

Services for Students



FACULTY ADVISER

Students are assigned to a faculty member who will serve as an adviser while the student is enrolled at the College. In most cases the adviser will be an instructor in the course of study that the student has chosen.

MYSTIC ADVISING AND COUNSELING CENTER (MACC)

The MACC is a one stop student service center located in the lower level of the Student Union that provides advising, career and personal counseling, and employment services. The Multicultural Services office is also located in the MACC.

ADVISING

Advising services are available to assist students with general advising questions, degree planning, course registration, transfer questions and graduation applications.

CAREER COUNSELING

Career Counseling Services personnel offer assistance to help BSC students make informed decisions about career and educational goals, using a variety of resources to explore possible careers. After completing the self-assessment, occupational information, interest inventories, and a Job Shadow experience, the student will move toward selecting a major.

PERSONAL COUNSELING

Counseling is available to help students achieve productive and rewarding experiences while attending BSC. Personal counseling is a resource for assistance with personal problems, maintaining quality mental health, examining life goals, developing coping skills, and establishing positive relationships. Referrals to community agencies may also be arranged if necessary or requested by the student. Students do not have to have a “problem” to utilize a counselor; counselors are available to discuss personal growth issues.

EMPLOYMENT SERVICES

Referral activities assist students, faculty, and employers in developing a relationship for possible student employment. These activities may include on-campus interviews/informational sessions, workshops on resume/cover letter writing, interviewing techniques, or electronic job search skills. Placement statistics are also available related to past graduates of BSC programs.

To better serve BSC student employment needs, the online career service system Job Seekers Network (<https://www.myinterfase.com/bsc/student/>) is available for students and alumni seeking employment with local, regional and national companies. Students should also consult with this office for assistance in finding part-time, summer, or permanent employment. Students are strongly

encouraged to begin searching for employment at least one semester prior to completing their program.

MULTICULTURAL SERVICES

BSC's Multicultural Services offer cultural-based student services to promote educational achievement, collegiate success, and cultural enrichment for students.

The office works closely with other BSC programs to offer student advising, career planning, college success skills, disability services, and tutoring support. Students can also receive assistance with referrals to on- or off-campus programs or agencies for counseling, housing, job services, transportation, and contact with local, state or tribal higher education agencies. Information on diversity-related scholarships and cultural diversity waivers is also available.

The office promotes campus diversity and cultural enrichment through Multicultural Club events, presentations, discussion forums, and other campus activities.

Visit the Web page at bismarckstate.edu/multicultural

ORIENTATION

The college provides a virtual orientation for all students to review prior to registering for classes. The orientation includes information on campus familiarization, academic planning, placement testing, student finance, student services, and academic policies. All new students meet individually with an advisor to select courses and answer any questions about the orientation. When students are on campus to register, there is time built in to sign up for e-mail, obtain a student ID, buy books and tour campus. The first month of the semester is filled with activities to acclimate students to the college. Some activities are Welcome Week, residence hall move-in, open houses in student service areas, club fair, student dance and other activities.

CAMPUSCONNECTION

CampusConnection is the student administration system used by Bismarck State College and all North Dakota University System campuses. Students have many options such as add or drop courses, check on Financial Aid, pay bills, or view grades. The CampusConnection Portal is a place where students have access to their information seven days a week, 24 hours a day.

STUDENT ACCESSIBILITY (DISABILITY SERVICES)

In accordance with the Americans with Disabilities Act (ADA), Bismarck State College recognizes its responsibility to provide appropriate accommodations for students with documented disabilities who are otherwise qualified to participate in programs and courses of the college. Staff and faculty will work with students and/or other agencies to arrange for reasonable accommodations.

Students can initiate disability services by contacting the Student Accessibility Services office on a timely basis. An application for services and written documentation of the disability must be submitted to qualify for disability services. Documentation must come from an appropriate professional (such as a physician, psychologist, learning disability specialist, or audiologist), and documentation must include information regarding the type of disability, functional limitations, and modes of treatment. IEP's are not sufficient for documentation requirements.

Students who think they may have a disability should schedule a time to meet with the Coordinator of Student Accessibility to discuss their concerns. If appropriate, a referral for formal evaluation will be made. Referrals are made to professionals or agencies in the community who do diagnostic work in the specific area of disability.

For more information, visit the Web site at bismarckstate.edu/student/disability

ACADEMIC SUPPORT SERVICES

Academic support services are available in the Sykes Student Success Center located in the hallway between the Leach Music Center and the Jack Science Center. Students receive small group tutoring from both degreed and peer learning assistants. Tutoring may be supplemented with audio-visual materials and computer assisted instruction. These services are free and available on a "drop-in" basis for all BSC students. Study skills seminars are held each semester to maintain student success and increase student retention. View more information at bismarckstate.edu/student/academic

INFORMATION SERVICES

HELP DESK

The Help Desk can assist with computer-related questions and with campus computer login issues. The Help Desk is located in Schafer Hall Room 129, or contact the Help Desk at 701-224-5442 or by e-mail at [BSC.Helpdesk@bsc.nodak.edu](mailto:Helpdesk@bsc.nodak.edu).

STUDENT E-MAIL ACCOUNTS

BSC has established e-mail as an official means of communication with students. E-mail is the primary contact BSC uses to inform students of important campus information. As a service to students, Information Services Department assigns BSC students an electronic mail or

e-mail address. It is the student's responsibility to activate their e-mail account and read their e-mail messages.

INTERNET ACCESS

All campus-owned computers have Internet access. BSC offers wireless Internet connectivity from each of the residence halls, Student Union, Library and from seven academic buildings on campus.

COMPUTER LABS

BSC has approximately 35 computer labs. Two computer labs with 25 computers each are designated as open labs for students on the first floor of the Jack Science Center in Rooms 120 and 122. Commonly used and specialty software applications are installed and Internet access is available on all the computers.

