

▼ APPLY FOR ADMISSION

- 📞 Questions? Call Enrollment Services at 701.858.3350 / ✉ Email askmsu@minotstateu.edu
- 🏠 Location: 1st Floor of Administration Building
- 🌐 Go to AskMSU.com/apply
- 💰 \$35 non-refundable application fee

▼ SUBMIT TRANSCRIPTS

- 📞 Questions? Call Enrollment Services at 701.858.3350 / ✉ Email askmsu@minotstateu.edu
- 🏠 Location: 1st Floor of Administration Building
- ① Freshman: Submit your ACT or SAT results; Submit your final, official high school transcript. Dual credit students, please submit your official transcript from those institutions.
- ① Transfer: Transferring more than 24 credits; submit official academic records from your previous institution(s). Transferring less than 24 credits; submit your official college transcript(s), your official high school transcript and your ACT/SAT results if you will be under 25 years of age on the first day of class.
- ① Military/Veteran Students: Submit your CCAF transcript or JST transcript also.
 - 🌐 CCAF: www.airuniversity.af.mil/Barnes/CCAF/
 - 🌐 JST: <https://jst.doded.mil/official.html>
- ✉ Send transcripts to: Minot State University, Enrollment Services, 500 University Ave W, Minot, ND 58707

▼ APPLY FOR MILITARY BENEFITS

- 📞 Call 888.442.4551 for eligibility
- 🌐 Go to www.va.gov to apply
- 📅 The process takes approximately 30-45 days.

▼ PROVIDE A COPY OF YOUR CERTIFICATE OF ELIGIBILITY (COE)

- 📞 Questions? Call Military Resource Center at 701.858.4003 / ✉ Email james.tucci@minotstateu.edu
- 🏠 Location: 2nd Floor of Model Hall / Room 208
- 👤 Bring to the Military Resource Center
- ✉ If you cannot bring in a copy, email it to james.tucci@minotstateu.edu or andy.heitkamp@minotstateu.edu

▼ TRANSFERRING SCHOOLS: COMPLETE 22-1995 or 22-5495

- 📞 Questions? Call Military Resource Center at 701.858.4003 / ✉ Email james.tucci@minotstateu.edu
- 🏠 Location: 2nd Floor of Model Hall / Room 208
- ① Veteran: Complete a 22-1995 form (Request for Change of Program or Place of Training)
- ① Spouse/Dependent: Complete a 22-5495 form (Request for Change of Program or Place of Training)
- 🌐 Go to www.va.gov
- 🔍 Click on "Search" and type in "22-1995" or "22-5495" and click on the magnifying glass 🔍
- 📄 Complete the form. (Process takes approximately 30 – 45 days 📅)
- 👤 Bring updated COE to the Military Resource Center
- ✉ If you cannot bring in a copy, email it to james.tucci@minotstateu.edu or andy.heitkamp@minotstateu.edu

▼ VETERANS PROVIDE A COPY OF YOUR DD214

- 📞 Questions? Call Military Resource Center at 701.858.4003 / ✉ Email james.tucci@minotstateu.edu
- 🏠 Location: 2nd Floor of Model Hall / Room 208
- 👤 Bring to the Military Resource Center
- ✉ If you cannot bring in a copy, email it to james.tucci@minotstateu.edu or andy.heitkamp@minotstateu.edu ✉
- If you cannot locate a copy of your DD214, go to www.archives.gov/veterans/military-service-records
- 📞 Questions? Call the National Personnel Records Center at 314.801.0800

▼ COMPLETE THE FREE APPLICATION FOR FINANCIAL AID

- 📞 Questions? Call Financial Aid Office at 701.858.3375 / ✉ Email financialaid@minotstateu.edu
- 🏠 Location: 2nd Floor of Administration Building
- 🔗 Go to www.fafsa.ed.gov to apply
- 📄 Title IV code: 002994
- ⚠ *Report income/tax info from an earlier tax year. (ex, on the 2019-2020 FAFSA, you will report your 2017 income/tax info, rather than your 2018.) If your family situation has changed significantly from the information provided, complete a Special Circumstance Form and return it to the Financial Aid Office. Go to MinotStateU.edu/finaid/pages/forms.shtml.*

