Thank you for your interest in North Dakota State University Distance and Continuing Education and the College of Graduate and Interdisciplinary Studies. At NDSU, students are an integral part of the educational experience, charting their own course for scholarly inquiry and pushing the boundaries of modern theory.

Our online graduate degree programs allow students to learn from our internationally renowned faculty and from students who share information across the globe. These programs provide the flexibility and convenience required to pursue an advanced degree from anywhere in the world completely online.

Students as well as experienced professionals choose NDSU to advance their credentials with our ten certificate programs or participate in scholarly research in our 59 master’s and 44 doctoral degree programs.

North Dakota State University ranks in the top quarter of U.S. universities in research expenditures and has experienced vigorous enrollment growth to an enrollment of over 2,000 graduate students.

If you would like additional information about our programs or the application process, please visit www.ndsu.edu/gradschool or call (701)231-7033. Our team would be happy to provide information or help with your application.

Sincerely,
Dr. David Wittrock
Dean of the College of Graduate and Interdisciplinary Studies
We use paper that is FSC-Certified and endorsed by the Rainforest Alliance, as part of our efforts to be more environmentally friendly. Join our efforts, here is how:

1 **REFERENCE:** Keep this guide. It includes tips and information.

2 **SHARE IT:** If you do not need your guide, or if you know someone that needs it, pass it along.

3 **RECYCLE:** When you’re finished with it, recycle the guide along with your magazines, and other discarded paper.
GET STARTED
PARTICIPANT CHECKLIST

☐ CHOOSE A PROGRAM OR CLASS
Refer to pages 6-12 for information on degrees and classes offered.

☐ GET ADMITTED
Refer to page 13-14 for admission information.

☐ REGISTER FOR CLASSES
Refer to page 15 for class registration information.

☐ ACCESS YOUR CLASSES
Refer to page 16-17 to find out how to access your classes.

☐ TUITION AND FEES
Refer to page 18-19 for information regarding tuition and fees

☐ NEED ASSISTANCE?
Contact us by phone or email.
1-800-726-1724
701-231-7015
ndsu.dce@ndsu.edu

TIP
Keep this brochure. It has valuable information for your continued reference. This brochure is available in other formats upon request.
NDSU Distance & Continuing Education offers a variety of graduate level programs and classes for you to choose from. Because classes are offered in a distance-based format you may enroll in a program regardless of your location. Programs are continually being added. For the most updated list of online degrees and classes offered, go to www.ndsu.edu/dce.

**M.S. or M.A. IN MASS COMMUNICATION**

Graduate study in mass communication is beneficial for those seeking advancement in business, industry, education, and the allied health professions. Students must have adequate study in mass communication and show potential to undertake advanced study and research as evidenced by academic performance and experience. In mass communication, this means course work in journalism, media production, and mass media history and theory.

30 CREDITS

**M.S. or M.A. IN SPEECH COMMUNICATION**

Graduate study in speech communication is beneficial for those seeking advancement in business, industry, education, and the allied health professions. Students must have adequate study in speech communication and show potential to undertake advanced study and research as evidenced by academic performance and experience. In speech communication, this means students must have completed work in persuasion or rhetoric, small group theory or interpersonal communication theory, and a performance-based study.

30 CREDITS
M.S. IN CONSTRUCTION MANAGEMENT
The M.S. in Construction Management prepares students for managerial opportunities in the construction industry. Students focus on key elements of estimating, scheduling, equipment, and project management. It can be completed in 9 months.

31 CREDITS

MASTER OF SOFTWARE ENGINEERING
A Master of Software Engineering degree is designed for those who want to strengthen their credentials or gain current skills and knowledge in software engineering. Projects and larger assignments can be custom fit to each student’s specific needs. It can be completed in 12 months.

36 CREDITS

TIP
For specific program information and requirements contact your department of interest.
CHOOSE GREAT PLAINS IDEA DEGREES

The Great Plains Interactive Distance Education Alliance (Great Plains IDEA) is a consortium of Human Sciences Colleges at 11 universities that can help you reach your goals. Each university brings a unique strength to the multi-institution academic programs.

