The MACC: Mystic Advising & Counseling Center

Providing career/personal counseling, academic advising, and multicultural services to Bismarck State College students

Main Line: 701-224-5752

Located in the Lower Level of the Student Union Room 126

Fax: 701-224-5630

bismarckstate.edu/current/careers/contactusmacc

Job Seekers Network

myinterface.com/bsc/student/home.aspx

Academic Advising

bismarckstate.edu/current/services/advising/

Email contact: bsc.advising@bismarckstate.edu

Follow Us on Facebook: Bismarck State College Advising

Follow Us on Twitter: bscadvising

Multicultural Student Services

bismarckstate.edu/current/services/multicultural

Email contact: bsc.multicultural@bismarckstate.edu

The MACC & beyond!
Greetings from the MACC!

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 also contains a summary of the information provided at the Mystic Advising & Counseling Center (the MACC) such as career services, advising, personal counseling, and multicultural services. The mission of the MACC is to promote BSC student’s educational success 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. Please contact our Main Line (224-5752) if you have questions about the services we offer or utilize the numbers listed below that correlate with our services.

The MACC ................................................................. 224-5752
Personal Counseling ................................................. 224-2449
Career Counseling ..................................................... 224-5666
Multicultural Services ................................................. 224-5798
Advising ................................................................. 224-5585 or 224-5761
Alcohol & Drug Prevention ........................................... 224-2449

Best wishes on your academic career and thank you for selecting Bismarck State College!
Career Services

Career Counseling is available at the MACC. Services offered include:

• Career-interest testing  • Selecting a major
• Resume building  • Cover letters
• Mock interviews  • Employment data

In addition to discovering your dream job, the MACC can help students find short-term employment through Job Seekers Network.

Job Seekers Network is an online career service system available for students and alumni seeking employment with local, regional and national companies. Students may also find part time, summer, or internship positions on this site. To access Job Seekers Network, create a student login at myinterface.com/bsc/student/home.aspx.

For more information on career services at BSC, visit bismarckstate.edu/current/careers

The MACC strongly encourages students to begin searching for employment at least one semester prior to completing their program.

For information about wage and employment rates of BSC graduates, reference our Placement Reports at bismarckstate.edu/current/careers/careerhelpwebsites.

To make an appointment with a Career Counselor, call 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.
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.

  For more examples,
  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 are 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 did not dress appropriately for the interview.

• Lack of interest and enthusiasm for the position.

• They did not 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.

• An overly aggressive applicant.

• An email address, voice mail message, or a social media page that contains inappropriate content.
Community Resources

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

North Dakota Career • north-dakotacareer.com

Train ND • bismarckstate.edu/ceti/training
Bismarck State College Continuing Education, Training, & Innovation
1st Floor, BSC National Energy Center of Excellence (NECE)
Phone ...................................................................................... 224-5600
Toll-free .........................................................................1-877-846-9387

Burdick Job Corp
1601 E. Century Ave., Bismarck ............................................. 221-5857

Experience Works • experienceworks.org
Training for people 55 and older with limited income
1501 N. 12th St., Bismarck ..................................................... 258-8879

Employment Agencies

Command Labor & Staffing
933 ½ Basin Ave., Bismarck ................................................... 250-9675

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

Expressway Personnel
107 W. Main Ave., Bismarck ................................................. 222-0071

Labor Ready • laborready.com
2015 E. Main Ave., Bismarck ................................................. 258-9800

Spherion Staffing • spherion.com
1830 E. Century Ave., Suite 2, Bismarck ................................ 250-1111
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 and make an appointment.

224-5752
Test Anxiety

What is test anxiety?
It is an uneasy feeling experienced before, during, or after an examination. A little anxiety is normal but some students find anxiety interferes with testing to an extreme level and their grades are affected.

Signs and Symptoms of Test Anxiety
• Racing thoughts, upset stomach, increased pulse, headaches, etc.
• Trouble recalling information you have learned
• Inability to concentrate during a test
• A sense of dread when studying for an exam
• Confusion or panic during an exam
• Inability to eat or sleep before the exam
• An inability to go to class to take the test
• Feelings of anger or depression after an exam

Reasons Students Have Test Anxiety
• A pre-existing anxiety/mental health disorder
• Perfectionistic thinking
• Negative self talk
• Poor study skills/cramming
• External pressure (parents, spouse, boss, etc.)

How do I know if I have test anxiety?
• Schedule an appointment at the MACC for an evaluation.
• Print out a test anxiety scale at learningskills.com/test.html.
How to Decrease Test Anxiety

1. Attend class and study!
   • Begin studying at least one week in advance of the test.
   • Break study time into 45-minute sessions with a 15-minute break.
   • During the break stretch, listen to music, take a walk, etc. This helps your mind absorb the information.