▼ APPLY FOR SCHOLARSHIPS

- 📞 Questions? Call Financial Aid Office at 701.858.3375 / ✉ Email financialaid@minotstateu.edu
- 🏠 Location: 2nd Floor of Administration Building
- 🔗 Go to MinotStateU.edu/finaid/scholarships.shtml. Complete one of the MSU Scholarship and Award Program Applications.
- ⚠ *Not all colleges and/or departments use the online scholarship application. Please check with your college and/or department for additional information.*

▼ CLAIM YOUR CAMPUS CONNECTION ACCOUNT

- 📞 Questions? Call Enrollment Services at 701.858.3350 / ✉ Email askmsu@minotstateu.edu
- 🏠 Location: 1st Floor of Administration Building
- 🔗 Go to MinotStateU.edu/cc
- 🖱 Click on "Claim Your Account" located in the grey box, on the right side of the screen.
- ⚠ *You will need your EMPLID/Student ID, which is located in your acceptance letter. If you cannot find your ID, contact Enrollment Services.*
- 📞 All other questions? Call the NDUS Help Desk at 866.457.6387

▼ PROVIDE PROOF OF IMMUNIZATION

- 📞 Questions? Call Student Health at 701.858.3371 / ✉ Email askmsu@minotstateu.edu
- 🏠 Location: Lower level of Lura Manor, South entrance
- ⚠ All students are to be vaccinated with two doses of measles, mumps, and rubella.
- ⚠ All newly admitted students ages 21 and younger must provide documentation of meningitis vaccination (MCV4, Menveo, or Menactra) given after the 16th birthday. Meningococcal B and Meningococcal C vaccine such as Trumenba and Bexsero do not fulfill the requirement.
- ⚠ All students are also required to complete the Tuberculosis (TB) Screening Questionnaire Form.
- ⚠ All students under the age of 18 years must have a parent or guardian complete the Parent Consent for Minor form to receive services at MSU Student Health.
- 📄 Required documentation must be submitted through the MSU Student Health Portal, Student Health will no longer accept paper documentation submitted via fax, e-mail, mail, or hand delivery.
 - 🔗 Go to MinotStateU.edu/health/index.shtml.
 - 🖱 Click on Student Portal – If you have claimed your Campus Connection Account, you may access the student portal. Use your Campus Connection username and password to log in.
- 📄 Upload Immunizations – go to upload, choose the document you are uploading, immunization record, select file, and upload.

▼ APPLY FOR HOUSING

- 📞 Questions? Call Residence Life and Housing at 701.858.3363 / ✉ Email msu.housing@minotstateu.edu
- 🏠 Location: 2nd Floor of Student Center, West Side.
- 📄 Residence: In order to be able to apply online, you must already applied for and been admitted to MSU, and must have Halls claimed your Campus Connection Account.
 - 🔗 Go to MinotStateU.edu/life/applications.shtml
 - 🖱 Under Apply Online, complete steps 1-6, after you claim your Campus Connection Account.
- 📄 Apartments: The application process is not done through Campus Connection.
 - 🖱 Apply in person or ✉ Email msu.housing@minotstateu.edu to request an apartment application

▼ REMOVE YOUR FINANCIAL OBLIGATION AGREEMENT HOLD

- 🔗 Go to MinotStateU.edu/cc
 - 🖱 Click on "Campus Connection Login" in the grey box to the right
 - 🖱 On the Student Homepage, click on the "Financial Account" box
 - 🖱 Click on "Sign Financial Obligation Agreement"
 - 🖱 Select "Minot State University" as your Institution
 - 🖱 Click on the magnifying glass 🔍 to select the correct term and click "Submit"
 - 🖱 Read Information and Click "Accept" and then click "OK"
- The hold has been removed

