



# New Student Guide

## FALL 2024







# Welcome to Minot State University!

Whatever you do, **save this guidebook!** It's been designed to help you transition to college life. This information will be useful every day until you graduate from Minot State.

This might seem like a lot of information — and it is! But behind every word and every page, there are people at Minot State who are here to make this the most memorable and successful time in your life. We are here for you.

This is your story, and it's up to you to stack your days. By going to class, participating in your education, and engaging in MSU life outside the classroom day after day, you will succeed. Our team is here to help you create memories for a lifetime.

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# Prepare for your life at Minot State



Start with the following steps to make sure you are ready for your journey as a Minot State student!



## Sign up for class registration

All new students must attend a class registration session. Once you have been admitted to Minot State, you will receive your invitation via email with a link to sign up for class registration.

Visit [AskMSU.com/register](https://askmsu.com/register) for more information and a list of upcoming dates. The sessions are limited, so make your reservation early!



If you would like to schedule a time to take a placement test, contact the Minot State Testing Center at 701-858-3830.



## Submit final transcripts and test scores

**Freshman students:** Submit your **OFFICIAL, FINAL TRANSCRIPTS** noting the date of high school graduation. If you have dual credit enrollment, you must also provide an official college transcript from the institution offering courses regardless of whether the coursework is on your high school transcript.

**Transfer students:** Submit your **OFFICIAL, FINAL TRANSCRIPTS** from previous colleges and universities. *If you attended another NDUS campus, Minot State will access your official, final transcript.*

Mail official, final transcripts to:  
Minot State University  
Enrollment Services  
500 University Avenue W  
Minot, ND 58707



### Activate your NDUS accounts

You will need access to your Campus Connection account to register for classes. Follow these instructions to activate your account:

1. Go to [MinotStateU.edu/cc](https://MinotStateU.edu/cc).
2. Click Claim Your Account.
3. Enter your DOB and your student ID number (also known as your EMPLID), which was included in your acceptance letter.
4. Follow the steps as indicated.
5. Be sure to record your username and password in a safe place for future reference!



### Apply online for housing

1. Log into your Campus Connection account at [MinotStateU.edu/cc](https://MinotStateU.edu/cc).
2. Click on Student Self-Service.
3. Click On-Campus Housing > Minot State University.
4. Read the Housing Contract.
5. Click on Housing Applications (make sure to choose the correct application).
  - Complete all information requested
  - Submit your \$100 room reservation fee. The \$100 goes towards your payment once you move in.
6. Now it is time to pack! See page 7 for a list of what to pack.

Spring room assignments are done by the Residence Life Office.



### Set up your Minot State email account

1. Go to [MinotStateU.edu/mail](https://MinotStateU.edu/mail).
2. Click on Office 365 Webmail.
3. Enter your name (User ID) as your email address in the format created when you claimed your Campus Connection account.

*Example: firstname.lastname@ndus.edu (must be all lower case; sometimes a middle initial is included in the User ID)*

4. Your password for your Minot State email is the same as your Campus Connection account.

Need help? Contact the Minot State Help Desk at 701-858-4444 or visit [MinotStateU.edu/helpdesk](https://MinotStateU.edu/helpdesk).

**Log in and check your Minot State email account regularly!** All official campus announcements are sent to your Minot State email account, including information about financial aid, registration, academic advising, campus events, and more.



### Submit your immunization records

to Student Health (instructions on page 26).

### Traveling to Minot



Minot (MOT) has three **AIRLINES** to choose from:

- **Allegiant** – [allegiantair.com](https://allegiantair.com)  
(Las Vegas, NV; Mesa, AZ; Orlando, FL)
- **Delta** – [delta.com](https://delta.com)
- **United** – [united.com](https://united.com)



Minot has east/west **TRAIN** service on Amtrak – [amtrak.com](https://amtrak.com)

### After you've arrived



**CAR RENTALS** are available at the Minot International Airport. Uber and Lyft are also options for local transportation.



Several **HOTELS** offer a “Friends and Students of Minot State” discount! Scan the code or visit [AskMSU.com/lodging](https://AskMSU.com/lodging).



### Complete your Financial Obligation Agreement

in Campus Connection before registering for classes (instructions on page 17).



## Fall 2024 Move-in Day: **FRIDAY, AUG. 23**

### Residence hall check-in times

Friday, Aug. 23 – Sunday, Aug. 25.....9 A.M. – 5 P.M.

Monday, Aug. 26.....10 A.M. – 2 P.M.

If you are arriving outside of those times, please contact [housing@minotstateu.edu](mailto:housing@minotstateu.edu) or call your assigned hall's phone number.

Cook Hall: 701-818-7257

Crane Hall: 701-818-7018

Lura Manor: 701-818-7071

McCulloch Hall: 701-818-7120

### Early arrival housing

If you need to arrive and move in before Aug. 23, you must complete the **Early Arrival Application** via Campus Connection > Self-Service > On-Campus Housing at least five days before arrival. Late sign-up fee is \$25. If a Minot State department does not require you to arrive early, you will be responsible for an early arrival fee of \$20 per night. Please contact Minot State Residence Life and Housing if you have questions about your arrival date and time.



### Housing questions? Our staff is here to help!

Residence Life and Housing Office

Student Center, second floor, room 221 » 701-858-3363

[msu.housing@minotstateu.edu](mailto:msu.housing@minotstateu.edu)

[MinotStateU.edu/life](https://MinotStateU.edu/life)

[f](#) [i](#) [t](#) [p](#) @misurelife



### Furnishings provided in your room

- Desk and chair
- Bed and mattress
- Closet/wardrobe
- Mirror
- Wired and wireless internet connection



### Applying for a housing accommodation

The Residence Life and Housing Office provides reasonable accommodations for all residents. Application instructions can be found at [AskMSU.com/housing](https://AskMSU.com/housing).



### Safety in the residence halls

- Doors secured 24/7 by Cardlock
- Residence Life staff on-call around the clock
  - Cook Hall: 701-818-7257
  - Crane Hall: 701-818-7018
  - Lura Manor: 701-818-7071
  - McCulloch Hall: 701-818-7120
- Security cameras
- 24/7 campus safety and security staff: 701-500-2423
- Notifind emergency notification system
- Community eyes and ears



### Mail

Mail is delivered directly to your residence hall and distributed to your mailbox during desk hours Monday – Friday. Your mailing address on campus is:

*Your name*

*Minot State University*

*Name of hall and room number*

*500 University Ave W*

*Minot, ND 58707*



### Laundry

Laundry is free! Washers and dryers are located in each residence hall. Please use HE laundry detergent only. No PODS.



### Refrigerator rentals

Available through: <https://www.collegeproducts.com/store/minot/>





### Items to bring:

- Bedding set – Twin XL
- Shower supplies – including towels, toiletries, shower caddy, shower shoes
- Laundry tote and HE detergent (no PODS)
- Room décor
- Four season clothing and winter gear
- Floor/desk fan
- Trash basket and bags
- Mini fridge – max size 4.0 cubic ft.
- School supplies – computer, phone, charger
- Surge protector
- Single cup coffee maker with no hot plate (example: Keurig)



### Items NOT to bring:

- Weapons, firearms, or look-alike-weapons
- Rubber-backed area rugs
- Halogen lamps, potpourri burners, candle warmers, candles, or incense
- Window A/C units or space heaters
- Microwaves, toasters, toaster ovens, hot pots, popcorn poppers, or electric grill/griddles
- Laundry detergent pods
- Pets (fish, emotional support animals and service animals only)
- Alcohol, drugs, or tobacco products

## Dining



**Your meal plan will begin on Friday, Aug. 23.**

Our dining program has been designed with you in mind!

### Meal Plan Options

All students living in the residence halls **must** choose one of the following three meal plans:

**Block 160.....\$2,025/semester\***

160 meals *per semester* + \$350 Dining Dollars

**Base Plan.....\$2,079/semester\***

19 meals *per week*

**Premium Plan.....\$2,229/semester\***

19 meals *per week* + \$150 Dining Dollars

Students living off campus who would like to purchase a meal plan may choose one of the plans listed above or one of these commuter plans:

**Commuter Block 40 .....\$470/semester\***

40 meals *per semester* + \$100 Dining Dollars

**Commuter Block 80 .....\$793/semester\***

80 meals *per semester* + \$100 Dining Dollars

*\*Costs subject to change.*

### Dining Locations

Located in the Student Center, second floor.

- **Beaver Creek Café**
- **C-Store**
- **Starbucks** (in the Beaver Dam)

For hours of operation and more information about meal plans, visit [minot.sodexomyway.com](http://minot.sodexomyway.com).



Download the "Everyday" app for menus, nutrition info, and more!

**Minot State Dining Services**

701-858-4465 @misudining

# Campus life

Student ID

Wellness Center

Student Activities

Campus Bookstore

First Year Experience

Honors Program

Looyenga Leadership Center

Study Abroad

Performing Arts

Fine Arts

Professional Communication

University Policies

Student Rights to Privacy

## First semester to-do list

**!** Attend New Student Convocation on Aug. 26  
in Ann Nicole Nelson Hall.

### ACADEMICS

- ☐ Introduce yourself to your professors.
- ☐ Go to class every day.
- ☐ Make an appointment to meet with your academic advisor.
- ☐ Get a planner and write down all test, quiz, and project due dates.
- ☐ Visit the Academic Support Center in the lower level of the library for free tutoring if you need help with your studies (details on page 23).
- ☐ Study two hours for every hour you spend in class.
- ☐ To discuss accommodations for a disability, contact Access Services (details on page 22).
- ☐ Keep this guide in your backpack for easy reference!