STUDENT LIFE

STUDENT CLUBS

Students from several programs and departments have organized to carry out projects and activities beyond the classroom and to work toward common goals. Among the clubs currently active on campus are Student Board of Governors, Agribusiness Club, Energy Club, Multicultural Club, Drama Club, Phi Theta Kappa, Phi Beta Lambda and many others.

Activities of each group depend upon the interest of the members and have included tours, trips, and statewide conventions and competition. Organizations that are officially recognized by the College are entitled to a number of services.

FINE ARTS

Students have plenty of opportunities at BSC to perform, enjoy and learn about music and drama. Music groups include the Concert Band, Jazz Ensemble, String Ensemble, Guitar Ensemble, Percussion Ensemble, Concert Choir and Chamber Choir. Performances and special appearances are scheduled throughout the year, and the Concert Choir tours each spring.

Two or more drama productions each year provide a creative outlet for students interested in acting or the technical aspects of a theater.

STUDENT BOARD OF GOVERNORS (STUDENT GOVERNMENT)

A campus organization to ensure that students have an opportunity to be involved in student activities and to participate in the governance of the college. The Board is open to all students who are interested in getting involved in campus activities.

ATHLETICS

The varsity sports played by BSC teams are women's and men's basketball, golf and soccer, women's volleyball, and men's baseball. The Mystic athletic teams have

excelled in all areas and have won NJCAA regional and district championships in basketball, volleyball, golf, and baseball. The teams also have competed and done well in national tournaments. In addition, many Mystic athletes have earned All-Conference, All-Region, All-American and Academic All-American status.

INTRAMURALS

BSC supports an intramural sports program that provides all students the opportunity to participate in team sports. These non-varsity athletic activities are offered at no cost to full and part-time students. Activities include men's 5-on-5 basketball, women's 5-on-5 basketball, flag football, coed volleyball, sand volleyball, extreme bowling, softball, tennis, soccer, racquetball tournaments, ping pong tournaments, billiard tournaments, darts tournaments, and a fun run and walk.

STUDENT PUBLICATIONS

The student newspaper, *The Mystician*, is published twice monthly during the academic year. The staff is composed primarily of students enrolled in the journalism curriculum; however, other students are also welcome to become staff members. One of the strengths of BSC's journalism program is that students begin writing and reporting as freshmen and assume leadership roles in the newspaper before they are college juniors and seniors. *Figments of Imagination*, a literary/art magazine, provides a showcase for writing and artworks of BSC students and faculty. It is published by students in the Literary Publication 299 class.

AQUATIC AND WELLNESS CENTER

The BSC Aquatic and Wellness Center, northwest of the BSC Library, is expected to open by January 2010. The facility will have a 50-meter competition pool, diving and recreation pools, a fitness center, and seating for spectators. Full-time and part-time students will have unlimited use of the center.

BSC BOOKSTORE

The BSC Bookstore and Mystic Java are located in the lower level of the Student Union. The bookstore works directly with Bismarck State College faculty members to ensure students have easy access to any books needed for classes at BSC. With the recent addition of a textbook rental program, the BSC Bookstore is able to rent books for select core classes. The bookstore also carries a wide assortment of school/office supplies, computer software, art supplies, greeting cards, gift items, pop, snacks, and BSC-insignia clothing. The Bookstore also offers services such as copying, faxing, laminating and UPS shipping.

Students who prefer to shop online can access textbooks, clothing and gift items at bismarckstate.edu/books. This site also provides useful information on class textbook requirements, prices of textbooks, buyback dates, special promotions and more.

THE LIBRARY

The BSC Library offers a relaxed and friendly atmosphere, with a professional, experienced staff ready to assist with your information and research needs. The library collection includes multi-disciplinary information resources in a variety of print and non-print formats (books and e-books, online databases, DVDs, videos, CDs, microfilm, journals, magazines, newspapers, and more).

The BSC Library is a member of ODIN (Online Dakota Information Network), a statewide library network of academic, public, school, state agency, and special libraries, and OCLC, a worldwide library cooperative of more than 57,000 libraries. Research materials not available in the BSC Library collections can generally be obtained via interlibrary loan for current BSC students, faculty, and staff members. ODIN and the library's online databases can be accessed 24/7 via the library Web site.

Public access computers and printers, Internet and e-mail access, an instructional lab (Information Skills classroom), study rooms, study areas, microfilm reader/printers, photocopiers, and DVD, video, and CD players are available for library users.

The BSC Library building is located in the northwest corner of the campus. It houses the BSC Library, BSC Archives, North Dakota Career & Technical Curriculum Library, classrooms, faculty offices, and the Clell and Ruth Gannon Art Gallery.

The Allied Health Campus Library (AHCL) is located at the Allied Health Campus (500 East Front Avenue). The AHCL collection is non-circulating and provides information resources for nursing, surgical technology, and other allied health programs.

The Clell and Ruth Gannon Gallery in the BSC Library was dedicated in February 1981. Art exhibits are changed periodically during the academic year and provide students and other visitors an opportunity to view many types of art. Shows range from traveling exhibits of works by nationally known artists to shows by local, regional, faculty, and student artists.

The library sponsors an annual book discussion series, BookTalk at BSC, and also hosts events such as readings by visiting writers and art openings.

Community members are welcome to use the library and apply for a library card.

For more information, visit the Library's Web page at bismarckstate.edu/library

VETERANS SERVICES STANDARDS OF PROGRESS FOR VETERANS

Veterans must comply with policies and procedures of the Veterans' Administration in order to maintain eligibility for benefits. It is very important that veterans periodically contact the Veterans' Services Officer, located in the office of Veterans Services, for latest changes in VA policies and regulations.