ATTEND A NEW STUDENT ORIENTATION

- ☎ Questions? Call Enrollment Services at 701.858.3350 / ✉ Email askmsu@minotstateu.edu
- 🏠 Location: 1st Floor of Administration Building
- ⚠ All students are also required to attend.
- 👉 *Students will be charged \$125.00, the one-time New Student fee, which covers New Student Orientation (NSO) and Welcome Week(end) programming. This cost includes meals, facility usage, materials, and staffing.*
- ✉ Students will receive an invitation via email with a link to register. Visit MinotStateU.edu/orientation for more information. Sessions are limited, so make your reservation early!
- ⓘ During your orientation session, you will consult with an advisor and register for your classes. You can gather information from various departments on campus during the Resource Fair.

PLACEMENT TESTING

- ☎ Questions? Call Enrollment Services at 701.858.3350 / ✉ Email askmsu@minotstateu.edu
- 🏠 Location: 1st Floor of Administration Building
- ⓘ You may be required to take the Accuplacer placement test. You will have an opportunity to take the test during Orientation. The exam will begin at 7:00 AM ⌚.
- ☎ If you wish to take it a different day, you will need to contact the Testing Center to schedule an appointment. Please call 701.858.3830 or you can ✉ Email testingcenter@minotstateu.edu
- 🏠 Location: 3rd Floor of Administration Building
- 👤 Bring a copy of your Accuplacer test results to the Military Resource Center 🏠 Location: 1st Floor of Dakota Hall/East Entrance

COMPLETE THE STUDENT AGREEMENT

- ☎ Questions? Call Military Resource Center at 701.858.4002 / ✉ Email andy.heitkamp@minotstateu.edu
- 🏠 Location: 2nd Floor of Model Hall / Room 208
- 🔗 Go to MinotStateU.edu/veterans/_documents/19-20shoppingSheet.pdf
- 👤 A representative from the Military Resource Center must discuss the agreement with you. A copy will be placed in your file.

COMPLETE THE SEMESTER WORKSHEET

- ☎ Questions? Call Military Resource Center at 701.858.4003 / ✉ Email james.tucci@minotstateu.edu
- 🏠 Location: 2nd Floor of Model Hall / Room 208
- 🔗 Go to MinotStateU.edu/veterans/ and click on "Semester Worksheet"
- 🔗 Complete the worksheet for each term you are enrolled in (Fall, Spring, Summer).
- ⚠ Students must be fully admitted to MSU and may only be certified for courses required for their degree.

PROVIDE A COPY OF YOUR ACADEMIC REQUIREMENTS

- ☎ Questions? Call Military Resource Center at 701.858.4003 / ✉ Email james.tucci@minotstateu.edu
- 🏠 Location: 2nd Floor of Model Hall / Room 208
- 🔗 Go to MinotStateU.edu/cc
- 🔗 Click on "Campus Connection Login" in the grey box to the right and log into Campus Connection
- 🔗 On the Student Homepage, click on the "Academic Progress" box
- 🔗 Click on "My Academic Requirements"
- 🔗 Click on the "View Report as PDF" tab
- 🖨 Print the report
- 👤 Bring a copy to the Military Resource Center
- ✉ If you cannot bring in a copy, email it to james.tucci@minotstateu.edu or andy.heitkamp@minotstateu.edu

COMPLETE YOUR TUITION ASSISTANCE APPLICATION

- ☎ Questions? Call Military Resource Center at 701.858.4002 / ✉ Email andy.heitkamp@minotstateu.edu
- 🏠 Location: 2nd Floor of Model Hall / Room 208
- ⓘ Federal Tuition Assistance: Available for Active Duty members and some drilling members of the ND Army National Guard and Army Reserve. Check with your unit for details. Funding is based upon availability, apply as early as possible. Apply for FTA up to 60 days prior to the start of your courses.
 - 🔗 Complete an application at www.goarmyed.com
- ⓘ State Tuition Assistance: STA is a reimbursement program that pays upon the successful completion of a class. You must obtain a "C" or better for undergrad students and a "B" or better for graduate students to receive reimbursement. You are required to pay the school upfront and be reimbursed at the end of the semester. This program is available to both ARNG and ANG.
 - ☎ Questions? Call 701.333.3308.
 - 🔗 To apply, go to <https://nd.ng.mil/resources/educationservices/Pages/default.aspx>
 - 📅 Applications are due August 31 for the fall term, January 15 for the spring term, and June 15 for the summer term. Late applications will be denied.