### SOCIAL

- ☐ Follow MSU Life on Instagram (@msu\_life).
- ☐ Join one of the 50+ student clubs.
- ☐ Go to a Beaver athletics event. Find game schedules at MSUBeavers.com.
- ☐ Go to one student activity each week.

### SELF-CARE

- ☐ Take 20 minutes for yourself at the Wellness Center every day.
- ☐ Be intentional about getting enough sleep.
- ☐ Limit your caffeine intake in the afternoon.
- ☐ Be intentional about your eating habits.

### FINANCIAL CARE

- ☐ Make a plan to pay tuition and fees.
- ☐ Create a monthly budget.
- ☐ Get an on-campus job.
- ☐ If you don't have a credit or debit card, get one and pay your bills in full every month to build your credit score.



## Student ID



Your Minot State student ID card is your official identification as an enrolled student and may be used at/gives you access to:

- Beaver Creek Café (with active dining plan)
- Starbucks
- C-Store
- Residence halls
- Library
- Wellness Center
- Student Health Clinic
- Barnes & Noble campus bookstore



Your student ID also includes free admission to Student Activities events and Minot State Athletics home events.

ID cards may be requested at [AskMSU.com/PhotoID](http://AskMSU.com/PhotoID) or at the Photo ID office on the second floor of the Student Center.



### Beaver Bucks

Beaver Bucks are linked to your ID card and can be purchased at the Student Center director's office or the self-serve card value center, located outside the Beaver Dam. Funds purchased at the card value center are available immediately.

Your Beaver Bucks can:

- Buy food and beverages at Beaver Creek Café, Starbucks in Beaver Dam, and the C-Store
- Pay for items and services at the Barnes & Noble campus bookstore

Unused Beaver Bucks funds roll over from year to year until you graduate.

Student Center Director/Photo ID Office  
Student Center, second floor » 701-858-3364

## Campus Bookstore



**You may charge textbooks and supplies at the bookstore to your Student Account from Aug. 12 – Sept. 4.**

### Rent or buy new, used, and digital textbooks.

- **Rent** your textbooks and save an average of 50%. Highlight, take notes, and make them your own, plus we'll send you reminders when they need to be returned.
- **Buy** used textbooks and save up to 25%. You can also sell us your used textbooks during finals week and get up to 50% cash back!
- Go **digital** with YUZU™ by Barnes & Noble. YUZU lets you organize and read your digital content on your iPad® and PC. Learn more at [yuzu.com/college](http://yuzu.com/college).
- We will price match [amazon.com](http://amazon.com) and [bncollege.com](http://bncollege.com).

### Buying textbooks is easy.

- **Visit us in store** – Bring your course schedule to the campus store, our staff is ready and waiting to help you!
- **Shop online** – Go to [MinotStateU.bncollege.com](http://MinotStateU.bncollege.com) and add courses into our textbook wizard. All of the books you need will appear!

### We are a support system.

When you rent or buy textbooks from the Minot State bookstore, you're guaranteed:

- **The right textbook** – We work directly with your professors to get the right titles in store and online.
- **Convenience** – Rent or buy textbooks online, with FREE pick-up at the campus store.
- **Full refund** – When you return your book during the add/drop period, you will receive a full refund.



### CAMPUS BOOKSTORE HOURS

Monday – Friday: 8 A.M. – 4:30 P.M.

Saturday – Sunday: Closed

Special events/weekends: Check our website

Open 24/7 online: [MinotStateU.bncollege.com](http://MinotStateU.bncollege.com)

Hours subject to change.

Student Center, first floor atrium  
701-858-3390  
f /minotbookstore    @bncollege

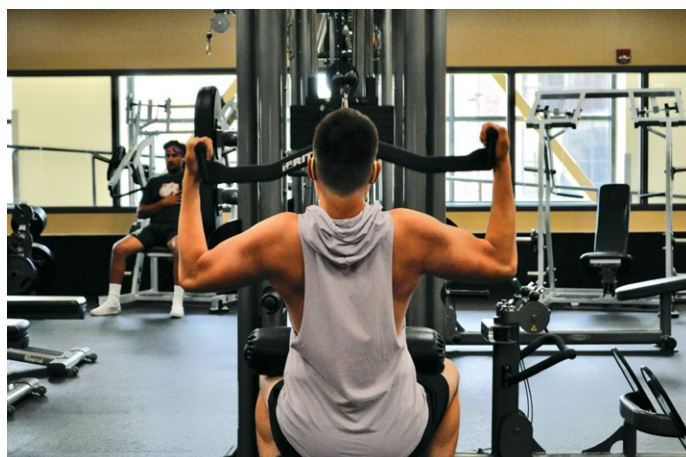
**BARNES & NOBLE**  
COLLEGE

# Wellness Center



**Membership to the Wellness Center is included in your student fees and gives you access to:**

- A wide selection of state-of-the-art **cardiovascular** and **weight training** equipment.
- **Group exercise classes** in a private fitness studio. Classes include yoga, spin, boot camp, and more.
- A 35 foot **rock wall** that offers top roping and bouldering options.
- **Intramural sports** that are open to all students and range from basketball to bowling, volleyball to kickball!
- **Outdoor recreation equipment** that includes bikes, kayaks, camping gear, lawn games, and more.
- Open **gym space** and equipment for basketball, pickleball, volleyball, badminton, floor hockey, soccer, and more.



701-858-4084 » [MinotStateU.edu/wellness](https://MinotStateU.edu/wellness)

Facebook: @MinotStateWellnessCenter Instagram: @msuwellness



## WELLNESS CENTER HOURS

Monday – Friday: 6 A.M. – 10 P.M.

Saturday: 10 A.M. – 6 P.M.

Sunday: Noon – 8 P.M.

*Hours vary during holidays and breaks.*





## Student Activities

MSU Life plans, coordinates, and hosts 100+ can't-miss events for students throughout the year! Events range from bingo, movies, and tournaments, to musicians, comedians, hypnotists, and more — a bit of everything to satisfy a wide variety of entertainment cravings! The best part? It's all FREE with your student ID!

 **100+**  
events each year

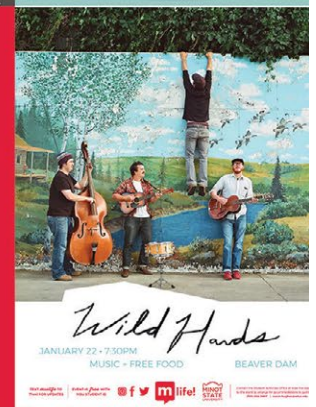
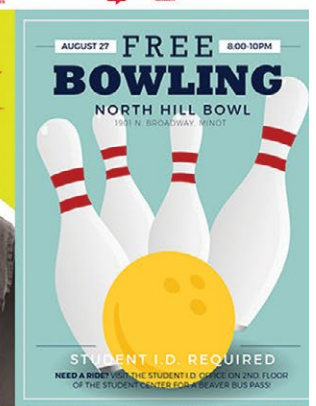
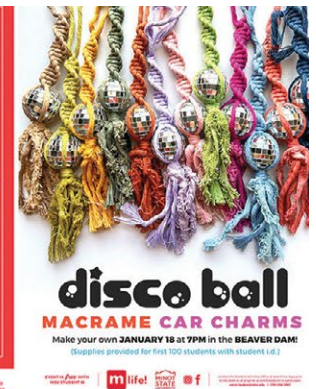
 **\$25K**  
in prizes and giveaways

The best way to learn about upcoming events and to win prizes is to follow MSU Life on Instagram!

 @msu\_life

AskMSU.com/MLife

Student Activities Office  
Student Center, second floor » 701-858-3987



"College is an experience, and a great one at that. Life is what you make it and if you make it right it'll be great! Even though you may have your nervousness and an anxiety about switching to this different environment, I assure you that it isn't as scary as you may think it to be. **Always be willing to broaden your horizon and meet new people.** College is fun and I'm sure you'll enjoy! Definitely can't wait to see you at the events!"

— Jada Clarke, MSU Life co-director and campus student leader





## First-Year Experience



The First-Year Experience (FYE) at Minot State is required for all students in their first semester or who transfer to MSU with less than 24 semester hours.

This powerful learning experience will inspire the transition to university life and learning through unique learning communities, peer mentors, and opportunities to engage with the campus and larger community.

### First-Year Learning Communities

Learning Communities are composed of two or three courses that are connected by a theme. Class sizes are small, and instructors work together to create meaningful assignments around the theme and across the courses. All learning communities include UNIV 110: First-Year Seminar which is a general education requirement for graduation.

To register for a FYE Learning Community:

1. Review the current Learning Community options at [MinotStateU.edu/FYE](https://minotstateu.edu/fye).
2. Discuss the Learning Communities with your advisor and choose the best option for you.
3. Complete the online FYE registration form.