2. Relax before the test
   • Take a half-hour of time before the test to relax in a quiet spot. Never cram before the test!
   • Utilize deep breathing exercises, positive affirmations, visualization, and other techniques to lower anxiety.
   • Make sure your inner voice is positive! Say “I am ready for this test” and “I am capable of doing my best.”

3. Manage anxiety during the test
   • Answer easy questions first and come back to difficult questions.
   • Focus on YOURSELF! Do not get distracted by others who leave early.
   • If you become anxious – identify the anxiety and STOP!
   • Close your eyes, take deep breaths, and give yourself a positive affirmation. Return to the test when you are ready.

4. After the test
   • Do not obsess about the test.
   • Reward yourself by spending time with friends and family.
Time Management Tips

• Use a planner to map out all of your commitments (classes, study time, work, clubs, etc.).

• Highlight due dates and test dates in your syllabi and transfer them to your planner.

• To avoid distractions, stay on campus to study in the library or a designated study area versus going home.

• Use waiting time to study. Read a text book or review notes while waiting for the dentist or between classes etc.

• Reduce the amount of time spent in activities that do not contribute to your values or goals.

• Study in short 45 minute time intervals then take a 15 minute break and do simple tasks such as household chores/laundry during the break.

• Schedule time for homework into your planner on a daily basis.

• Write a to-do list every night that will help you prioritize your goals for the next day.

• 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.

• Learn how to say NO sometimes to extra-curricular activities and/or socializing when you need to complete a task.
Depression is a serious mental health concern characterized by feelings of sadness, helplessness, worthlessness, and fatigue that have lasted for several months or more. Some sad feelings 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!

**Signs of Depression**

- Long periods of sadness, anxiety, or irritability
- A feeling of emptiness that does not have an apparent reason
- Loss of interest in school/work and favorite activities
- Change in sleeping or eating patterns
- Decreased interest in personal hygiene/appearance
- Reckless, impulsive, or risky behavior
- Thoughts of death, suicide, or attempts at suicide
- An increased use in alcohol or other drugs
- Feelings of undeserved guilt, low self-esteem, and worthlessness
- Minimal contact with friends and family
- Fatigue, low energy, aches/pains, and inability to get out of bed

Depression requires the intervention of a physician. Please seek medical attention if you are depressed!
Stress Management

DO
- Close your eyes and take ten deep breaths. Stretch.
- Go to your happy place! Visualize a calm, happy scene in your mind.
- Try to get six to eight hours of sleep each night.
- Share your problems with friends, family, or a counselor.
- Ask for help if you need it.
- Learn to say NO if you are overwhelmed.
- Utilize a planner and maintain a schedule.
- Eat healthy, balanced meals and work in some exercise every day.
- Focus on positive thinking as often as you can!
- Use a stress ball, putty, worry stone, or other stress reliever

DON’T
- Use alcohol, tobacco, or drugs to manage stress.
- Pull an “all-nighter” to catch up on homework or study for a test.
- Try to do it all! Strike a balance between school, family, and work.
- Be a perfectionist.
- Stop going to class if you are struggling with school. Seek help from your instructor, an advisor, a counselor, or a tutor.
- Isolate yourself.
- Escape into gaming, social media sites, or television for long periods of time…they can be addictive!
Suicide Warning Signs

If you or someone you know shows any of the following signs, seek help!

• Suicidal comments, threats, or random discussion about death
• Seeking access to guns, pills, poison, etc.
• An artistic expression of death (writing, painting, drawing) that is out of the ordinary for the individual
• Acting reckless or engaging in risky activities without thinking about the consequences
• Giving cherished possessions/pets away, writing a will, or making funeral arrangements
• Binge drinking and/or an increase in the use of drugs and alcohol
• Withdrawing from friends, family, and the world
• Dramatic mood changes
• Having no reason to live, no hope for the future, or no purpose in life
• Extreme difficulty recovering from a loss such as a breakup/divorce, death in the family, or loss of a job
• They know someone who has committed suicide
• A diagnosis of depression or another mental illness
Suicide: How to Help

1. Specifically ask the person if they are thinking about suicide. This is the most important intervention! It is a myth that talking about suicide will 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 thoughts of a happier 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..............................................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.

6. Suicide Survivor’s Support Group can be reached at 293-6462. This is a free service that is not affiliated with any religious group.
Anger Management Tips

Anger begins with annoyance.
Make a list of things that annoy you and think about ways you can deal with them before you get angry.

The opposite of anger is calm.
When you become angry, immediately focus on relaxing your body and mind. Close your eyes, take ten deep breaths, and stretch.

Don’t say/do anything you might regret.
You have control over your actions. Walk away if necessary, think about your words, and always avoid violence.

Change your attitude.
Anger can stem from unrealistic expectations or negative thoughts. For example, say “I can’t always get what I want,” versus “I never get my way!”

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?