- ① Tuition Assistance: This program is available to active duty, National Guard, and Reserve Component service members. Each military branch has its own TA application form procedures. Visit your local installation education center for more information. Your service's education center must approve your tuition assistance before you enroll in a course.
 - 📞 To apply, go to:
 - Army & Army National Guard: www.goarmyved.com / 📞 Help Line: 800.817.9990
 - Navy: WebTA / 📞 Help Line: 877.838.1659
 - Air Force & Air National Guard: www.my.af.mil/ / 📞 Help Line: 877.596.5771, opt 7
 - Marines: WebTA / 📞 Help Line: 877.838.1659, Option 4
 - Coast Guard: WebTA / 📞 Help Line: 757.366.6578
 - Reserves: Select your branch portal

▼ COMPLETE ND DEPENDENT TUITION WAIVER (DEPENDENT'S EDUCATIONAL ASSISTANCE PROGRAM / CHAPTER 35)

- 📞 Questions? Call Military Resource Center at 701.858.4002 / ✉ Email andy.heitkamp@minotstateu.edu
- 🏠 Location: 2nd Floor of Model Hall / Room 208
- ① Any dependent of a resident veteran who was killed in action or died from wounds or other service-connected causes was totally disabled as a result of service-connected causes, died from service-connected disabilities, was a prisoner of war, or was declared missing in action shall receive free tuition.
- 📞 Go to MinotStateU.edu/busoffice/student_info.shtml to obtain the Waiver Application Form. You will need to provide a copy of the Veterans DD214 and a copy of your COE or letter addressed to the student from the VA indicating eligibility for the Chapter 35 benefit.

▼ GET YOUR STUDENT ID

- 📞 Questions? Call Student Center Office at 701.858.3364
- 🏠 Location: 2nd Floor of Student Center, West Side.
- ⚠ Your first student ID is free. You must be admitted or registered with MSU, before obtaining an ID card.
- 🔑 To replace a lost or stolen card, you must pay a non-refundable fee of \$20.00.

▼ PURCHASE BOOKS

- 📞 Questions? Call Barnes & Noble Bookstore at 701.858.3390
- 🏠 Location: 1st Floor of Student Center
- 📞 Once you are enrolled and received your class schedule, you may purchase or rent books needed for classes on campus or online at MinotStateU.bncollege.com


▼ PURCHASE PARKING PERMIT

- 📞 Questions? Call the Parking Office at 701.858.3318
- 🏠 Location: 1st Floor of Student Center
- 📞 Go to MinotStateU.edu/parking/pages/permits.shtml for instructions on how to purchase parking permits online.


▼ PURCHASE A MEAL PLAN

- 📞 Questions? Call Student Center Office at 701.858.3364
- 🏠 Location: 2nd Floor of Student Center, West Side.
- ⚠ All residence hall students are required to participate in the meal plan.
- ① Students have a variety of options to accommodate their schedules, meals served in the resident dining room are all-you-care-to-eat.

▾ Access Services


 Questions? Call 701.858.3372


 Location: Academic Support Center, Library, Lower Level


 Provides access to and inclusion in academic and campus programs for students with disabilities by providing reasonable accommodations when appropriate and necessary. Common accommodations are exam accommodations, note takers, and alternate format for textbooks.

 Go to [MinotStateU.edu/access_services](https://minotstateu.edu/access_services)

▾ Career Services


 Questions? Call 701.858.3996


 Location: Academic Support Center, Library, Lower Level


 Assists with career guidance and exploration, cover letter/resumé assistance, employment opportunities, mock interviews, and goal planning. A variety of student success workshops are also offered throughout the academic year.