*Note: Students must register for all courses in the Learning Community.*

## Honors Program



The Honors Program in Engagement and Scholarship (HOPES) challenges students who want a stimulating academic

experience, caring faculty, collaborative learning, and creative thinking. These courses empower you to earn a concentration or minor in honors.

You will participate in lively seminar discussions, conduct independent research, participate in community service projects, create a comprehensive honors portfolio, and earn recognition for your achievements.

### Program eligibility requirements:

- High school GPA of 3.25+ **or**
- ACT score of 25+/SAT score of 1200+

### Honors program benefits:

- Dedicated honors program advisor
- Extended library privileges
- Priority registration each semester
- Eligibility for achievement awards
- Use of Honors Center
- Membership in Honors Society, an honors student organization (optional)

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[jessica.smestad@minotstateu.edu](mailto:jessica.smestad@minotstateu.edu)  
[MinotStateU.edu/honors](https://minotstateu.edu/honors)





## Looyenga Leadership Center



The Looyenga Leadership Center is dedicated to your leadership development and growth. Through courses, co-curricular programming, and engagement with community partners, you will enhance your leadership skills and competencies while at Minot State, preparing you for future success as a citizen and change agent.

### Leadership programs at Minot State:

#### Academic

- Leadership courses: LEAD 101, 201, 211, and 301
- Leadership certificate (9 credits)
- Leadership concentration (12 credits)
- Leadership minor (18 credits)

#### Co-curricular

- Leadership workshops
- Student Leader Summit
- Emerging Leaders program
- Leadership speakers
- Personal leadership coaching
- Larson Leadership Scholars

### Leadership Living Learning Community

This First-Year Experience will empower you for current and future success through involvement in leadership, citizenship, and relationship building as you create a tightknit community in Lura Manor.



Residents of the Leadership Living Learning Community will interact with successful alumni, community members, and civic leaders and participate in interactive workshops, experiential activities, and service-learning opportunities. For more information, visit [MinotStateU.edu/leadership/programs/community.shtml](http://MinotStateU.edu/leadership/programs/community.shtml).



Looyenga Leadership Center  
Old Main, Room 101 » 701-858-3129  
[james.p.sturm@minotstateu.edu](mailto:james.p.sturm@minotstateu.edu)  
[MinotStateU.edu/leadership](http://MinotStateU.edu/leadership)

## Study Abroad



Study abroad opportunities at Minot State can take you to Norway, Denmark, Sweden, England, Italy, Australia, New Zealand, Costa Rica, Spain, and beyond.

Choose summer, semester, or academic year programs administered by ISA, TEAN, Semester at Sea, faculty-led programs, and exchanges with international partner institutions.

### Why study abroad?

- Expand your worldview and experience other cultures
- Gain new perspective
- Earn credits toward graduation
- Enhance your resumé



### Requirements to study abroad:

- 2.50 minimum GPA
- **Sophomore status:** 24 credits must be completed at the start of the study abroad program
- **Application deadlines:**  
Fall semester: March 15  
Spring semester: Oct. 15  
Summer: March 15

#### Office of International Programs

Administration, third floor » 701-858-4155  
[studyabroad@minotstateu.edu](mailto:studyabroad@minotstateu.edu)

[MinotStateU.edu/international](http://MinotStateU.edu/international)

[f](#) @MinotStateOfficeofInternationalPrograms  
[@](#) @minotstateinternational

## Performing Arts

Pursue your passion with a minor or concentration in music, dance and creative movement, or theatre arts.



### Music

Performance opportunities for non-majors:

- Concert Choir
- Symphony Orchestra
- Concert Band
- Jazz Ensemble



[MinotStateU.edu/music](http://MinotStateU.edu/music)



### Theatre

Whether in the spotlight or behind the scenes, there are ample opportunities to get involved in our theatre productions. You can also join the MSU Campus Players student organization.



[MinotStateU.edu/music/programs/theatre.shtml](http://MinotStateU.edu/music/programs/theatre.shtml)

## Fine Arts



Art minors and concentrations are great ways to explore passions and develop skills that can complement any major. Campus galleries and Art Club offer numerous ways to get involved.

Degree options for non-majors:

- Minors in art and art history
- Concentrations in art history, ceramics, drawing, graphic design, painting, photography, printmaking, sculpture, and traditional arts



[MinotStateU.edu/MSUart](http://MinotStateU.edu/MSUart)

## Professional Communication



The professional communication program provides experience valued in many careers.

Degree options for non-majors:

- Communication minor
- Concentrations in broadcasting, communication arts, journalism, public relations, media service, social media, and sportscasting

### Red & Green newspaper

The student-led print and online newspaper has opportunities for writers, editors, photographers, and more. [MinotStateU.edu/redgreen](http://MinotStateU.edu/redgreen)

### KMSU TV and radio

Minot State's television and radio station provides opportunities to produce, create, and air weekly content, as well as the annual KMSU Auction.

[MinotStateU.edu/brdcstng](http://MinotStateU.edu/brdcstng)



# University Policies

It is your responsibility as a student to know and abide by Minot State University policies, found both in the Student Handbook and the Undergraduate Catalog.

## Student Handbook

[MinotStateU.edu/handbook](http://MinotStateU.edu/handbook)

The Student Handbook is provided to assist you in finding the information you need in order to pursue your academic career, including:

- Services available to you on campus, as well as business, financial aid, and registration information.
- Official campus policies on a variety of topics which affect you as a student. These policies are subject to change.
- The Student Government Association (SGA) Constitution, provided to help further your understanding of the governmental process and encourage your participation in the University.

## Undergraduate Catalog

[catalog.MinotStateU.edu/undergraduate](http://catalog.MinotStateU.edu/undergraduate)

This catalog has been prepared by faculty and administration to provide information to prospective and enrolled students. Topics include:

- Calendar
- Degree offerings
- Admissions
- Academic information
- Degree requirements
- Special academic programs
- Policies and procedures
- Course descriptions
- Financial information, services, and organizations

*The right is reserved to change any of the rules and regulations of the University at any time, including those relating to admission, instruction, and graduation. The right to withdraw curricula and specific courses, alter course content, change the calendar, and to add or increase fees is similarly reserved. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those who already are enrolled in the University.*



## Student Rights to Privacy

The Family Education Rights and Privacy Act (FERPA) of 1974 mandates that **information contained in a student's educational records must be kept confidential**. Additional FERPA information is available in the Undergraduate Catalog and on the Registrar's Office website at [MinotStateU.edu/records](http://MinotStateU.edu/records).

- Examples of confidential information: class schedule, grades, and student ID number.
- Examples of directory information (NOT confidential): name, campus email, major, and dates of attendance.
- Confidential information should only be given to students in person, with proper identification, and should not be given over the telephone.
- Confidential information should not be given to the parent of any student unless he/she verifies with the Registrar's Office that the student has provided written permission.

Go to [MinotStateU.edu/records/right\\_to\\_privacy.shtml](http://MinotStateU.edu/records/right_to_privacy.shtml) and click on **Consent to Release Information Electronic Form** to complete the form to allow a person(s) access to your academic or financial information (e.g., your mom or dad).

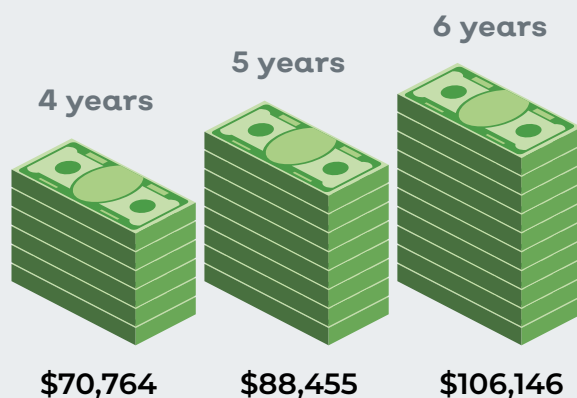
# How to pay for Minot State

## Campus Connection

Paying Tuition, Fees, Housing, and Meals  
Financial Aid

## Does graduating in four years matter? You decide.

At Minot State, you will earn the degree for the career you desire. When designing your class schedule, planning ahead can save you time and money!



### Estimated total cost of education at Minot State University\*

\*Based on 2023-24 annual rate of \$17,691:

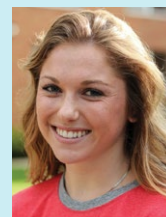
- Tuition \$7,168
- Fees \$1,465
- Books & supplies \$1,000
- Room \$3,900
- Food \$4,158

To maintain a goal of graduating in four years, you should take an average of 15 – 16 credits each semester.



*"One piece of advice I have for all students is to **cherish all your years of college because they will go by quicker than you think.** I look forward to meeting all of you and hope you have an amazing year!"*

– Taren Fite, nursing





# Campus Connection



## Campus Connection is what you will use to:

- Enroll, drop, or add courses
- View your grades
- Check and accept your financial aid offer
- View your class schedule
- Order official/unofficial transcripts
- Check your student financial account, apply for housing, and make payments

## Log in to Campus Connection

1. Go to [MinotStateU.edu/cc](https://MinotStateU.edu/cc).
2. Click the **Campus Connection Login** link.
3. Enter your **User ID** (e.g., firstname.lastname) and **Password**.
4. Click the **Log In** button.

