

NACTEP Program Handbook



Why am I investing in higher education???



Where will I be in 5 years???

How will I get there???



Introduction to the NACTEP Program Handbook

This booklet is for Native American Career & Technical Education Project (NACTEP) students at Nueta Hidatsa Sahnish (NHS) College. Our program helps students stay in school and finish programs that will help lead them to livable wage employment.

Throughout this booklet you will find general information about college and life. We want you to make this booklet your own to add, edit and modify to your needs. This booklet should also be used as a resource and it will give you specific instruction to follow the NACTEP program requirements.

You are welcome to print this booklet out, or go to the NACTEP office to get a printed copy, you can put it into a 3-ring binder and start building out your content. This book is available on our web page if you would like to use it electronically to access the hyperlinks.

This booklet has been a long time in the making and we hope that it serves its purpose to guide you on your educational journey and to prepare you for starting your career after graduation. If at any time you would like to make an edit suggestion to the content of this book please contact nactep@nhsc.edu please also provide us any feedback you have about the relevance of the book to your time at NHSC.

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NACTEP Program Orientation

You are officially accepted into the program and this is the orientation stage. We seek to help you reach your educational goals and help you to instill motivation for what you can do with it in the future. First things first. The ultimate goal of the NACTEP Grant is to reduce gaps in unfilled job positions in high-skill or high demand industries or trades.

We seek to support this mission by offsetting the costs of attending college and providing support both on campus and off campus. We view the student as an individual with different internal and external challenges and seek to support you in any aspect you need so you can focus your attention on school.

[Orientation video](#) After completing the NACTEP Orientation please complete the survey that is linked below. <https://forms.office.com/r/8b8En5nfPw>

NACTEP Program Contract

Here is a complete listing of the contract obligations for being a participant in NACTEP. This is a copy of the NACTEP Cohort Contract. Signing the contract also grants us permission to make sure we have access to information that we need in order to help you succeed and make appropriate payments and inquiries to your accounts. Our ultimate goal is to see you graduate and find employment. We will help where needed and teach you along the way so that you'll have more knowledge under your belt if you choose to continue your education elsewhere.

- I understand that I must attend all classes as scheduled and must notify my instructor in advance of any emergency absences. Failure to attend classes consistently will jeopardize my participation in the NACTEP grant and may affect my NACTEP financial assistance. If deemed necessary, attendance will be monitored.

[Class attendance is expected. Missing valuable class content can impact your success in the course, and can affect your stipend eligibility.](#)

- I understand that I must pass 67% of the credits I enroll in each semester, I must also maintain a cumulative GPA of 2.5 GPA or better, to maintain good standing in the NACTEP Cohort Program.

[Meeting these standards of performance is going to help ensure a timely graduation. It will also protect you from losing out on your funding. Some Merit Based funding has higher requirements but would be from a source outside of NACTEP.](#)

- I understand that I must be enrolled Full Time (12 credits) each semester. Unless Special Circumstances apply: Such as courses not being offered, or in your final semester for graduation,

these determinations will be considered on a case by case basis.

If you find right away that a course you need is not being offered contact your advisor right away to see if you can request a replacement course or an independent study. Please don't wait until the course is being offered because the course may no longer exist. That is why its important to know your degree plan.

- I understand that I must be enrolled in one of the NACTEP eligible training programs and if I change my major at any time I must notify NACTEP staff, which may result in loss of eligibility.

The NACTEP Program is funded by a grant. The majors and certificate programs allowed under this grant can never be more than an associate program. Each program has been approved by the Program Officer. If you change your major to a non-NACTEP funded program you will not be eligible for the funding any longer. Please keep us informed of any intent to change your major.

- If at any time my cumulative GPA falls below 2.5, I will meet with the Director to establish an Academic Success Plan.

The NACTEP Academic Success Plan is not punitive in any way. The main goal is to help you connect with support that will allow you to be successful. When you get a notice be sure to respond and make the meeting happen. You will become ineligible for NACTEP if you do not make the meeting.

