rewards Program

In appreciation to all of our loyal customers who keep their money on campus, we have implemented a reward program that allows you to earn points on everything you purchase!

### Mystic Dollars

Sign in to [bismarckstate.edu/mysticdollars](http://bismarckstate.edu/mysticdollars) and put money on your student ID card. These funds can be used to purchase items in the BSC Bookstore, Mystic Java or BSC Food Services.

### CAREER SERVICES

The Mystic Advising and Counseling Center (MACC) can help students find employment through Job Seekers Network. A career counselor can also help you to complete an [online career planning assessment](#) and select a major. Appointments are encouraged. Walk-ins are seen when career counselors are available.

- Career interest assessment and exploration
- Career planning and selecting a major
- Employment activities to assist with job searches
- Resume building and cover letters
- Mock interviews
- Job openings and salary information
- Job and Internship Fair events

### COUNSELING

BSC offers personal counseling to discuss issues and support students during difficult situations. Counseling services are confidential and free to BSC students. Examples of concerns that may be addressed through counseling include:

- Personal problems
- Maintaining quality mental health
- Developing coping skills
- Establishing positive relationships
- Test anxiety
- Homesickness
- Stress reduction

Students are encouraged to contact the Mystic Advising and Counseling Center to get more information about the counseling services available.

### LIBRARY

Located in the heart of campus on the ground floor of LEA Hall, the BSC Library offers a relaxed and friendly atmosphere, a rich collection of information resources, and professional librarians to help you. We invite you to explore the BSC Library in person and via our [website](#).

#### **Collections, Services, & Events**

- Discover our collection of print, electronic, and media resources via the [online catalog](#) and the [Library website](#)
- Online resources are available 24/7; they include eBooks; How-to Guides created by BSC librarians; multidisciplinary databases, featuring full-text magazine, journal, and newspaper articles, images, maps, streaming video &

## ● STUDENT SERVICES – CONTINUED

- music, encyclopedias; and more
- Reference and instructional services
- Interlibrary loan services
- BSC Archives, a non-circulating collection of BSC historical and social records and memorabilia
- [BookTalk at BSC](#) annual book discussion series

### Technology

- Wireless access
  - Public access computer workstations
  - Computer printing (color available)\*
  - Faxing service\*
  - Photocopying (color available)\*
  - [Mystic Print](#) printer available. Mystic Print is a pay-to-print printing service for BSC students. Register to use your Mystic ID and Mystic Dollars to pay for printing.
  - Self-service scanning
  - Open computer lab, evenings, Monday-Thursday, LEA 101
- \*There is a charge for these services.

### Our Facility

- Library Commons for group work, solo study, and quiet conversation
- Quiet Reading Room -- a no-talking zone for solo study
- Study rooms
- Instructional computer lab
- Beautiful, light-filled spaces

### MILITARY AFFAIRS OFFICE

Veterans and Military personnel, who wish to use GI Bill benefits while attending BSC, need to contact the School Certifying Official at 701-224-5779 or 701-224-2576. All active-duty, Army National Guard, and Army Reserve students are eligible to request Tuition Assistance (TA) through the GoArmyEd portal, please call 701-224-2576 to set up an appointment. Any questions regarding any VA Benefits please contact our office.

### MULTICULTURAL STUDENT SERVICES

Multicultural Student Services provides culturally appropriate student support services designed to enhance the academic and personal success of all students attending BSC.

### STUDENT ACCESSIBILITY

The Student Accessibility Office promotes equal access to campus programs and services by arranging accommodations for individuals with disabilities. To determine eligibility, students must submit an application for service and provide disability documentation which supports the need for requested accommodations. For additional information or to initiate service, call 701-224-5671 or stop by Jack Science Center Room 312 to schedule an appointment.

### STUDENT HEALTH INSURANCE

The Student Health Insurance plan selected by the North Dakota University System is United Healthcare.



## ● STUDENT EMPLOYMENT OPPORTUNITIES

### COMPUTER LAB MONITORS

Students hired as computer lab monitors provide short-term software assistance, troubleshoot problems, answer questions, keep records of students using the lab, and watch for inappropriate use of computers. They are also responsible for maintaining printers by filling paper trays and alerting appropriate personnel when ink is low.

### COMPANIES RECRUITING FROM BSC

To assist BSC students and graduates with finding employment in their field of study, the Mystic Advising and Counseling Center (MACC) has created a listing of the companies that have hired graduates from programs at BSC. By clicking on the company name, you will be directed to their website to search for current positions. Companies also attend Job and Internship Fairs on the BSC campus multiple times each year to recruit students for current positions. To find out more about the next Job and Internship Fair visit [bismarckstate.edu/jobfair](http://bismarckstate.edu/jobfair)

### JOB SEEKERS NETWORK

The online career service system Job Seekers Network is available for students and alumni seeking employment with local, regional, and national companies. Students can also consult with a career counselor in the Mystic Advising and Counseling Center (MACC) for assistance in finding employment. Students are strongly encouraged to begin searching for employment at least one semester prior to completing their program.

### MYSTIC AMBASSADORS

A Mystic Ambassador is an energetic and outgoing BSC student who helps the Admissions Office by giving campus tours to prospective students and their parents. Tours are scheduled at various times Monday-Friday and consist of

showing prospective students and their parents BSC's main buildings, including classrooms, computer labs, administrative offices, student union, etc. Each tour takes a minimum of one hour. For more information, or to complete an online application, stop by the Admissions Office in Jack Science Center Room 111.

### TUTORS

Peer tutors are a large part of the BSC tutoring program. The tutoring program is certified through the College Reading and Learning Association which requires tutors to be trained in tutor ethics and procedures. Students hired as tutors must have a faculty member recommendation and a cumulative GPA of 3.00 or higher.

### WORK STUDY

The Federal Work Study (FWS) program is a need based program that provides flexible part-time employment to students to help with college expenses. A student's eligibility for FWS is determined by completing the Free Application for Federal Student Aid (FAFSA). Positions and responsibilities vary and may be on-campus, off-campus, major related, or community service based. Students earn an hourly wage that is typically above, but at least, minimum wage and normally work between 5 and 15 hours per week.