Campus Solutions Log In

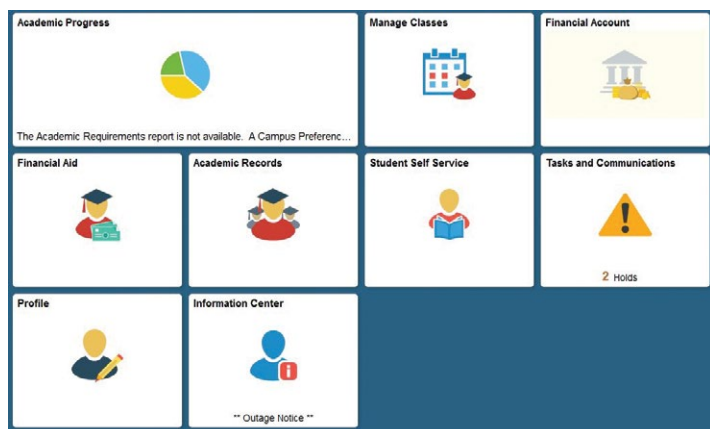
NDUS Campus Solutions requires authentication using your NDUS identifier.

User ID

Password

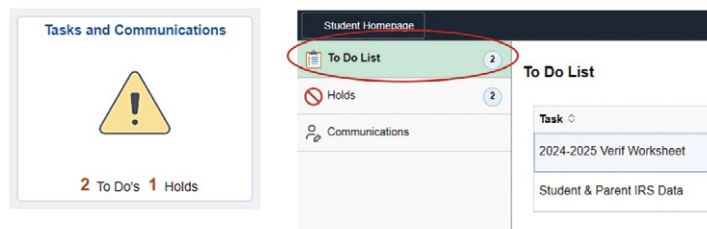
I agree to the terms of the [User Agreement](#)

After you're logged in to Campus Connection, your default screen will be your **Student Homepage**, which includes your academic, financial, and personal information.



## Review tasks and communications

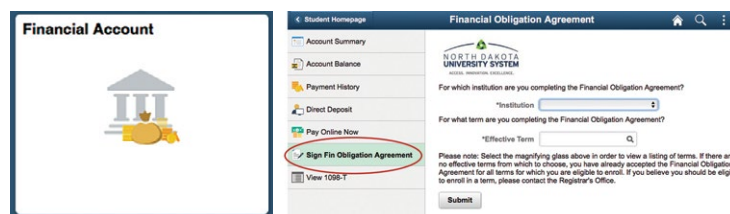
In Campus Connection, you'll be able to see if you have any **Holds** on your account or if Financial Aid is waiting for you to complete an item on your **To Do List**. Incomplete items can delay financial aid processing and prevent class registration. Click **Tasks and Communications** to find out which office is requesting additional information.



## Financial Obligation Agreement

The **Financial Obligation Agreement (FOA)** must be agreed upon before you can register for **each semester**.

1. Log into your **Campus Connection**.
2. Click on the **Financial Account** tile.
3. Click **Sign Fin Obligation Agreement**.
4. Select **Minot State University**.
5. Choose the effective term.
6. Read the agreement then click **Submit**.
7. Click **OK** and you are done for the current semester.



For questions about how to do things in Campus Connection, check out our [how-to videos](#).

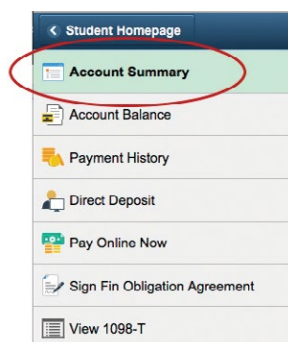
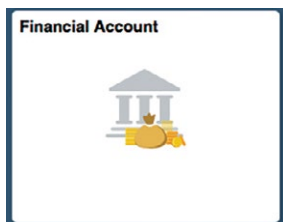
# Paying Tuition, Fees, Housing, and Meals



**Fall semester fees are due  
Wednesday, Sept. 11, 2024.**

**Paper invoices will not be mailed.** Your bill will be found in Campus Connection under **Financial Account** and **Account Summary** beginning in early August.

Please pay outstanding balances by the due date to avoid cancellation. All reinstated accounts are subject to a \$150 reinstatement fee.



▼ Tuition and Fees	
Description	Item Amount
Tuition-Resident	\$3,583.80
Mandatory Student Fee	\$906.12
Mandatory Fee-Technology	\$60.00
Mandatory Fee-Connect ND	\$66.00
Mandatory Fee-NDSA	\$0.48
<b>Tuition and Fees Subtotal</b>	<b>\$4,316.40</b>
▼ Miscellaneous Fees	
Description	Item Amount
Application Fee	\$35.00
New Student Fee	\$125.00
<b>Miscellaneous Fees Subtotal</b>	<b>\$160.00</b>
<b>Charges Subtotal</b>	<b>\$4,476.40</b>
▼ Waivers	
Description	Item Amount
4 Year Award	(\$250.00)
<b>Waiver Subtotal</b>	<b>(\$250.00)</b>
▼ Financial Aid Disbursed	
Description	Item Amount
Federal Direct Loan Unsub#1	(\$2,721.00)
Emerging Scholars Award	(\$125.83)
<b>Financial Aid Subtotal</b>	<b>(\$2,846.83)</b>
▼ Payments / Credits	
Description	Item Amount
Payment	(\$1,344.57)
App Fee Payment - Cash	(\$35.00)
<b>Payments / Credits Subtotal</b>	<b>(\$1,379.57)</b>
<b>2023 Fall Total</b>	<b>\$0.00</b>

## Payment methods:

- **In person, by phone, or by mail** to the business office, with a credit/debit card, check, or cash.
- **Online through Campus Connection**
  - Credit/debit card: 24 hours a day; no service fee
  - Electronic Funds Transfer (EFT): transfer funds directly from a checking or savings account; no service fee through Minot State
  - International Wire Transfer
  - Authorized user: you may set up authorized users to pay on your behalf

**Online billing only:** Check your account frequently for bills and important emails.

1. Log into your **Campus Connection**.
2. Click on **Financial Account**.
3. Click **Account Balance**.

## Other payment options:

- **Minot State Tuition Payment Plan**
  - \$50 enrollment fee per semester
  - Fall and spring semesters: Three equal payments
  - Summer semester: Two equal payments
- **Third party payers:** VA Benefit, National Guard, Vocational Rehabilitation, employer, etc.
- **Financial aid**
  - Scholarships/waivers
  - Federal Aid programs: grants, loans, work study
  - Private loans



## IMPORTANT DATES FOR FALL 2024

**Monday, Aug. 26** – Classes after 4 P.M. begin

**Tuesday, Aug. 27** – First full day of classes

## Drops and Withdrawals – 16-week classes

- **Wednesday, Sept. 4** – Last day to drop a class or withdraw from all classes and receive a 100% refund
- **Friday, Oct. 4** – Last day to withdraw from all classes and receive a 75% refund.
- **Sunday, Nov. 3** – Last day to withdraw from all classes and receive a 50% refund.

Minot State Business Office

Administration, second floor » 701-858-3330

[MinotStateU.edu/busoffic](https://MinotStateU.edu/busoffic)



# Financial Aid

## Federal Financial Aid

Students are encouraged to apply for federal financial aid, which includes:

- **Federal and State Grants**

Financial aid that generally doesn't have to be repaid — unless, for example, you withdraw from school and owe a refund.

- **Loans**

Borrowed money that you must repay, with interest. In most cases, repayment will begin six months after you drop below half-time status (six credit hours) or complete your program.

- **Work study**

A work program in which you earn money through campus employment to help you pay for school and cover personal expenses throughout the year.

*International and Canadian students do not qualify for federal student aid programs. Canadian loans are accepted.*

## Minot State scholarships

How to apply:

- Submit the scholarship application online by **Feb. 15 every year.**
- Some Minot State scholarships are based on financial need, determined by the FAFSA.
- Be aware of terms and conditions and renewal criteria.

[MinotStateU.edu/finaid/scholarships.shtml](http://MinotStateU.edu/finaid/scholarships.shtml)

To learn more about the types of financial aid available, visit [StudentAid.gov](http://StudentAid.gov) and [MinotStateU.edu/finaid](http://MinotStateU.edu/finaid).

### Financial Aid Office

Administration, second floor » 701-858-3375

[financialaid@MinotStateU.edu](mailto:financialaid@MinotStateU.edu)

[MinotStateU.edu/finaid](http://MinotStateU.edu/finaid)

[f @MinotStateUniversityFinancialAidOffice](https://www.facebook.com/MinotStateUniversityFinancialAidOffice)



## Free Application for Federal Student Aid (FAFSA)

**The FAFSA will be available in October.**

Submit your FAFSA as soon as possible to avoid delays. Be sure to submit a FAFSA every year.

Apply at: [StudentAid.gov](http://StudentAid.gov)

**Minot State School Code: 002994**

**Minot State FAFSA Priority  
Funding Deadline: April 15**

By submitting the FAFSA, you maximize your eligibility for student aid programs, including:

- Federal SEOG Grant
- Federal Work Study
- Federal Pell Grant
- Federal TEACH Grant
- Federal Direct Loan programs
- ND State Grant (*ND high school graduates should apply ASAP after October for consideration*)

*Apply by priority deadline of April 15 for consideration.*

.....