 Go to [MinotStateU.edu/careers](https://minotstateu.edu/careers)

▾ Counseling Services


 Questions? Call 701.858.3371


 Location: Lura Manor, lower level, south entrance


 Free, confidential consultation, brief short-term intervention, and referral. Assistance is also available for student emergencies, Class Absence Policy, and other student welfare issues.

 Go to [MinotStateU.edu/counseling](https://minotstateu.edu/counseling)

▾ Financial Aid

 Questions? Call 701.858.3375


 Location: 2nd Floor of Administration Building


 Assists with the application for and distribution of grants, loans, scholarships, and/or federal work study, along with students who are planning on withdrawing from the university.

 Go to [MinotStateU.edu/finaid](https://minotstateu.edu/finaid)

▾ Military Resource Center


 Questions? Call 701.858.4002

 Location: 2nd Floor of Model Hall / Room 208

 Home to a dedicated space to assist DoD and VA Military members, includes academic and/or financial planning, tutoring, counseling, and transitions from military to university life with referrals to related agencies. students

 Go to [MinotStateU.edu/veterans](https://minotstateu.edu/veterans)

▾ Native American Cultural Center


 Questions? Call 701.858.3365

 Location: 3rd Floor of Student Center, West Side.


 Counseling, advising, and academic student transitional assistance for Native American/American Indian students at MSU.

 Go to [MinotStateU.edu/mss/nacc.shtml](https://minotstateu.edu/mss/nacc.shtml)

▾ Office of International Programs

 Questions? Call 701.858.3348

 Location: 3rd Floor of Administration Building


 Facilitates study abroad experiences for students, advises on visa issues for international students in F-1 and J-1 status, and coordinates exchange programs with partner universities in other countries.

 Go to [MinotStateU.edu/international](https://minotstateu.edu/international)

▼ **POWER Center: a TRIO-SSS Program**


 Questions? Call 701.858.4047

 Location: Academic Support Center, Library, Lower Level


 POWER (Providing Opportunities With Enhanced Resources) helps you achieve academic, personal, and professional success. To be eligible for POWER, you must be a U.S. citizen, working on your first bachelor's degree, and meet at least one of these criteria: First-generation college student; Income eligible; Have a documented disability.

 Go to MinotStateU.edu/power

▼ **Registrar's Office**


 Questions? Call 701.858.3345

 Location: 1st Floor of Administration Building


 Assistance with Campus Connection questions, course overloads, processing add/drop forms, transcript requests, enrollment verification letters, and major/minor/concentration changes.

 Go to MinotStateU.edu/records

▼ **Residence Life**

 Questions? Call 701.858.3363

 Location: 2nd Floor of Student Center, West Side.


 Excellent resource for student welfare concerns such as the on-campus living environment, roommate conflicts, and discipline issues.

 Go to MinotStateU.edu/life

▼ **Student Activities**


 Questions? Call Student Center Office at 701.858.3987


 Location: 2nd Floor of Student Center, West Side.


 Provides a fun and engaging atmosphere and is available to assist you in getting involved in campus organizations, making new friends, and getting the most out of your college experience!

 Go to MinotStateU.edu/msu-life

▼ **Student Health Clinic**

 Questions? Call 701.858.3371


 Location: Lura Manor, lower level, south entrance


 Treatment of illnesses, injuries and other conditions, physicals, women's healthcare, immunizations, sexually transmitted disease testing and treatment, blood pressure monitoring, and health education/promotion programs.

 Go to MinotStateU.edu/health

▼ **Tutoring Services**

 Location: Academic Support Center, Library, Lower Level

 **Peer Tutoring:** Free drop-in tutoring is open to all students for select courses.

 Questions? Call 701.858.3360

 Go to MinotStateU.edu/cetl/peer_tutoring.shtml

 **SmarThinking:** Free online tutoring in a variety of disciplines. Refer to the online schedule.

 Go to MinotStateU.edu/online/smarthinking.shtml

 **Writing Center:** Free assistance with writing assignments in any subject

 Questions? Call 701.858.3060

 Go to MinotStateU.edu/writingcenter