- I understand that I will be placed on Warning with NACTEP during my next term of enrollment if I do not maintain good standing with a 2.5 Cumulative GPA and 67% completion of attempted coursework.

If at any time you fall below a Cumulative GPA of 2.5, or fail to pass at least 67% of your classes you will be placed on a warning status. This will prompt the need for the NACTEP Academic Success Plan meeting. You will be allowed one more semester of funding and support to give you an opportunity to get back on track. After two consecutive semesters of not meeting these requirements you will become ineligible for NACTEP.

- I understand that I will lose eligibility for NACTEP if I fail to meet these standards for 2 consecutive terms.

See Section Above.

- I understand that I may receive NACTEP funding for only one approved training program at NHSC.

Any one NACTEP student may only receive NACTEP support for one degree. You are not allowed to do multiple majors while receiving NACTEP support.

- I understand that I may receive funding for only one student support program at NHSC (DOKA, NAS, PEEC, etc.).

Other programs like NACTEP exist at NHSC. You are only allowed to participate in one student

program at a time.

- During my participation in NACTEP, I agree to participate fully in career preparation activities (job search, resume writing, interview prep, etc.) as deemed necessary by NHSC NACTEP staff. Failure to participate will result in a warning and ineligibility.

Our goal is to see you graduate and get straight to work or straight to the next level of education. We want to make sure that you have the skills you need to enter the workforce immediately after graduation. These sessions are mandatory, failure to meet these will result in a NACTEP Warning Status, and can significantly impact your funding eligibility.

- I grant NACTEP staff access to my full academic and financial record at NHSC. This includes, but is not limited to account, schedules, unofficial transcripts, attendance, and financial aid information. Information is used for the purposes of reporting, determining eligibility, and awarding funds to me and my student account.

This simply allows NACTEP Staff to access your information for the purposes of making payments to your account, and ensuring your meeting of the program requirements.

- If at any time I need to withdraw from all classes at NHSC I will notify NACTEP staff or will be ineligible for the program upon returning to NHSC.

We understand that issues arise but if you choose to withdraw from courses plan to contact us first to see if we can provide you with ideas for a remedy to continue on. If you contact us and come back in the future you will still be eligible for NACTEP as long as you've maintained good standing academically, and in the career preparation events. If you fail to notify us and we find out at a later time you have withdrawn, you will not be eligible for NACTEP when you return.

You may view these links below to complete your contract and to watch a video on the contract expectations.

[Fillable Online Contract](#)

[Contract Overview Video](#)

[Printable Contract](#)

Supply Packs

Supply packs are available for you to pick up at the beginning of each semester. They include notebooks for note taking, pens, pencils, USB Storage drives, highlighters, and folders. They are absolutely free to NACTEP students, and are meant to help you start off the semester with everything you need. Please request one if you need or would like one.

Important Offices

Registrar's Office The registrar's office keeps official records of all of the courses you have taken at the college. It is also the office that will grant you permission to graduate once you have fulfilled all requirements – application deadlines for graduation will most often be listed on the academic calendar. It is also the place where you will need to order an official transcript if you decide to transfer or if one of your scholarship applications requires an official transcript.

Financial Aid Office Processes scholarships, provides award letters that tell you which aid you will be receiving for the semester. When you get the award letter you will need to log into your campus web service and accept or decline the awards. If you have any issues go directly to the financial aid office for assistance. When applying for scholarships you will take your needs analysis to this office to be completed.

Student Services Student services are services that help you through various items including: tutoring, career preparation, library services, etc. You do pay for these services so do utilize them, especially if you know you are having trouble with a class or some other issue.

NACTEP Office our role is to help you access the available campus resources as well as assist you with accessing off campus resources. When you have questions or are not sure what next steps to take please reach out to us so we can help you to navigate.