If there has been a significant change in income/tax information, we encourage you to contact the Minot State financial aid office.

.....

To be eligible to complete the FAFSA you must:

- Be a U.S. citizen or eligible noncitizen
- Be enrolled and fully accepted into a degree seeking program
  - New and transfer students must have **all** admission requirements completed before aid is disbursed
- Maintain Satisfactory Academic Progress (SAP)
- Not be in default on any federal student loans
- Not owe a repayment of any grant funds previously received

# Financial Aid

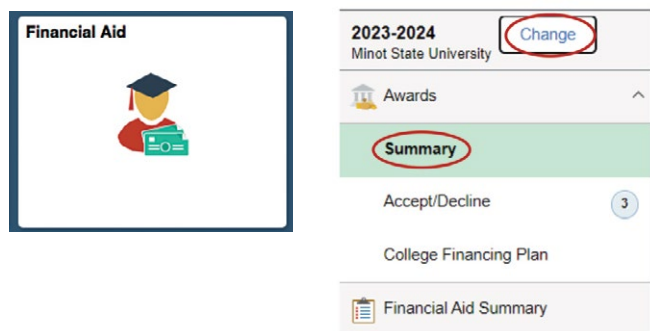


## Accept or decline your financial aid offer through Campus Connection.

To view your financial aid offer, log in to Campus Connection at [MinotStateU.edu/cc](https://MinotStateU.edu/cc) and follow these steps.

### STEP 1 | Review financial aid notification

Go to the **Financial Aid** tile in Campus Connection and click on **Awards Summary**. Make sure the appropriate aid year is selected (2024-2025).



Under Financial Aid Summary, click on **Cost of Attendance** to see a breakdown of your tuition and fees, housing, food, books and supplies, and miscellaneous living expenses.



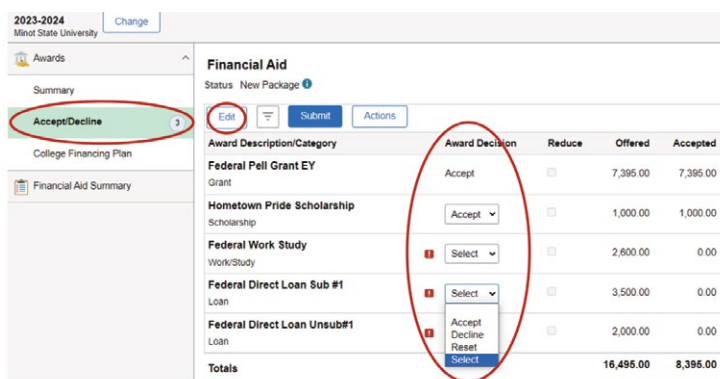
Keep in mind that these are **estimated costs** and not all your expenses will be paid directly to Minot State. The miscellaneous and personal expenses line provides you

with estimated costs for additional living expenses, including laundry detergent and toiletries. Minot State encourages you to pursue student employment opportunities rather than seek additional student loans to pay these types of costs.

Cost of Attendance		Need Summary	Estimated Family Contribution
Display: Summary		6 rows	
Category	Amount		
Books and Supplies	1,000.00		
Housing and Food	8,058.00		
Loan Fees	62.00		
Misc Personal Expenses	2,490.00		
Transportation Costs	1,350.00		
Tuition and Fees	8,634.00		
Total	21,594.00		

### STEP 2 | Accept/Decline financial aid offer

Go to the **Financial Aid** tile in Campus Connection and click **Accept/Decline**. You may view more details about each offer by clicking on the title of the offer. Click the **edit** button to accept, decline, or reduce your financial aid offer and click **Submit**. All grants and scholarships are awarded in accepted status.



### STEP 3 | First-time borrowers

#### Federal Direct Loans

If you're accepting a Federal Direct Loan for the first time (and are enrolled in at least six credits), you must complete a Master Promissory Note and Entrance Loan Counseling through the U.S. Department of Education. To complete these sessions, go to [StudentAid.gov](https://StudentAid.gov) and log in with your FSA ID.

#### Federal Nursing Loans

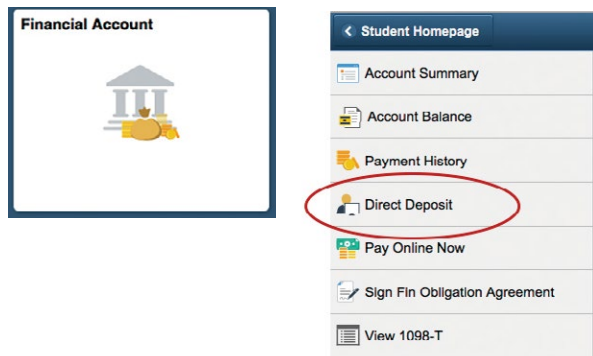
If you are borrowing a Nursing Loan for the first time (and are enrolled in at least six credits), you will be required to complete a Loan Agreement and entrance counseling each year through the Nursing Loan servicer, Heartland ECSI. When you have accepted your Nursing Loan, Heartland ECSI will send you an email with instructions on how to complete these items.



# Financial Aid

## STEP 4 | Financial aid refund

If your financial aid total is greater than the balance you owe to Minot State, the excess aid may be direct deposited into your bank account. You can enroll in direct deposit through your Campus Connection. Click on the **Financial Account** tile and **Direct Deposit**. Refund distribution for Fall 2024 will begin on Wednesday, Sept. 11.



### My Direct Deposits

**i** You are currently not enrolled in Direct Deposit. Please click on the Enroll button to proceed.

BSC and UND Students: BankMobile (formerly Higher One) provides you with a Direct Deposit option. Please visit [RefundSelection.com](https://RefundSelection.com) to select your refund preference. Bank Account information in Campus Connection is not used for BSC nor UND refunds.

**ENROLL IN DIRECT DEPOSIT**

## STEP 5 | Other aid

It is important to notify the financial aid office by email of any other outside aid you have accepted.

Encourage your scholarship organization to mail checks early. All outside scholarship checks must be made payable to Minot State University and mailed to:

Minot State University  
Financial Aid Office  
500 University Ave W  
Minot, ND 58707

### Enrollment status

Your financial aid offer is based on your enrollment as a full-time student. If you plan to take fewer than 12 credits per semester, please notify the financial aid office to have your aid adjusted appropriately. Some aid, such as grants, will be pro-rated based on the actual number of credits in which you are enrolled at the last day to add/drop a 16-week course.



# Student supports

## Academic Support Center

- Academic Advising
- Access Services
- Career Services
- Tutoring
- POWER Center  
(TRiO Student Support Services)
- Starfish

## Native American Cultural Center

## Military Resource Center

## Diversity

## LGBTQ+

## Report a Concern

## Student Health Clinic and Counseling Services

## Title IX Support and Accommodations

## IT Central Help Desk Guide

## Parking Information

## Parking Map

## Where to Go

## Academic Support Center

The **Academic Support Center**, located in the lower level of the Gordon B. Olson Library, houses several programs dedicated to student success. Learn more at [MinotStateU.edu/asc](https://minotstateu.edu/asc) and follow the ASC on Instagram: @msu\_asc.

### Academic Advising

Academic advising provides services to undeclared, general studies, and pre-nursing students. The advising unit also assists all students with general advising questions and prepares advising resources for the campus.

701-858-4039 » [advising@minotstateu.edu](mailto:advising@minotstateu.edu)  
[MinotStateU.edu/advising](https://minotstateu.edu/advising)

### Access Services

Access Services provides appropriate and reasonable accommodations for students with disabilities.

Accommodations may include but are not limited to:

- Extended time and modified testing environment
- Alternative textbook
- Note-taking assistance
- Screen reader
- Audio recording

701-858-3372 » [access.services@minotstateu.edu](mailto:access.services@minotstateu.edu)  
[MinotStateU.edu/access\\_services](https://minotstateu.edu/access_services)

### Career Services

Career Services offers career guidance for students and alumni. Services and programs provided include:

- Career exploration
- Job search strategies: resumé/cover letter assistance and interview preparation
- Full- and part-time employment listings
- Internship information
- Career fairs

701-858-3996 » [msujobs@minotstateu.edu](mailto:msujobs@minotstateu.edu)  
[MinotStateU.edu/careers](https://minotstateu.edu/careers)



## Tutoring

### Peer Tutoring

Whether you are striving for an 'A' or struggling in a course, peer tutors are ready to assist you. Free tutoring services are offered for select courses and tutors are available during scheduled drop-in hours. No appointment is necessary, and there is no limit to how many times you may meet with a tutor during the subject's availability.

Peer tutors are available Monday through Friday during designated hours, beginning the second week of classes. You may also request tutoring for additional subjects. An online tutor option is available in a variety of disciplines.