In a multi-institution degree program, you apply, and are admitted at one university; enroll in all your courses at that university; and, graduate or receive a certificate from that university. However, your online courses are taught by the best faculty in the discipline from several universities.

For more information regarding Great Plains IDEA contact Karen Murie by email at karen.murie@ndsu.edu or at 1-800-726-1724 or 701-231-7015.

M.S. OR M.A. IN COMMUNITY DEVELOPMENT
This degree is for community leaders, practitioners, and for those committed to people and places. It provides the skills, information, and networks needed to facilitate sustainable and prosperous community change.

36 CREDITS

M.S. IN HEALTH, NUTRITION, AND EXERCISE SCIENCE: DIETETICS
This degree prepares Registered Dietitians to practice dietetics at an advanced level and/or to pursue doctoral study. The program seeks to develop research skills, stimulate independent thought, and provide up-to-date knowledge in foods, nutrition, and food service/business management.

36 CREDITS
M.S. IN HUMAN DEVELOPMENT AND FAMILY SCIENCE: FAMILY FINANCIAL PLANNING

Family financial planning is an emerging area with job opportunities in areas related to insurance, real estate, investments, retirement, and tax & estate planning. Students can complete the program in two to three years.

42 CREDITS

M.S. IN HUMAN DEVELOPMENT AND FAMILY SCIENCE: GERONTOLOGY

While engaging in the gerontology program you will; gain knowledge on the physical, mental and social changes people undergo as they age; investigate societal changes due to an aging population; and apply obtained knowledge to policies and programs.

36 CREDITS

M.S. IN HUMAN DEVELOPMENT AND FAMILY SCIENCE: YOUTH DEVELOPMENT

Youth development is an emerging professional field. It has a positive orientation, meaning its focus is on promoting the positive development of youth, and it is an applied field, with professionals who put developmental research and theory into practice in structuring and implementing programs and services for adolescents. This degree requires 37 credits, including a master’s paper or thesis. Students can complete the program in two to three years.

37 CREDITS

TIP

For more information regarding Great Plains IDEA degrees contact Karen Murie at 1-800-726-1724.
M.S. IN FAMILY AND CONSUMER SCIENCES EDUCATION

There is a nationwide shortage of family and consumer sciences teachers. An M.S. in Family and Consumer Sciences Education will provide professional education courses (pedagogy) that could contribute to meeting the requirements for teacher certification.

36-41 CREDITS

M.S. IN MERCHANDISING

Merchandising is the theoretical background needed to deliver the right product or service to the consumer in the right place, in the right quantities, at the right time and the right price. In the ever changing, global, atmosphere of retailing, the ability to merchandise the product to the consumer is a strategic advantage. Graduates of the M.S. in Merchandising program are prepared to work in product development, promotions, and retail management.

36 CREDITS
FAMILY FINANCIAL PLANNING CERTIFICATE
The 18 credit graduate certificate program in family financial planning is designed for students who want graduate coursework that meets the educational requirement to sit for the CFP® Certification Examination but who do not need a master's degree.

18 CREDITS

GERONTOLOGY CERTIFICATE
Gerontology is the multidisciplinary study of the aging processes and individuals as they grow from middle age through later life. The 21 credit graduate certificate program consists of five required 3-credit courses. The remaining six credits can be taken from other core courses or from gerontology electives.

21 CREDITS

MERCHANDISING CERTIFICATE
In the ever changing, global, atmosphere of retailing, the ability to merchandise the product to the consumer is a strategic advantage. The Merchandising Graduate Certificate program consists of three required 3-credit courses and one elective 3-credit course for a total of 12 credits.

12 CREDITS
Graduate certificates are useful to those who would like to expand their knowledge and education in a specific area of study. Graduate certificates are often valuable tools for career advancement. NDSU Distance & Continuing Education offers the following online graduate certificate programs:

**FOOD PROTECTION CERTIFICATE**
The graduate certificate in food protection involves the completion of the food safety core curriculum at the graduate level. The food safety core curriculum includes nine, one-credit, online modules.

9 CREDITS

**SOFTWARE ENG. CERTIFICATE**
The graduate certificate in software engineering offers the following classes: Software Development Processes; Software Project Planning and Estimation; Software Requirements Definition and Analysis; Software Design; Software Construction; and Software Testing and Debugging.