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
• Are not violent with each other
• Can resolve conflict
• 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
• Have your own letters, phone calls, texts, social media, and e-mail
• Encourage other friendships
• Know that most people in your life are happy about your relationship
• Have more good times in the relationship than bad

In an unhealthy relationship, one or both of you:
• Tries to control or manipulate the other
• Makes the other feel bad about her/himself
• Ridicule or call each other names
• Dictates how the other dresses
• Do not make time for each other
• Criticizes the other’s friends
• Is afraid of the other’s temper
• Discourages the other from spending time with anyone else
• Is possessive or jealous about ordinary behavior and interaction with other people
• Controls the other’s money or resources (car, home, etc.)
• Harms or threatens to harm children, family, pets, or objects of personal value
• Pushes, grabs, his, punches, or throws objects
• Uses physical force or threats to prevent the other from leaving
Community Resources

Psychiatric Health Care
Archway Mental Health (St. Alexius) .......................................................... 530-7300
  900 E. Broadway Ave., Bismarck
Sanford Behavioral Health ........................................................................ 323-6543
  414 N. 7th St., Bismarck
West Central Human Service Center ...................................................... 328-8888
  1237 W. Divide Ave. Suite 5, Bismarck

Abuse, Neglect, & Rape
If a medical emergency or a crime is in progress call 911
Abused Adult Resource Center • abusedadultresourcecenter.com
  Phone ................................................................................. 222-8370
  Toll-free (after hours) ....................................................... 1-866-341-7009
  218 W. Broadway Ave., Bismarck
Burleigh County Social Services .............................................................. 222-6622
  415 E. Rosser Ave., Bismarck
Dept. of Human Services, Child Protection ......................................... 328-3587
West Central Human Services (Crisis Line) ....................................... 328-8899
  Toll-free ............................................................................. 1-888-328-2112

Family/Couples Counseling
Alliance Mediation and Therapy ............................................................. 751-1549
  418 E. Broadway Ave., Suite 216, Bismarck
Catholic Charities ND • catholiccharitiesnd.org
  Phone .................................................................................. 255-1793
  919 S. 7th St., Suite 607, Bismarck
Lutheran Social Services • lssnd.org
  Phone .................................................................................. 223-1510
  1616 Capital Way, Bismarck
The Village Family Service Center • thevillagefamily.org
  Phone .................................................................................. 255-1165
  919 S. 7th St., Suite 502, Bismarck
West Central Human Service Center ................................................. 328-8888
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
- Transition support and mentoring
- 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, disability services, and tutoring

To best accommodate your schedule, please call and make an appointment.

224-5798

bsc.multicultural@bismarckstate.edu
**Diversity Dictionary**

**Androgynous/Androgyny:** A person whose biological sex is not readily apparent.

**Advocate:** Someone who speaks up for her/himself and members of his/her identity group.

**Anti-Semitism:** The fear or hatred of Jews, Judaism, and related symbols.

**Bias:** Prejudice; an inclination or preference that interferes with impartial judgment.

**Collusion:** Willing participation in the discrimination against and/or oppression of one’s own group.

**Discrimination:** Actions, based on conscious or unconscious prejudice, which favor one group over others in the provision of goods, services, or opportunities.

**Diversity:** The wide variety of shared and different personal and group characteristics among human beings.

**Dominant culture:** The cultural values, beliefs, and practices that are assumed to be the most common and influential within a given society.

**Ethnic Group/Ethnicity:** A group of people whose members identify with each other, through a common heritage, consisting of a common language, culture, traditions, and religious faith.

**First Nations People:** Individuals who identify as those who were the first people to live on the Western Hemisphere continent. In Canada, Native American people often identify as “First Nations.”

**Gender:** The socially constructed concepts of masculinity and femininity; qualities that accompany the biological sex of the individual.

**Hate crime:** A crime motivated by the actual or perceived race, color, religion, national origin, ethnicity, gender, disability, or sexual orientation of any person.

**Heterosexism:** The presumption that everyone is, and should be, heterosexual.
Homophobia: The fear or hatred of homosexuality (all those that are not heterosexual) and persons perceived to be gay, lesbian, bisexual, or transgender.

LGBTQ: A common acronym to describe those who are Lesbian, Gay, Bisexual, Transgender, and Questioning.

Multiplicity: The quality of having multiple, simultaneous social identities. For example, being male, Buddhist, and working class.

National Origin: The political state from which an individual hails; may or may not be the same as that the person’s current location or citizenship.


Prejudice: A preconceived judgment about a person or group of people; usually indicating negative bias.

Privilege: A right, license, or exemption from duty or liability granted as a special benefit, advantage, or favor.

Queer: An umbrella term that can refer to anyone who transgresses society’s view of gender or sexuality.

Racism: Prejudiced thoughts and discriminatory actions based on difference in race/ethnicity.