701-858-3360 » [tammy.wolf@minotstateu.edu](mailto:tammy.wolf@minotstateu.edu)

View the current schedule at: [AskMSU.com/tutoring](https://askmsu.com/tutoring)



### Peer Review Sessions

Peer Review Sessions are regularly-scheduled, informal review sessions in which you learn how to integrate course content and study skills while working with other students. The sessions are facilitated by peer leaders. You have the opportunity to develop proper study skills, compare notes, discuss lessons, and go beyond the lectures to focus on content relevancy.

Current list of courses: [AskMSU.com/tutoring](https://askmsu.com/tutoring)

### Writing Center

Peer tutors are available for face-to-face sessions and e-tutoring for assistance with writing assignments.

701-858-3060 » [writing@minotstateu.edu](mailto:writing@minotstateu.edu)

Make an appointment: <https://minot.mywconline.com>

## POWER Center (TRiO Student Support Services)

The goal of the **POWER Center** is to help you achieve academic, personal, and professional success.

### Benefits of being a POWER student include:

- POWER Week – move in a week early and learn secrets to success at Minot State
- Academic coaches – to keep you on the right track working toward your goals
- Workshops on key topics – learning styles, study skills, stress management, and more
- Enhanced resources – study aids, workshops, mentoring, money management, stress management, and individual tutoring (if/when it's needed)
- Opportunities for educational, cultural, and historical trips

### Eligibility

To qualify for POWER, you must be a U.S. citizen, working on your first bachelor's degree, and meet at least **ONE** of these criteria:

- You are a first-generation college student (neither parent nor guardian has received a four-year degree)
- You are income eligible
- You have a documented disability

701-858-4047 » [powercenter@minotstateu.edu](mailto:powercenter@minotstateu.edu)

[MinotStateU.edu/power](https://minotstateu.edu/power)

## Starfish

Starfish is a communication tool which allows instructors to give praise or raise concerns regarding



students' academic performance. If you receive an email with a concern, you are encouraged to seek assistance from your professor, academic advisor, or student success personnel. An online scheduling feature in Starfish allows you to schedule appointments with some academic advisors and other support staff.

701-858-3360 » [tammy.wolf@minotstateu.edu](mailto:tammy.wolf@minotstateu.edu)

Log into Starfish at: <https://minot.starfishsolutions.com/starfish-ops/support/login.html>

## Native American Cultural Center



The Native American Cultural Center provides academic support services and advocacy to Native American/American Indian students, while serving as a home away from home.

The Center serves to provide awareness and sensitivity to ethnicity and culture through educational experiences for students, faculty, staff, and the surrounding communities.

The Center also houses the Native American Cultural Awareness Club, with membership open to all Minot State students.



### Student services provided

- Individual counseling
- Academic and financial advising/referrals
- Transitional problem solving
- Advocacy for student concerns
- Employment assistance and job listings
- Native American cultural events
- Liaison with tribal nations and colleges

### Amenities

- Computers and printers
- Copy machine
- Telephones/long distance
- Social center



Student Center, third floor

701-858-3365 » [annette.mennem@minotstateu.edu](mailto:annette.mennem@minotstateu.edu)

[MinotStateU.edu/mss/nacc.shtml](http://MinotStateU.edu/mss/nacc.shtml)

MSU - Native American Cultural Awareness Club

## Military Resource Center



The Military Resource Center has a team of dedicated staff members who provide support on the MSU campus and at the education office on Minot AFB. The Center provides guidance for Active Duty, Reserve, veterans, National Guard service members, spouses, and dependents.



### Military awareness education

- New student orientation at MAFB
- Public information announcements
- Campus celebrations and events: Veterans Week, 9/11 Remembrance Day, Memorial Day, Flag Day
- Military culture presentations

### Student services

- Private meeting space
- Computer access and the ability to scan, print, and fax documents
- Break room
- MSU Veterans Club (student organization)

### Community agency referrals

- Vet Center
- Service groups: American Legion, AMVETS, VFW, American Legion Women's Auxiliary
- Ward County Veterans' Services Office
- Military outreach

### Community involvement

- Safe Communities
- Inter-Agency
- Minot Area Chamber of Commerce Military Affairs Committee
- Veteran Stand-down Committee
- AMVETS
- ND CARES



Model Hall, Room 208

701-858-4002 » [andy.heitkamp@minotstateu.edu](mailto:andy.heitkamp@minotstateu.edu)

[MinotStateU.edu/veterans](http://MinotStateU.edu/veterans) » @MinotStateVeterans



## Diversity



The Minot State Diversity Council is an institutional committee of faculty, staff, and students whose mission is to promote and build a diverse and inclusive university climate

by extending diversity and inclusion awareness throughout the campus community. Their vision is to be an exemplary council that equips the campus community to support diversity and inclusion.

The Diversity Council's goals include:

- to promote and sponsor activities and events supporting diversity;
- to advocate for a diverse and inclusive campus community;
- to forward to the university president recommendations that enhance a diverse and inclusive campus.

[MinotStateU.edu/diversity](http://MinotStateU.edu/diversity)

*"As a new student, starting at a new school can be nerve racking. At Minot State showing up is half the battle. In all that you do make sure that you show up. Get involved with clubs and don't let the time pass. **Actively showing up is the best thing for your mental health, your success, and your overall time at MSU.** I am looking forward to seeing your growth! Best of luck!"*

– Emmett Espino



## LGBTQ+ Resources



### Minot State Pride Club

MSU Campus Pride aims to create a safe space and community for LGBTQ+ students and allies. For more information email [prideclub@minotstateu.edu](mailto:prideclub@minotstateu.edu).

[f](#) [@msuprideclub](#)

### On-campus housing

Residence Life and Housing supports safety and inclusivity for prospective and current LGBTQ+ students. Gender inclusive housing is an optional housing program provided in Lura Manor and Crane Hall. For housing accommodations, email [msu.housing@minotstateu.edu](mailto:msu.housing@minotstateu.edu) or call 701-858-3363.

[MinotStateU.edu/life/residence-halls/gender-inclusive-housing.shtml](http://MinotStateU.edu/life/residence-halls/gender-inclusive-housing.shtml)

### Title IX

The University does not discriminate in its admissions practices (except as permitted by law), in its employment practices, or in its educational programs or activities on the basis of sex/gender. As a recipient of federal financial assistance for education activities, the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status.

Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sexual harassment, which are prohibited under Title IX and by University policy. Questions, comments, or complaints regarding gender-based harassment and or sexual harassment may be directed to the Title IX office at 701-858-3447.

[MinotStateU.edu/title9](http://MinotStateU.edu/title9)



### Report a concern

If you see something, say something. We can't help you or others if we don't know. Please visit this site if you have any concerns about student life at Minot State University: [MinotStateU.edu/sa/report-a-concern.shtml](http://MinotStateU.edu/sa/report-a-concern.shtml).



# Student Health Clinic and Counseling Services

## Student Health Clinic Services

[MinotStateU.edu/health](http://MinotStateU.edu/health)

- Full time registered nurse to provide basic first aid
- Partnered with Northland Health Center at 1600 2nd Ave SW, Suite 19, Minot, ND, 701-852-4600
- Each enrolled student has a \$50 credit per semester for medical services at Northland Health Center
- RN provides immunizations and tuberculosis testing on campus
- Health education/promotion programs

There is **no charge** for a **confidential, on-campus consultation** with the health care staff. You are responsible for any additional expenses for procedures, diagnostic tests, radiology, laboratory, and other fees.

## Counseling Services

[MinotStateU.edu/counseling](http://MinotStateU.edu/counseling)

- Counseling for students who are experiencing any distress that interferes with their school, work, or personal lives
- Free confidential consultation, intervention, and referral
- Counseling sessions are kept in strict confidence within legal and ethical limits



### STUDENT HEALTH CLINIC AND COUNSELING SERVICES HOURS

**Monday – Friday: 8 A.M. – 4:30 P.M.**  
(open during campus breaks)

Lura Manor, lower level, south entrance

#### Three ways to make an appointment:

1. **Online** – through the student portal:  
[minotsu.medicatconnect.com](http://minotsu.medicatconnect.com)
2. **By phone** – call 701-858-3371
3. **In person** – stop by the clinic to request an appointment



### Student Health and Immunization Requirements Checklist

- ☐ **You must submit proof of the following NDUS required immunizations** to the Minot State Student Health Clinic:
  - o **Two** doses of MMR vaccine
  - o **One** dose of meningitis vaccine after age 16 years if you are 21 years and younger.
- ☐ Written TB (tuberculosis) questionnaire is required for all students. For questions, please call the Student Health Clinic.
- ☐ Parental Consent Form for students under 18 years of age. **We are unable to provide any service to minors at the Student Health Clinic without this form completed and submitted.**

**A hold preventing registration will be placed on your student account if requirements are not met.** TB testing and required vaccines are available at the Student Health Clinic. Please schedule an appointment if you have any questions.

Submit your health records and find required forms online at: [minotsu.medicatconnect.com](http://minotsu.medicatconnect.com)



*"I come from Brandon, Manitoba, Canada, and I love how Minot feels just like home! My advice: **Self care is essential, don't forget to check in on your mental wellbeing.** I can't wait for you to join MSU!"*

– Georgia Tepleski,  
communication sciences  
and disorders





# Title IX Support and Accommodations



**Title IX prohibits discrimination on the basis of sex in any federally funded education program or activity.**

Minot State strongly encourages individuals who have experienced, have knowledge of, or have witnessed gender-based harassment, sexual harassment, sexual assault, domestic and dating violence, stalking, sexual exploitation, or other forms of sexual and related misconduct committed by or against students, staff, or faculty to report the incident immediately to the University. Other actions prohibited by Title IX include the failure to provide equal opportunity in athletics and discrimination based on pregnancy.