10 CREDITS

**TRANSPORTATION LEADERSHIP GRADUATE CERTIFICATE**
The Transportation Leadership Graduate Certificate is a 12 credit online program designed to prepare future leaders of the transportation industry. This prestigious program is an initiative of the Regional University Transportation Centers. NDSU is one of the premier institutions that will offer courses taught by graduate faculty.

12 CREDITS
TIP

Be sure your online application is accurate and that all required documents and test scores (if applicable) are submitted prior to the program deadline.

GET ADMITTED

North Dakota State University’s application procedure places responsibility on the applicant for gathering all supporting credentials and verifying your application is complete with the exception of any required test scores. The Graduate School will process your application once all required documents are received. The online application form for admission to the Graduate School is available on the graduate school website.

North Dakota State University welcomes international students as part of the student body, and the Graduate School encourages applications from qualified students throughout the world. Deadline for submission is dependent upon the program. If no deadline is listed, all application materials are due at least one month prior to the start of the semester.

For questions regarding the admission process contact the NDSU Graduate School. Listed on the next page are several options for graduate admission to NDSU.

APPLICATION FEE

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GET ADMITTED (CONT.)

DEGREE SEEKING
To be admitted in a graduate degree or graduate certificate program you must apply to the NDSU Graduate School. If you are already an enrolled graduate student and have not missed a term of study, you do not need to apply.

NON-DEGREE SEEKING
You must still apply to the NDSU Graduate School, but indicate “Non-Degree Status” under “Department” on the application. Reserved for students not seeking a degree but want to enroll in a limited number of degree eligible classes. No more than 10 credits taken under the non-degree status may be transferred to any official program of study.

REACTIVATION
If you have been away for less than two years, you must contact the NDSU Graduate School to reactivate. You will find the “Request for reactivation” on the NDSU Graduate School website. If you have been away for more than two years, you must reapply for admission.

CONTACT INFO
NDSU Graduate School
201 Old Main
NDSU Dept. 2820
PO Box 6050
Fargo, ND 58108
Phone: (701) 231-7033
www.ndsu.edu/graduateschool/
TIP
A current schedule of classes offered through Distance & Continuing Education is available at www.ndsu.edu/dce.

Register for Classes

Unless you are in a Great Plains IDEA program, the process for registering for Distance & Continuing Education (DCE) classes is the same as registering for all other NDSU classes. A current schedule of classes offered through Distance & Continuing Education is available at www.ndsu.edu/dce which will include the class number needed for registering through Campus Connection.

Dropping/Adding a Class
DCE follows the same academic deadlines as NDSU. For classes with variable start or end dates be sure to check NDSU academic deadlines. Academic deadline information is available on the Bison Connection website under the “Dates & Deadlines” link.

Wait Lists
If you have added yourself to a wait list for a class, be sure to check your class schedule as you may be automatically added to the class when a spot becomes available.

Great Plains IDEA Registration
If you are taking classes that apply toward any of the Great Plains IDEA programs you will be notified by NDSU DCE of course offerings available through all participating universities each semester. The Distance & Continuing Education office will register you for the class or classes of your choice. If you need to drop a class offered through the Great Plains Idea consortium please contact the Distance and Continuing Education office directly. For questions about Great Plains IDEA registration contact Karen Murie at karen.murie@ndsu.edu.

Contact Info

Bison Connection
Memorial Union 176
Phone: (701) 231-6200
www.ndsu.edu/bisonconnection/
If you are a new student to NDSU, you will need to complete the Enroll Services process, which will give you access to NDSU e-mail, Blackboard, and the NDSU Library, prior to accessing your web-based class. Your NDSU e-mail address serves as the official means of communication with NDSU, so be sure to check it regularly.

**ENROLL SERVICES:**
http://enroll.nodak.edu

1. Click “Continue”.

2. If you know your ElectronicID and Password, enter both—it will either be the password you formerly used or this pattern: **Mmmssyyyy**
   - **Mmm** first 3 letters of birth month (1st letter capitalized)
   - **ss** middle 2 digits from SSN
   - **yyyy** 4 digit birth year

3. If you do not know your ElectronicID, go to the section titled “I do not know my Electronic ID or password” enter last name and Emplid. (Your Emplid is mailed to you after you are formally admitted.) click “Continue” again.*

**ACCESS BLACKBOARD:**
http://bb.ndsu.nodak.edu
Click the “Login” button; enter your user name (usually first.last) and your password. This is the password you changed in the “Enroll Services” process or the default pattern which was Mmmssyyyy.