Deanna's Office Deanna is our Student Development Retention Counselor who works full-time with students to keep them on track. She is willing to help with any needs or questions. You can contact her office at 701-627-8036, or email her at drainb@nhsc.edu

Business Office Inquiries about your student account, and bookstore purchases should be directed here. Also note you will need to set up Direct Deposit especially if you are receiving funds from the NACTEP program.

NACTEP Employment Preparation Portfolio

The purpose of your Portfolio is to help you organize materials and get you ready to get a job after or right before you graduate. You will store your record of achievements such as professional development certificates and records of significant projects that you've completed so you have them all in one place when you apply for jobs, internships, and other opportunities you want to pursue for yourself. When you have finished this project, bring it to NACTEP Staff for review.

This is one of our ways of tracking your readiness for employment. [See Instructions Here](#) Everything you include in your portfolio should demonstrate an ability that you have or a project that you have completed or accomplished. along with the important documents you will collect and need to keep on hand to achieve your goals. Or feel free to use it in google docs to make it live. If you are using the Google Doc, be sure you make a copy of the document, and save it to your Google Drive using a name that will be easy for you to find later, like "YourLastName NACTEP Book."

You can organize your documents online using google drive, microsoft one drive, or your preferred storage preference. Using a jump drive is also acceptable but keep in mind that jump drives can get lost. NACTEP will provide you with a binder and sheet protectors to use. doc, or in a physical folder or notebook. If you are making a folder or binder, it might be helpful to organize it with tabs or labels, like YourFullName Important Documents, for example, James Free Portfolio or James Free Important Documents.

We want you to complete this over your time at NHSC. At different points in the semester our Job Placement Coach will be checking in with you by appointment to check your progress and help you along the way. We have a partnership with the [Job Service North Dakota](#) and they come out 3-4 times per semester. You are expected to make these sessions to complete and make progress on your Portfolio.

Work History

Your work history is a list of every place you have worked, volunteered, or done any kind of training that prepares you for a job. Your work history and resume will overlap. Think about your work history as a detailed record or journal of every experience that helped you gain usable skills that you can add to your resume.

Employers may ask you to include your work history in applications. They may ask for managers and supervisors' names as well (which you would not include on your resume, but would include on your work history). Instead of having to look up information every time, you can simply have it written down and on hand at any given time. Here is the simple form for documenting your work history. Use as many pages as you need. [Work History](#)

List of businesses, organizations or schools where you worked or learned new skills that will help you get a job, even if they were for a short period of time. Start and end dates. Supervisors, trainers, and any key coworkers you worked with and their contact information. List names and contact

information for any people who agree to be references for future jobs. As well as specific skills you learned or any other notes about the experience that describe what you gained from the experience. Include important events, milestones, or achievements for each experience.

Resumé

Here is an article we created to help you create your first resume or improve one you already have: [What Is A Resume And How Do I Make One?](#) If you are viewing this booklet in print, type this link into your browser to read the article: <https://bit.ly/newpathwaysresume>

Every time you update your resume or customize it for a specific application, be sure to save it into your online storage, and print it and include it in your Portfolio binder or folder. It is much easier to update your information over time if you have it readily available electronically. A resume is a customized summary of those experiences that are relevant to a particular job you are applying for at the current time. You'll have one work history, but you may write many different resumes. Keeping a running working resume will also allow you to highlight only relevant work history when searching for new jobs.

Cover Letters

When it is time to apply for a job you will do a cover letter that incorporates your personal biographical statement (bio), how the organization you are looking to work for fits your goals, and why you would like to work for the company. We have created a tutorial with examples on how to write your cover letter in our [What Is A Resume And How Do I Make One?](#) If you are viewing this booklet in print, type this link into your browser to read the article: <https://bit.ly/newpathwaysresume>.

Every time you write a cover letter, save it into your online Portfolio or print and put it into your binder, so you can keep records and follow up on your job applications.