Safe Space: Refers to an environment in which everyone feels comfortable expressing themselves and participating fully, without fear of attack or ridicule.

Social Identity: The characteristics we exhibit. How we have learned to behave in stereotyped social settings, what we value, and the norms we recognize that govern everyday behavior.

Social Justice: A broad term for action intended to create genuine equality, fairness and respect among people.

Stereotype: Blanket beliefs and expectations about members of certain groups that present an oversimplified opinion, prejudiced attitude, or uncritical judgment.
**Tolerance:** Acceptance and open-mindedness to different practices, attitudes, and cultures.

**Transgender:** Appearing as, wishing to be considered as, or having undergone surgery to become a member of the opposite sex.

**Two Spirit:** A Native American term for individuals who identify as lesbian, gay, bi-sexual or transgendered.

**Worldview:** The perspective though which individuals view the world; comprised of their history, experiences, culture, family history, and other influences.

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**The Medicine Wheel**

The West represents the point of all beginnings, the North is the natural law and truth, the East is knowledge, and the South represents the traditional place of healing.
Community Resources

North Dakota Indian Affairs Commission • nd.gov/indianaffairs
Phone ................................................................. 328-2428
Works with tribal/state relations and promotes understanding between American Indian and non-Indian people

Native American Children & Family Services • nativeinstitute.org
Phone ................................................................. 255-6374
ND Tribal Child Welfare Services Directory Link

Youth Cultural Achievement Program (Youthworks) youthworksweb.com
Phone ................................................................. 255-6909
Works with Native American families to keep youth in their community

Aberdeen Area Indian Health Services ................. 605-226-7582

North Dakota Tribes & Tribal Higher Ed.

Tribal Scholarships
Please contact the tribe in which you are enrolled for an application.

Three Affiliated Tribes • mhanation.com
Three Affiliated Tribes Education Department.............. 701-627-4413
HC1 Box 2, New Town, ND 58763
Fax: 701-627-4935

Standing Rock Sioux Tribe • standingrock.org
Higher Education Program ........................................ 1-800-854-2095
PO Box D, Fort Yates, ND 58538
Fax: 701-854-2175
Spirit Lake Nation • spiritlakenation.com
Higher Education Program.............................................. 701-766-4221
PO Box 359, Ft. Totten, ND 58335

Turtle Mountain Band of Chippewa • turtlemountaintribe.com
Higher Education Program.............................................. 701-477-8102
PO Box 900, Belcourt, ND 58316
Fax: 701-477-8053

Sisseton-Wahpeton Oyate • swo-nsn.gov
Higher Education Grant Program..................... 605-698-3966, ext. 704
PO Box 689, Sisseton, SD 57262
Fax: 605-747-2098

National Tribal Higher Education Directory • eac-easci.org
Toll-free ................................................................. 1-800-874-9033

National Congress of American Indian Organizations
and Tribes Directory • ncai.org/tribal-directory

Scholarships

Bismarck State College offers the following scholarships:

• Cultural Diversity Tuition Waiver
  bismarckstate.edu/current/services/multicultural/scholarships

• Foundation Scholarships
  bismarckstate.edu/foundation/scholarships

• NSF (National Science Foundation) S-STEM Scholarship
  bismarckstate.edu/current/financialaid
American Indian or Alaska Native Scholarship Opportunities

• American Indian Education Foundation
• American Indian College Fund Scholarship for Students attending non-tribal colleges
• AISES Scholarships (American Indian Science and Engineering)
• Association on American Indian Affairs Scholarship
• BIE Higher Education Grant Scholarship Program
• Dakota Indian Foundation Scholarship
• Gates Millennium Scholars Program
• HEROS Scholarship (Higher Education Resource Organization for Students
• Indian Health Services Scholarship (US Dept. of Health and Human Services)
• Native Vision Scholarship
• NDIEA Scholarship (ND Indian Education Association)
• North Dakota Indian Scholarship (ND State Board of Higher Education)

Hispanic Scholarships

• The Gates Millennium Scholars Program
• Hispanic College Fund

Asian Scholarships

• The Gates Millennium Scholarship Program
• APIASF: Asian and Pacific Islander American College Fund
• The Asian Pacific Fund: A Community Foundation

African American Scholarships

• The Gates Millennium Scholarship Program
• The United Negro College Fund
All students should meet with their 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 and make an appointment.
224-5752
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. This form is located at bismarckstate.edu. Go to Current Students > Academic Records > Forms. Find the Program/ Advisor Change Form, fill it out and submit it electronically. Keep a copy for your records.
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 Appt.

• Your User ID and Password for Campus Connection
• Your BSC transcript and/or Academic Requirements Report
  – Visit bismarckstate.edu/connection/ for printing instructions
• A list of courses you would like to take
• If you plan to transfer, a copy of the other college’s catalog
• A list of questions and topics to discuss with your advisor
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 at the office of Admissions or at the MACC
• Also available at bismarckstate.edu. Go to Current Students > Academic Records > Course Catalog.