The University also prohibits retaliation against any person opposing sexual harassment or participating in any investigation or complaint process internal or external to the institution.

Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sexual harassment, which are prohibited under Title IX and by University policy. For a complete description of Minot State's policies and procedures regarding sexual harassment, go to [MinotStateU.edu/title9](https://MinotStateU.edu/title9)

## Report to Minot State

Contact the University's Title IX Coordinator by telephone, email, or in person during regular office hours; and or submit an incident report online.

### Lisa Dooley, Ed.D., Title IX Coordinator

Office of Title IX

Memorial Hall, fourth floor, Room 412

701-858-3447 » [lisa.dooley@minotstateu.edu](mailto:lisa.dooley@minotstateu.edu) » [MinotStateU.edu/title9](https://MinotStateU.edu/title9)

In case of an emergency or to file a report, contact Minot State Campus Security at 701-858-HELP (4357) or the Minot Police Department at 911 or 701-852-0111.

## Confidential resources

To speak confidentially, without initiating a report or investigation, contact:

**University counseling services:** 701-858-3371

**Campus chaplain:** 701-858-4170

**Domestic Violence Crisis Center** (off campus)

24-hr Crisis Line: 701-857-2200 » 24-hr Rape Crisis Line: 701-857-2500

## Non-Discrimination Policy Statement

The University adheres to all federal and state civil rights laws and regulations prohibiting discrimination in public institutions of higher education.

Minot State University does not engage in discrimination or harassment against any person because of race, color, religion or creed, sex, gender, gender identity, pregnancy, national or ethnic origin, disability, age, ancestry, marital status, sexual orientation, veteran status, political beliefs or affiliations, or information protected by the Genetic Information Nondiscrimination Act ("GINA"); and complies with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders and regulations, including remaining compliant and consistent with the Civil Rights Act, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972. This policy on non-discrimination applies to admissions, enrollment, scholarships, loan programs, participation in University activities, employment, and access to participation in, and treatment in all University programs and activities. The University prohibits retaliation against any individual or group who exercises its rights or responsibilities protected under the provisions of state law, federal law and/or University policy. Employees or students who violate this policy may face disciplinary action up to and including separation from the University. Third parties who commit discrimination or harassment may have their relationships with the University terminated and/or their privileges of being on University premises withdrawn.

Questions, comments, or complaints regarding sexual harassment may be directed to the Title IX Office. All other forms of discrimination (e.g., race) or harassment may be directed to the Vice President for Student Affairs or the Director of Human Resources, as appropriate. Complaints may also be filed with the U.S. Department of Education, Office for Civil Rights.

Title IX Office - Lisa Dooley, Ed.D., Title IX Coordinator  
Office of Title IX, Memorial Hall, fourth floor, Rm. 412  
500 University Ave W, Minot, ND 58707  
701-858-3447 | [lisa.dooley@minotstateu.edu](mailto:lisa.dooley@minotstateu.edu)  
[MinotStateU.edu/title9](https://MinotStateU.edu/title9)

Kevin Harmon, Vice President of Student Affairs  
500 University Ave W, Minot, ND 58707  
[kevin.harmon@minotstateu.edu](mailto:kevin.harmon@minotstateu.edu)

Sarah Abrahamson, Director  
Human Resources/Diversity/Equity/InclusionAA/EO  
500 University Ave W, Minot, ND 58707  
[hr@minotstateu.edu](mailto:hr@minotstateu.edu)

The Office for Civil Rights/Chicago  
U.S. Department of Education  
John C. Kluczynski Federal Building  
230 South Dearborn St., 37th floor, Chicago, IL 60604  
312-730-1560, FAX: 312-730-1576, TDD: 800-877-8339  
[OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov) | [ed.gov/ocr](https://ed.gov/ocr)

The **Prevent Sexual Violence** training must be completed annually before you can register for classes. Follow these steps to complete the online training:



1. Go to [MinotStateU.edu/title9/Prevention-Education.shtml](https://MinotStateU.edu/title9/Prevention-Education.shtml).
2. Select **Student-Prevention Education** and click on **training**.
3. Log in using your **@ndus.edu** email address.

# IT Central Help Desk Guide



## HELP DESK HOURS

**Monday – Friday: 7:30 A.M. – 4:30 P.M.**  
(walk-ins, email, calls)

IT Central – Old Main, Room 108  
701-858-4444  
helpdesk@minotstateu.edu

Help Ticket System: [MinotStateU.edu/helpdesk](http://MinotStateU.edu/helpdesk)

## Help Desk services at a glance

- General hardware and software troubleshooting (includes your personal computer)
- Software installations and upgrades
- Equipment check out (computers, projectors, cameras)
- Document and photo scanning
- Color printing

## Printing

Each student is allocated 500 print copies per semester with PaperCut Print Management Solutions, which has been enabled in all open access printing areas across campus. Log in using your NDUS UN and PW.

Need a color copy? Head to IT Central.

Other printer locations include:

- Old Main, first and third floors
- Gordon B. Olson Library, second floor
- Student Center, first floor atrium
- Beaver Dam, Student Center, second floor
- Cyril Moore Science Center, second floor
- Crane Hall front desk
- Cook Hall front desk
- Lura Manor front desk
- McCullough Hall front desk

## Access to online resources

- **Campus Connection:** [MinotStateU.edu/cc](http://MinotStateU.edu/cc)  
Resource for enrolling in classes, viewing schedules and grades, checking tuition and fee balances, etc.
- **Blackboard Learn:** [blackboard.ndus.edu](http://blackboard.ndus.edu)
- **Wireless internet:** Select **WLAN “MSU”** then enter your Minot State **UserID** and **password**.
- **Web space** for publishing a website and storage: [yourspace.MinotStateU.edu](http://yourspace.MinotStateU.edu)
- **Minot State email – Office 365:** [MinotStateU.edu/mail](http://MinotStateU.edu/mail)
- **Email address:** `userid@minotstateu.edu` or `userid@ndus.edu`
- **Microsoft Office365 Pro Plus:** Free download for enrolled students. Office365 ProPlus includes Microsoft Word, Excel, and PowerPoint for both PCs and Macs. For more details and installation instructions please visit [MinotStateU.edu/mail](http://MinotStateU.edu/mail), log in, and click on the Office 365 ProPlus Link.

## Duo Two-Factor Identification

Duo adds a second level of verification when people log into designated websites and online services. This added layer of security will help to decrease account compromises and identity theft by allowing you to use your smartphone, cell phone, tablet, or landline phone to easily confirm your login requests.

To enroll your device go to <http://duo.MinotStateU.edu>.





# Parking Information

## Permits are required to park on campus.

All vehicles parked on campus are required to display a parking permit Monday – Friday, 8 A.M. – 4:30 P.M.

### Student parking

Students are issued red permits and may park in any lot designated as student parking with red "S" or "S/E" signs with their red permit displayed properly.

A campus parking map showing designated lots can be found on page 30 of this guide.

### Parking permit fees

Student permits are \$65 per year. Permit sales for the academic year start mid-July. Watch your campus email, campus announcements (email), Minot State social media, and/or monitor the parking office website for the sales date.

### Citations and appeals

- Citations carry a fine.
  - Citations may be appealed within 30 days.
  - Appeals must be filed using an appeal form.
    - Forms can be obtained from the parking office
- OR**
- Appeals may be filed electronically using the online form; link can be found at the bottom of the page at [MinotStateU.edu/parking](https://minotstateu.edu/parking).



**Parking permits must be purchased online and picked up in person at the parking office.**

When purchasing your permit online, you will need to enter the following:

- Student ID#
- License plate information
- Vehicle information: make/model/color

Online payment options are to charge your:

- Student account
- Banking institution
- Credit card

### Instructions for purchasing parking permits

1. Scan the QR code or go to [MinotStateu.edu/parking](https://minotstateu.edu/parking) and click **Parking Portal Link** on the right.
2. Click the **Affiliated Login** button (not Guest button).
3. From the NDUS page, enter your username and password.
4. From the Account Information page, go to the **menu bar at the very top of the page**. Click on **Permits**, then **Get Permits**.
5. Verify and/or add vehicle information.
6. Choose and select payment method.
7. Bring your **PRINTED EMAIL RECEIPT** to the parking office along with your **Minot State ID** to pick up your permit. *You must have a hard copy receipt to pick up your permit from the parking office.*