References

Job applications will often ask you to list names and contact information of people who agree to say positive things about your work or character. These are your references. When references write letters on your behalf, those letters are called recommendations. Your references are people who know you in a professional or academic capacity, or can attest to your character or your contribution to your community. For the most part, your future employers are looking for people to give you a reference or write you a recommendation who are not closely related to you and have an unbiased perspective about what makes you great.

Always ask a person for permission and their best contact information before listing them as a reference. For each job application you include their name on, let the reference know you are listing them and what the job is so they can be ready for a call or email from the future employer. Reference should not be a family member. It is wise to start collecting reference contact information while in school. You may request different faculty members, student organization advisors, or other contacts you

work with while you are in school. It is also an option to use someone you've know your whole life or someone you have worked for in the past as a reference.

Save all of your recommendation letters in your online or printed Portfolio, because you will be using them multiple times. Every year or so, you may ask your supporters to update your letters of recommendation. Here is a template you can use to [start collecting references](#).

Here is an article we created to help you get references and letters of recommendation: [How Do I Ask For A Recommendation Letter?](#) If you are viewing this booklet in print, type this link into your browser to read the article: <https://bit.ly/newpathwaysrec>

Biographical Statement (Bio)

A professional biographical statement (bio) is an important part of applying for a job. You can use your bio in cover letters, as part of a portfolio, on your personal blog or website, as well as on professional networks like [LinkedIn](#). If you have written a statement for scholarships you may use that one and modify it for future work.

A well-written bio should tell the reader who you are, summarize your skills, boost your credibility, and make it clear how you add value to any team, position or experience. While that might sound like a tough order to fill, we've broken the process down into simple steps in this article: [How Do I Write A Professional Bio?](#) If you are viewing this booklet in print, type this link into your browser to read the article: <https://bit.ly/newpathwaysbio>

Diplomas, Transcripts & Important Documents

Prospective employers like to see documentation of your academic performance, and may also ask for copies of your vital records when they process you as a new employee. We created an article you can read with links and instructions on requesting your important documents here: [What Documents Do I Need To Have?](#) If you are viewing this booklet in print, type this link into your browser to read the article: <https://bit.ly/newpathwaysdocs>

Keep in mind that transcripts are important, and official transcripts are needed if you decide to transfer to another institution to continue your education. In order to obtain official transcripts each college has its own way. Many use the [National Student Clearinghouse](#) but some require you to request a transcript and pay a fee with their form and process. It is important to know that a

Capstone Projects

Capstone Project/Paper In your final semester of school at NHSC you may be required to take a capstone course. You may create a capstone paper or project that demonstrates your mastery in your given learning pathway. Keep a copy of your final project or paper by inserting it into this booklet/ binder and/or saving it to your important documents folder on your computer or google drive. Be sure to name it in a way that makes it easy to find. This project or paper is something you can use to show prospective employers your work product, and ability to demonstrate your knowledge.

Other Resources

Career Resources It's really important to learn ways to find a career that is interesting to you and helps you achieve your life goals. We wrote tutorials and articles to help you find a career, get ready to apply for jobs, and keep the jobs you are hired for. We know you will be a valued employee. Bookmark these articles, even if they aren't useful to you at this moment:

[How Do I Get And Keep A Job?](https://bit.ly/newpathwaysgetandkeepajob) If you are viewing this booklet in print, type this link into your browser to read the article: <https://bit.ly/newpathwaysgetandkeepajob>

[How Do I Get Ready For A Job Interview?](https://bit.ly/newpathwaysjobinterview) If you are viewing this booklet in print, type this link into your browser to read the article: <https://bit.ly/newpathwaysjobinterview>

Assessments

It's also very important to ask yourself whether or not you are in the right program. Here are some assessment activities you can do to really narrow down your interests. [Workplace Skills](#), [Workplace Values](#), [Career Interest Inventory](#).

Alumni

Alumni are people who have graduated from the same place throughout the years. We would like to know what you are up to after you graduate. Please keep us updated if you would be so kind nactep@nhsc.edu There is also a [student survey](#) that we may ask you to fill out periodically. Let us know if you continue on at another institution, enter employment or continue your education at NHSC. We want to celebrate your success. NHSC does have an Alumni association that is relatively new that meets regularly.