Program Fact Sheets
• Course lists for all programs at BSC are located outside the MACC.

Degree Plans
• Worksheets for completing your program of study and meeting your general requirements can be found on the individual Academic program pages found at bismarckstate.edu/academics.

Degree Audit
• The electronic degree audit is an advising tool students can use to easily view an advisement report matching their completed and in-progress coursework to the requirements of their degree plan.

• Follow these instructions to access the degree audit:
  1. Log on to Campus Connection.
  2. On the left side, under Menu, click Student Center.
  3. Under Academics, select Academic Requirements from the menu.

Transfer Information
• If you plan to transfer to a four-year program it is important to review the course curriculum of that program 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 prior to dropping a class as many aid programs have specific credit requirements. If you need assistance withdrawing from BSC, 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. Go to Current Students > Academic Records > Calendars/Deadlines. Then search for the start date of your class.

Dropping a Class
- Utilize the drop feature in CampusConnection.
- Most classes dropped after the start of a semester will show up as a “W” on your transcript.

Withdrawing to Zero Credits
- To completely withdraw from BSC you will need to complete a “total withdrawal” form online.
- The form can be accessed at bismarckstate.edu. Go to Current Students > Academic Records > Forms. Then click on the Withdrawal to Zero Credits form, and print out a copy for your records.
Hardship Drop/Withdrawal

- This procedure allows students to apply for a hardship drop or withdrawal due to extenuating circumstances.
- Allowable circumstances include medical, military, death of immediate family member, or natural disaster.
- The Hardship Drop/Withdrawal application will be considered by the appropriate BSC administrator and may be denied.
- The Hardship Drop/Withdrawal form can be completed online at bismarckstate.edu. Go to Current Students > Academic Records > Forms. Then click on the Hardship Drop/Withdrawal form, and print out a copy for your records.

Collaborative Student Registration

Collaborative Students earn their degree from Bismarck State College but also take a course from another NDUS institution within the same term. 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

- Remedial or graduate level courses
- Courses where the student has not met the pre-requisites
- Courses offered at the same time and manner as BSC
- Courses that would put the student over 20 semester hours when combining collaborative and BSC credits

For more information, contact the Collaborative Process and Graduation Coordinator at 224-5711.
Collaborative Four-Year Programs

BSC has partnered with several schools to offer bachelor degree programs on campus and online. Student Service Coordinators from these programs will assist you to get started with the transfer process. Please note ... not all degree programs from a specific campus are offered as a collaborative program.

For specific questions about becoming a collaborative student at BSC please contact the Collaborative Process and Degree Coordinator at 224-5711.

Contact the following campuses for admission/transfer questions:

**Dickinson State University**
Office of Extended Learning Bismarck Site Coordinator
Toll Free 1-800-279-HAWK or 701-224-5631
dickinsonstate.edu/extended_learning.aspx

**MedCenter One School of Nursing**
701-323-6271
medcenterone.com/collegeofnursing

**Minot State University**
Student Services Coordinator
Toll Free 1-800-445-5073 or 701-224-5496
minotstateu.edu/cel/blc_about.shtml

**University of Mary**
Transfer Coordinator
701-355-8235
umary.edu/admissions

**University of North Dakota**
Toll Free 1.800.CALL.UND (ask for online & distance education coordinator)
distance.und.edu/contactus
How to Apply for Graduation

Links to graduation documents can be found online at bismarckstate.edu/current/records/graduation/graduationapplication

- Complete the Application for Degree.
- Make an appointment with your advisor.

**Note:** Please bring along your unofficial transcript from the CampusConnection Portal for use in completing the application.

- Print out the appropriate degree requirement worksheet(s).

**Note:** Online students should email your advisor to let them know you are applying for graduation and will be forwarding your application to them.

Available Degrees

- Associate in Arts and/or Associate in Science
- Bachelor of Applied Science in Energy Management
- Associate in Applied Science
- Certificate, or Diploma
- Certificate of Completion

After meeting with your advisor, return the completed graduation application, degree requirement worksheet, and curriculum guides to:

On Campus: Academic Records, 1st Floor Schafer Hall
Fax: 701-224-5643
Mail: BSC Academic Records, PO Box 5587, Bismarck, ND 58506-5587.

**Note:** Online students should send forms and transcripts directly to their advisor at Bismarck State College, PO Box 5587, Bismarck, ND 58506
College Terminology

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

Campus Connection – 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.

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.

W Number – Student identification number. Also known as the EMPL ID.

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.
Substance Abuse Prevention

Bismarck State College provides an atmosphere conducive to physical and mental well being and supports the provision of services, including preventative programs, for 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 through the MACC.