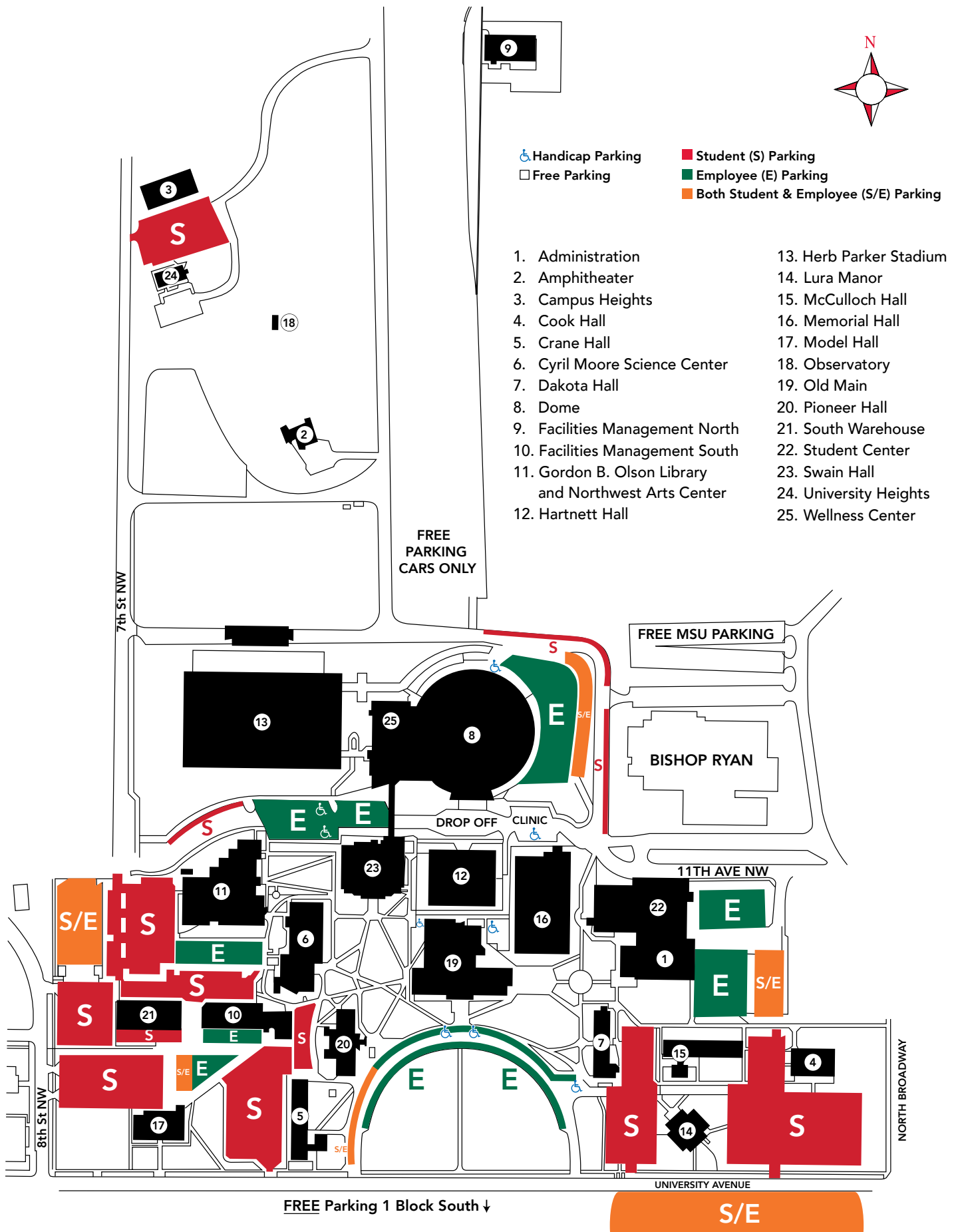


### PARKING OFFICE HOURS

**Monday – Friday: 8 A.M. – 4:30 P.M.**

Student Center, first floor, main entrance  
701-858-3318  
[msu.parking@minotstateu.edu](mailto:msu.parking@minotstateu.edu)

# Parking Map



## Where to Go

### **Paying a tuition bill**

Business Office  
Administration Building, second floor  
701-858-3333  
[MinotStateU.edu/busoffic](http://MinotStateU.edu/busoffic)

### **Textbooks and supplies**

Barnes & Noble Bookstore  
Student Center, first floor  
701-858-3390  
[MinotStateU.bncollege.com](http://MinotStateU.bncollege.com)

### **Parking permit**

Purchase online at [MinotStateU.edu/parking](http://MinotStateU.edu/parking)  
and pick up at the Parking Office  
Student Center, first floor, main entrance  
701-858-3318

### **Financial aid and scholarships**

Financial Aid Office  
Administration Building, second floor  
701-858-3375  
[MinotStateU.edu/finaid](http://MinotStateU.edu/finaid)

### **On-campus employment**

Human Resources  
Administration Building, second floor  
701-858-4611  
[MinotStateU.edu/hr](http://MinotStateU.edu/hr)

### **Residence hall questions**

Residence Life and Housing Office  
Student Center, second floor, room 221  
701-858-3363  
[MinotStateU.edu/life](http://MinotStateU.edu/life)

### **Course offerings or transfer credit questions**

Registrar's Office  
Administration Building, first floor  
701-858-3345  
[MinotStateU.edu/records](http://MinotStateU.edu/records)

### **Visa regulation information for F-1 or J-1 international students**

Office of International Programs  
Administration, third floor  
701-858-3348  
[MinotStateU.edu/international](http://MinotStateU.edu/international)



### **One Stop student services** [MinotStateU.edu/onestop](http://MinotStateU.edu/onestop)

Get expert help in learning to manage the business of being a student in one convenient location! One Stop has everything you need to know about registration, financial aid, bill payment, student records, and veterans' benefits and resources.

### **Exercise, wellness programs, and intramurals**

Wellness Center  
701-858-4084  
[MinotStateU.edu/wellness](http://MinotStateU.edu/wellness)

### **Medical care, immunizations, and counseling**

Student Health Clinic and Counseling Services  
Lura Manor, lower level, south entrance  
701-858-3371  
[MinotStateU.edu/health](http://MinotStateU.edu/health)

### **Mailing a letter or package**

Minot State Mail Room  
Student Center, first floor, main entrance  
701-858-3010  
[MinotStateU.edu/parking/mail.shtml](http://MinotStateU.edu/parking/mail.shtml)

### **Veteran or active duty military supports**

Military Resource Center  
Model Hall, room 208  
701-858-4003  
[MinotStateU.edu/veterans](http://MinotStateU.edu/veterans)

### **Native American student supports**

Native American Cultural Center  
Student Center, third floor  
701-858-3365  
[MinotStateU.edu/mss/nacc.shtml](http://MinotStateU.edu/mss/nacc.shtml)

### **Academic help through tutoring**

Tutoring Services, Academic Support Center  
Gordon B. Olson Library, lower level  
701-858-3360  
[AskMSU.com/tutoring](http://AskMSU.com/tutoring)

### **TRiO services**

POWER Center, Academic Support Center  
Gordon B. Olson Library, lower level  
701-858-4047  
[MinotStateU.edu/power](http://MinotStateU.edu/power)



# Fall Semester 2024 Important Dates\*



View more dates and deadlines:  
[MinotStateU.edu/calendar](https://minotstateu.edu/calendar)

	Enrolled in Full 16-Weeks Classes	Enrolled in First 8-Weeks Classes	Enrolled in Second 8-Weeks Classes
Textbooks and supplies at the bookstore may be charged to Student Account or Financial Aid	Aug. 12 – Sept. 4		
Classes begin after 4 P.M.	Monday, Aug. 26		
First full day of classes	Tuesday, Aug. 27	Monday, Aug. 26	Monday, Oct. 21
Labor Day, University closed	Monday, Sept. 2		
Last day to add a class	Wednesday, Sept. 4	Thursday, Aug. 29	Thursday, Oct. 24
Last day to drop a class or withdraw from ALL classes and receive a 100% refund	Wednesday, Sept. 4	Thursday, Aug. 29	Thursday, Oct. 24
Last day to drop a class without a “W” recorded on transcript	Wednesday, Sept. 4	Thursday, Aug. 29	Thursday, Oct. 24
Financial aid census date	Wednesday, Sept. 4		
Financial aid begins applying to student accounts	Wednesday, Sept. 11		
Excess financial aid distribution begins	Wednesday, Sept. 11		
Fall semester fees are due	Wednesday, Sept. 11		
2025-2026 FAFSA available	Tuesday, Oct. 1		
Last day to withdraw from ALL classes and receive a 75% refund	Friday, Oct. 4	Thursday, Sept. 12	Thursday, Nov. 7
Midterm grades	Monday, Oct. 21		
Spring registration for currently enrolled students	Oct. 29 – 31		
Last day to withdraw from ALL classes and receive a 50% refund	Sunday, Nov. 3	Wednesday, Sept. 25	Wednesday, Nov. 20
Veterans Day observed, University closed	Monday, Nov. 11		
Last day to drop	Friday, Nov. 15	Friday, Oct. 4	Monday, Nov. 25
Thanksgiving break (University closed Thursday only)	Nov. 27 – 29		
Final exams	Dec. 16 – 20	Oct. 16 – 17	Dec. 11 – 12
Grades must be entered by noon	Monday, Dec. 23	Tuesday, Oct. 22	Tuesday, Dec. 17
Official grades available	Monday, Dec. 30	Monday, Oct. 28	Monday, Dec. 23

\*Dates subject to change. Go to [MinotStateU.edu/onestop](https://minotstateu.edu/onestop) for up-to-date information.