NACTEP Staff Contact Information

When contacting NACTEP staff use the nactep@nhsc.edu email so that the appropriate person can respond to your inquiry.

Email: nactep@nhsc.edu

Fax: 701.627.3609

NHSC NACTEP office ph: numbers Job Placement 627-8099 or Completion Coach 627-8092 Project Director 701-421-7472

Mail: PO Box 490, New Town, ND 58763

Campus Communications Your campus email will serve as the college's main communication method. It is important that you check your account at least once per day and even twice per day. This will often be required for your job when you enter the workforce. Therefore, it is a good habit to develop. Phone Number – Always ensure your phone number is up to date this is typically how all campus emergency alerts come to you. E-mail is the primary method of contact from NACTEP Staff.

Basic Degree Planning Tool

Visit the [NHS College bulletin](#) on the Academics page to find your degree plan for your Major. At times these will change but you will always follow the degree plan of the year that you start in. Save a copy for yourself or link it to this document. Understand that once you complete all of the courses you will be ready to graduate.

It's important to note that some classes are only offered in spring, some are only offered in the fall and so on. Its important to do your best and seek out help if you need it, because if you have to retake the class you may have to wait a whole year to retake it. This can significantly delay your graduation time frame. The Pell grant often will only pay for the course once. Find more information on your program here. [NHSC Degrees & Certificates Page](#)

Use this Degree Planning Tool to arm yourself with knowledge in terms of knowing your path, and what courses are going to get you to graduation. YOu can also use this tool when talking with your advisor. Feel free to always contact your advisor ahead of time so that way once registration for the following semester is open, you will already know what to register for and can get your books ordered early on.

Year One - Fall Semester: _____ Class- _____ Class- _____ Class- _____ Class- _____ CREDITS:	Year One - Spring Semester: _____ Class- _____ Class- _____ Class- _____ Class- _____ CREDITS:
Year One - Summer Semester: _____ Class- _____ Class- _____ Class- _____ Class- _____ CREDITS:	

Year Two - Fall Semester: _____ Class- _____ Class- _____ Class- _____ Class- _____ CREDITS:	Year Two - Spring Semester: _____ Class- _____ Class- _____ Class- _____ Class- _____ CREDITS:
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Year Two - Summer Semester: _____ Class- _____ Class- _____ Class- _____ Class- _____ CREDITS:	
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Year Three - Fall Semester: _____ Class- _____ Class- _____ Class- _____ Class- _____ CREDITS:	Year Three - Spring Semester: _____ Class- _____ Class- _____ Class- _____ Class- _____ CREDITS:
Year Three - Summer Semester: _____ Class- _____ Class- _____ Class- _____ Class- _____ CREDITS:	

Glossary/ College Terms

Scholarships – You must apply for scholarships individually each scholarship has its own application deadline, and application. A lot of scholarships ask for the same things, such as: an acceptance letter, an unofficial transcript, a class schedule, sometimes a personal statement, and an unmet needs analysis that must be completed by the Financial Aid Office prior to the application deadline.

Most scholarship applications require students to submit an unmet need analysis. It may take some effort but applying for a scholarship will pay off in the long run. If you are careful in how much loans you are accepting you will pay much less after you graduate. And any funds you receive over your account balance is yours to use for living expenses.

Cost of Attendance budget – The cost of attendance budget includes an estimate of your tuition books, fees and living expenses. It is also the maximum amount of scholarship you can receive without requesting a budget modification when you receive the Pell Grant. If you see right away that your Cost of Attendance needs are higher, talk to the financial aid office right away so that when you receive scholarships they don't return the scholarships when you reach your max.

Merit Based Scholarship Awards – A merit based award is based on academic excellence and is awarded whether or not you have reached the cost of attendance maximum.

Needs Based Scholarship Awards – these awards are typically based on your unmet need as in how much funds you still need to get to your cost of attendance budget in awards.