For more information on Substance Abuse Prevention at BSC, please contact the MACC at 224-5752.
Alcohol, Tobacco, & Drug Policies

All campus policies pertaining to substance abuse prevention and the health risks of alcohol and other drugs can be found on the BSC website. Search for the Residence Life & Housing Handbook, and the Student Handbook.

The Alcohol and Drug Prevention Program is committed to:
1. Establishing and enforcing clear policies and regulations regarding the use of alcohol and/or drugs.
2. Educating students about the dangers and health risks associated with the abuse of alcohol and/or use of illegal drugs.
3. Programming each year to provide activities and events that promote a healthy lifestyle and environment.
4. Providing resources and referral services for students who experience alcohol and/or drug abuse.

Examples of prevention activities at BSC:
• Alcohol, Tobacco, and Drug-Free Campus.
• Advertisements for alcohol are prohibited on campus.
• Alcohol-free activities, dances, and late night events are promoted.
• E-Chug (electronic checkup to go) and the CHOICES education program used to promote alcohol awareness.
• Ongoing policy examination and utilization of the ND CORE Survey is conducted to provide insight into the role of alcohol and other drugs in the lives of students.
Alcohol Facts

• It is illegal for anyone under the age of 21 to buy or drink alcohol.

• To avoid “Power Hours” liquor establishments are not allowed to serve people until 8 a.m. on their 21st birthday.

• 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 too much too fast brings serious consequences.

• 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! Twelve ounces of beer, 8 ounces of malt liquor, 5 ounces of wine, and a 1.5 ounce shot (80 proof liquor) are all considered a standard drink.

• 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!
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).
Marijuana Facts

• Marijuana contains more than 400 chemicals including Delta-9-tetrahydrocannabinol (THC), its active ingredient.

• THC impacts areas of the brain that control balance and coordination. As a result the body’s reflexes become impaired.

• THC impacts memory and can result in short-term memory problems.

• Marijuana smoke delivers five times the amount of tar and carbon monoxide as the smoke in a cigarette.

• Marijuana decreases testosterone levels in men which can result in a reduced sex drive. It can also be linked to decreased sperm count. In women, marijuana has the opposite effect – it increases testosterone levels. This can lead to increased facial hair and acne.

• Ongoing use can lead to amotivational syndrome – the loss of energy and the ability to pay attention – a.k.a. burnout.

Fake weed
Also known as K2, Spice, Mojo, White Rabbit and other names, synthetic marijuana or fake weed is dried herbs and plants that have been sprayed with chemicals. The primary purpose is to be used as incense thus the product is not regulated for consumption. North Dakota has banned all forms of synthetic marijuana and it is no longer legal to sell it. Side effects of fake weed include insomnia, hallucinations, delusions, paranoia, increased heart rate, vomiting, passing out, and, in some instances, death.

Bath salts
The drug MDPV (methylenedioxypyrovalerone) is referred to as bath salts or plant food at times. It is a synthetic drug that is similar to amphetamines. Side effects include agitation, paranoia, hallucinations, chest pain, rapid pulse, and suicidal/homicidal thought processes and behavior. Effects on the psyche may persist even after the drug has been eliminated from the body.
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.

If you are concerned about drug or alcohol use visit checkyourself.org
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

*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

**St. Alexius Medical Center • 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

**Anchor Christian Counseling • anchorchristiancounseling.com**  
Faith-Based Services  
1501 N. 12th St., Bismarck ................................. 701-255-3325  
Toll-free ................................................................. 1-888-557-3222

**ACT (Alternative Choices Training)**  
Minor in Possession and Adult Misdemeanor Classes  
Bismarck State College, CETI .................................. 701-224-5600
Information Centers & Hotlines

Alcoholics Anonymous Hotline .................................................... 222-2100
Drug and Alcohol National Hotline ....................................... 1-800-410-2560
ND Prevention Resource Center ........................................ 328-8920 or 1-800-642-6744
Bismarck Police Youth Bureau ............................................... 222-6738
    Mandan Youth Services Division ..................................... 667-3250
Youthworks ........................................................................... 255-6909
First Link Hotline ..................................................................... 211

Use 211 to locate support groups and treatment centers within ND.

North Dakota Tobacco Quitline ............................................. 1-866-388-7848

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
Alateen (ages 12-19) Bismarck
    McCabe Methodist Church ........................................... 701-255-1160
Youthworks Peer Group • youthworksweb.com
    221 W. Rosser, Bismarck ........................................... 701-255-7229
Tobacco Cessation
    St. Alexius Medical Center Pulmonary Rehabilitation Dept.
    900 E. Broadway, Bismarck ....................................... 701-530-8521

Drug/Alcohol Testing & Screening

Preble Medical Services Inc.
    101 Collins Ave, Mandan ........................................... 701-663-6021
Mid Dakota Clinic Worklife
    Gateway Mall, Bismarck ........................................... 701-530-6000
Community Resources

The staff of the MACC works hard to meet the needs of BSC students, 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 contact the personal counselor at the MACC.