**E-MAIL MESSAGES:**
NDSU e-mail accounts are an official communication method for students. ITS strongly discourages forwarding (@ndsu.edu e-mail) to an outside system. Students who choose to have their e-mail forwarded to an outside server do so at their own risk, and remain responsible for messages that are not received.

**TIP**
When you change your password, in the enroll services process, be sure to complete the reminder request or your changed password will not work.
**BOOKS & SUPPLIES**
Textbooks, print-based packets, and other supplies needed for your Distance & Continuing Education (DCE) classes are available at the NDSU Bookstore. If a packet is not available at the bookstore contact DCE at 1-800-726-1724 or 701-231-7015.

**LIBRARY RESOURCES**
A wealth of library resources is available to Distance & Continuing Education students. For questions about library resources call 1-800-843-7358 or local 701-231-8886 or visit http://library.ndsu.edu/

**WEB-BASED CLASSES:**
Most web-based classes use a learning management system called Blackboard to post syllabi, materials, assignments, and communication from instructors. Some web-based classes are self-paced and some have specific deadlines for tests and assignments. In your Blackboard account they will be listed under the “My Courses” section. If you need help accessing your class contact Distance & Continuing Education at ndsu.dce@ndsu.edu or 1-800-726-1724 or 701-231-7015.

**FACE-TO-FACE:**
Face-to-face classes run the same as other on-campus face-to-face classes, but often have evening start times or may be offered at off-campus locations. Show up for class at the indicated time and location just as you would for any other class. Check the “class notes” section of the “course details” in Campus Connection for any additional information.

**PRINT-BASED CLASSES:**
Most print-based classes have a printed packet that includes a syllabus, materials, assignments, and communication from instructors. Most packets and required textbooks are purchased through the NDSU Bookstore. Coursework is completed at the student’s pace and is turned in to the Distance & Continuing Education office by the end of the semester. You may mail your completed packet to Distance & Continuing Education but be sure to make a photocopy for your records.
TUITION AND FEES

Distance & Continuing Education (DCE) tuition may be paid through Bison Connection or via Campus Connection. Please review your tuition account balances online via Campus Connection to avoid any confusion about amounts owed.

TUITION CAP STATEMENT:

Distance & Continuing Education classes count toward credit totals but are not covered under the NDSU tuition cap and are not eligible for waivers. You will be charged for each DCE credit over the full-time credit load (12-fall/spring, 9-summer). If you are enrolled in fewer credits than full-time you will be charged per credit just like regular courses. Please review your tuition account balances online via Campus Connection to avoid any confusion about amounts owed. North Dakota National Guard members may be eligible for a 25 percent waiver.

TUITION CAP:

Every Distance & Continuing Education class will have the “Tuition Cap Statement” listed under the “class notes” section of the “class details” in Campus Connection. The tuition cap statement indicates that the class is not included in the tuition cap and will be charged on a per credit basis regardless of the number of credits you take.
DCE TUITION RATE:
Classes offered through Distance & Continuing Education are charged at the NDSU North Dakota residency rate, regardless of your location or residency. A current NDSU tuition rate schedule is available on the Bison Connection website.

DCE STUDENT FEES:
Student fees for classes offered through Distance & Continuing Education are charged at the current NDSU student fee rate up to the first 12 credits for fall/spring semester or 9 credits for summer semester.

GREAT PLAINS IDEA TUITION:
The Great Plains IDEA tuition for the 2009-2010 academic year (fall, spring and summer) is $430 per credit. This includes all instruction and examinations. Books and other course materials are not included. No other fees are assessed. Please note: Tuition rates for Great Plains IDEA are subject to change on a yearly basis.

Did we answer your tuition and fee questions? For specific questions regarding your DCE tuition please contact the Distance & Continuing Education Office directly at 1-800-726-1724 or 701-231-7015.