Unmet Need – A student's unmet need is defined by taking the total cost of attendance budget and subtracting all of the financial aid awards.

advisor will be the one to help you stay on track in which courses you need to register for and in which term.

Work study – Work study is applied for at the time of FAFSA application and jobs eligible for work study are typically advertised by the college. You will need to apply, and be interviewed to be hired. They can be competitive but are a good way to get extra spending funds. NHSC does not currently have a work study program in operation.

Internships –An internship is work experiences that happen toward the end of your program or as an upper level student. These can be paid or unpaid and are sometimes competitive and you need to apply. Internships are intended to provide work related experience. Some companies use internships to decide if they want to hire you after graduation.

Academic Calendar The academic calendar is the guide to important dates and deadlines such as: the registration period, campus closures, and graduation application due dates. Most institutions will send out reminders to campus Email addresses but it's best to get to know it on your own anyway.

Degree Plan or Degree Requirements – all of the courses you need to take until you are eligible for graduation and degree conferment. Even though Full Time status is 12 credits per semester it is recommended that you take at least 15 per semester so you can, a. complete on time and b. leave room to keep your full time status for funding in case you have to drop a class. These will most often be listed by Academic Year in the campus catalog or bulletin.

[Academic Bulletin or Catalog](#) this document will contain the degree plan requirements for the year. Meaning those will be your requirements to graduate with that particular degree. If there are any changes in the meantime you still follow the plan that you started with to graduate.

[Academic Advisor](#) – You will most often likely be required to meet with your advisor before you can register. Most institutions do online registration which means you register yourself for the courses after meeting with your advisor.

Transcripts can be official or unofficial. Unofficial transcripts can typically be printed from the student portal at your campus. Official transcripts need to be mailed from the campus Registrar’s office. You will need official high school transcripts to register the first time and then you will need your college transcripts if you transfer to another institution. If you have a bill with the institution, they will not release it so be proactive to pay off your bill. To get a transcript you search the website for transcript requests online through a national student clearinghouse which requires a credit card payment. Others do in their offices or by fax.

Student Accounts – Each college’s Business Office handles student bills and excess aid checks. If you want to get more information about the costs visit the college’s web page and search for tuition and fees or Cost of Attendance. Pay attention to the fees you are paying. Tutors are available to you when you need them. Your student account can be accessed within your student portal. It’s good to anticipate charges if you absolutely have to take out loans. It will be good to know exactly how much you need to borrow.

Student Loans – student loans can be used to pay your account balance. It is always wise to calculate how much of the loan award you actually need to make your account zero. You can do this by looking at your student account. Subsidized – the government pays the interest on the loan while you are still in college. Unsubsidized – the interest accrues while you are in college. This increases your payoff amount. NHSC does not offer student loans but this is information you should have if you decide to transfer to another institution that does offer a student loan option.

Fixed vs. Variable Interest Rates – a fixed interest rate means that the interest rate will remain the same across the life of the loan. Variable means it will fluctuate. Which means at times you can be charged less interest and at other times you can be charged more interest. You will need to start paying these back student loans beginning 6 months after you graduate. Make sure to look at job opportunities prior to graduation.

Registering for Classes Since you are registered for classes this was done for this semester. Keep in mind that you should always be proactive in choosing your courses for the next term. This will help you be prepared and have your books ordered ahead of the start of the semester. Most institutions

will assign you an Academic advisor. These individuals will help you to stay on track to graduate on time. More often than not you will be required to take a placement test to determine which math courses you will start in. Placement Testing placement testing measures what level you are for Math & English courses make sure to take these early on if possible. If you score low on a placement test, the advisor may have you register for remedial courses which are meant to help prepare you for the required coursework. Placement testing is typically done before course registration. There will be a timeframe for you to change your course schedule, maybe switching of times for the same class etc. There will be an add and drop period.