224-2449
Services for Students at BSC

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

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

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

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

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

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

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

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

Security ........................................................................ 527-1972

Student Accessibility .......................................................... 224-2576
  • Accommodations for students with disabilities.

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

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

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

Veterans Services ............................................................. 224-5554
  • GI Bill, VA and Military Resources
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

527-1972
For more information on BSC Security, reference
bismarckstate.edu/security

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

Sanford Health
300 N 7th St., Bismarck ................................................................. 1-800-222-1222

Abuse and Neglect

Abused Adult Resource Center
218 W. Broadway Ave., Bismarck ......................... 1-866-341-7009 or 222-8370
West Central Human Services ................................................................. 328-8888
24 Hour Emergency Line ......................... 328-8899 or 1-888-328-2112
Burleigh County Social Services (Child protection/elder abuse)
415 E. Rosser Ave., Bismarck ................................................................. 222-6622
Medical Services

Sanford Health • bismarck.sanfordhealth.org
300 N. 7th Street, Bismarck
Emergency Room ................................................................. 323-6150
Information ................................................................. 323-6000
Walk in Clinic Appointments ............................................ 323-8300
Downtown 715 E. Broadway Ave .............................................. 323-5740
North 3318 N. 14th St ...................................................... 323-8300

St. Alexius Medical Center • st.alexius.org
900 E. Broadway, Bismarck
Emergency Room ................................................................. 530-7001
Information ................................................................. 530-7000
Mid-Dakota Clinic, 401 N 9th St., Bismarck
Appointments ................................................................. 530-5550
Today Clinic, 9th & Rosser Entrance
Walk in Clinic ........................................................................ 530-6200
Center for Family Medicine, 403 Burlington St. SE, Mandan
Appointments ................................................................. 530-4608

UND Family Practice Center • cfmbismarck.und.edu
701 E Rosser Ave, Bismarck .................................................. 751-9500
Hours: 8 a.m – 5 p.m. Monday-Friday

Custer Family Planning Center
Services include well women exams, contraception, and sexually-
transmitted disease screening
549 Airport Road, Bismarck (entrance is in the back of the building)
Appointments ................................................................. 255-3535 or 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 • bridgingthedentalgap.org
Basic dental services for low income patients.
1223 S. 12th St. Suite 1, Bismarck ........................................ 221-0518
Public Health Centers

Bismarck-Burleigh Public Health
Immunizations, Nutrition Services, Maternal & Child Health, WIC
500 E. Front Ave., Bismarck
For more information...............................................................355-1540

Custer Health (Morton County)
Immunizations, HIV/Aids screening, Child Health/Car Seat Program
210 2nd Ave. NW, Mandan
For more information..............................................667-3370 or 1-888-667-3370
WIC (women, infants and children) program .......................667-3364

Gay, Lesbian, and Transgender Support

BSC Safe Space Program
BSC Counselor .................................................................224-2449
Bismarck State College GSA Club Facebook Page

Dakota OutRight • dakotaoutright.net
Local GLBTQA advocacy group and sponsor of PrideFest

Pregnancy, Youth & Family Services

NDSU Extension Service • ext.nodak.edu/county/burleigh
Family Nutrition Program
3715 East Bismarck Expressway........................................221-6865

The Village Family Service Center • www.thevillagefamily.org
107 Main Ave. Suite 350, Bismarck........... 255-1165 or 1-800-627-8220

Lutheran Social Services • lssnd.org
1616 Capitol Way, Bismarck...........................................223-1510

Catholic Charities North Dakota • catholiccharitiesnd.org
919 S. 7th St., Suite 607, Bismarck.....................................255-1793
First Choice Clinic • firstchoiceclinic.com
   Faith-based services, pregnancy counseling and fatherhood classes
   1120 College Drive, Suite 204, Bismarck ...............................751-4575

Youthworks • youthworksweb.com
   Parenting Pathways Program
   221 W. Rosser Ave., Bismarck .............................................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.............................328-2316

Bridge to Benefits & Healthy Steps Program
   nd.bridgetobenefits.org
   Information on assistance programs for children.
   Healthy Steps Program.................................................. 1-877-543-7669

Student Blue (exclusive student health plan)
   Get details/plan options at StudentBlueND.com or 1-877-585-7551

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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
   Assistance Applications Online: nd.gov/dhs/info/pubs/application.html
   415 E. Rosser Ave., Suite 113, Bismarck.................................222-6622

Morton County Social Services • www.co.morton.nd.us
   Financial assistance, Medicaid, children’s health insurance
   210 2nd Ave. NW, Mandan..............................................667-3395
Community Action • cap7.com
  Food pantry, clothing closet, rental assistance (for qualified applicants)
  2105 Lee Avenue, Bismarck ................................................... 258-2240

Youthworks • youthworksweb.com
  Transitional housing program (18-21 years old)
  221 W. Rosser Ave., Bismarck ............................................. 255-6909 ext. 106

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

Ruth Meiers Hospitality House • rmhh.org
  Emergency shelters, food pantry, stone soup kitchen, used furniture
  1800 E. Broadway Ave., Bismarck ........................................... 222-2108

West Central Human Service Center PATH
  Projects for Assistance in Transition from Homelessness Program
  1237 W. Divide Ave., Suite 5, Bismarck .................................. 328-8888

Habitat for Humanity Missouri Valley • mvalleyhabitat.org
  Housing assistance (income restrictions apply)
  600 S. 2nd St. Suite 8, Bismarck ........................................... 255-7566

Salvation Army • usc.salvationarmy.org
  Food pantry, lodging assistance, utilities/rent assistance
  601 S. Washington St., Bismarck ............................................. 223-1889
  1220 Missouri Ave., Bismarck (Social Services Office) ........... 667-9486

North Dakota Housing Finance Agency • ndhfa.org
  Low Income rental assistance and HUD programs
  2624 Vermont Ave., Bismarck .............................................. 328-8080 or 1-800-292-8621

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

Great Plains Food Bank • greatplainsfoodbank.org
  Food pantry and Backpack Program
  1616 Capitol Way, Bismarck ............................................... 223-1510
Bismarck Emergency Food Pantry
725 Memorial Highway, Bismarck (limited hours of service) ..258-9188

Helping Hand Food Pantry
1826 N 8th St., Bismarck (limited hours of service) ..........223-0332

Soup Café
619 Memorial Highway, Bismarck (faith based)...................226-2325

Welcome House • welcome-house.net
Faith-based agency: shelter, food, and household items.
2910 E. Broadway Ave., Ste. 40, Bismarck .........................751-1218

Disability Services

BSC Student Accessibility Office......................................224-2575

Social Security Disability Claims Specialists......................328-8700

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

Easter Seals Society • easterseals.com
Services and support for the handicapped.
211 Collins Ave., Mandan ..................................................663-6828

Dakota Center for Independent Living • dakotacil.org
Independent living skills training and peer support.
3111 E. Broadway Ave., Bismarck .......... 222-3636 or 1-800-489-5013

Enable Inc. • enablend.org
Employment opportunities for the disabled and family support.
1836 Raven Drive, Bismarck .............................................255-2851

VSA North Dakota • vsanorthdakota.com
The state organization on arts and disability
1223 S. 12th St., Bismarck ..............................................255-2905
Community Options for Residential and Employment Services  
communityoptionsnd.com  
Assists people with disabilities to obtain employment  
4909 Shelburne St., Bismarck ................................................223-2417

ND Interagency Program for Assistive Technology • ndipat.org  
Assistive technology services for people with disabilities  
400 E. Broadway Ste. 501, Bismarck ...... 355-4615 or 1-888-540-4728

Child Care Resources

Child Care Resource & Referral • ndchildcare.org  
Assistance with finding quality daycare/child care services (program of Lutheran Social Services)........................................... 1-800-450-7801

BECEP (Bismarck Early Childhood Education Program)  
becep.bismarckschools.org  
Head Start, Special Ed Early Intervention, and Right Track programs.  
720 N 14th St., Bismarck..........................................................323-4400

North Dakota Federation of Families for Children’s Mental Health  
ndffcmh.org  
Support Services for parents of children with mental health concerns  
For more information...................................................... 1-800-484-2263

Caring for Children • ndcaring.org  
A medical benefit program for children up to age 19

Insure Kids Now • insurekidsnow.gov or HealthyStepsND.com  
Connecting kids to medical assistance programs.  
For more information...................................................... 1-877-KIDS-NOW

VSP Sight for Students • sightforstudents.org  
Free vision exams and glasses to low income/uninsured children  
For more information...................................................... 1-888-290-4964
The MACC: Mystic Advising & Counseling Center
Providing career/personal counseling, academic advising, and multicultural services to Bismarck State College students
Main Line: 701-224-5752
Located in the Lower Level of the Student Union Room 126
Fax: 701-224-5630
bismarckstate.edu/current/careers/contactusmacc

Job Seekers Network
myinterfase.com/bsc/student/home.aspx

Academic Advising
bismarckstate.edu/current/services/advising/
Email contact: bsc.advising@bismarckstate.edu
Follow Us on Facebook: Bismarck State College Advising
Follow Us on Twitter: bsc advising

Multicultural Student Services
bismarckstate.edu/current/services/multicultural
Email contact: bsc.multicultural@bismarckstate.edu