Add and Drop Adding and dropping courses occurs during the registration period. Once that period closes you should ensure that you maintain good standing in each of those classes. Keep in mind that if you add and drop a class you may have already ordered the books from Akademos and may not have the book that you are switching to.

Be careful about dropping too many courses, these may be counted in your attempted hours and affect your pell grant eligibility. Attempted hours are counted for your overall satisfactory academic progress. You must complete a certain number of hours to remain in good standing. Your satisfactory academic progress also affects your financial aid eligibility! Full Time vs. Part Time – a Full Time student is enrolled in at least 12 credit hours in a semester. A part time student is taking less than 12 credits. Full time students have better chances of receiving scholarships. Withdrawal – if there is a course that you are not doing well in and you need to drop the class if it is past the deadline for add and drop dates, you may withdraw but there will be a record of withdrawal on your transcript.

NACTEP Academic Success Plan

When you did your Student Success Plan with the Retention Counselor she had you identify: goals, barriers to success, support persons, and study habits. She also had you write out some goals. When or if you are not meeting Satisfactory Academic Progress (67% of courses passed with a C or better each semester), or (maintaining a Cumulative GPA of 2.5) you will work with the NACTEP Project Director to devise a plan to get you back on track.

This will include assessing things, and identifying needed supports on campus or off campus. If you would like help finding additional support at the beginning just let one of the NACTEP staff know. That way you have some support identifying resources early on prior to barriers becoming a hindrance to your academic success.

Below is a list of things that will be covered in an Academic Success Plan Meeting. None of these things will be discussed outside of NACTEP unless you request.

NACTEP Academic Success Plan Worksheet

Date of Meeting:

Student Name:

Student ID:

Midterm GPA:

Cumulative GPA:

Student NACTEP Status

Provisional: Y N

Warning Status: Y N

Warning Status Reason:

Academic Probation? : Y N

Question set 1

What do you plan to accomplish in the future when you have completed your program?

What were the barriers that you identified in your Student Success Plan?

What actions did you take to address the barriers you identified?

Who were the support people that you identified?

What do you need help with in order to be successful?

What on campus resources are relevant for you and what off campus resources are relevant for you?

Attendance:

Notification of Instructors for absences: Y N

Question Set 2

Additional Support Needed? See list below.

Off Campus

Health:

Mental Health:

Financial:

Food Security:

Transportation:

On Campus:

Financial Aid Support:

Student Accounts Support:

Book Ordering Support:

Tutoring Support:

Writing Center Support:

IT Support:

Transcript Assessment Support:

Records Support:

Next Steps:

Frequently Asked Questions

Where can I find phone numbers of the various NHSC offices and businesses around New Town to help me get what I need?

[NHSC Storm Resource Guide](https://bit.ly/nhsccommunityguide) <https://bit.ly/nhsccommunityguide> has phone numbers of various offices at the college as well as community and local/state agency support offices.

Where can I find just general information about student life at NHS?

On the Student Life Page, you will find, the student handbook, and other great things like clubs and campus amenities on the NHSC [Student Life](#) page.

What if I have an issue or a complaint to make?

The [Student Handbook](#) is a great place to start. NACTEP staff is available to help you navigate the channels and support you where you need.

Where do I find an advisor or someone to help me with a problem?

Advisors and different offices that help you get tutoring, technical support, and helpful staff can be found on the [Student Resources](#)

What is a good resource for learning about how to be a successful student and worker?

To contact student service please click [this link](#), this includes the registrar's office, Retention Counselor, Student Success Counselor, Financial Aid, Admissions, and Early College Coordinator.

What if I am having trouble with my book order?

Contact the VP of Support Services right away if you are having login issues. Contact Student Accounts if you are having an issue with your voucher. Keep in mind that other book ordering or borrowing services are available in an online format. All you need is the correct ISBN from the Akademos site to order the correct book. If you aren't sure which is the correct book, contact the instructor of the course to be sure you order the correct book. A list of all staff

and faculty at NHSC can be [found here](#). Early registration and early book ordering is highly recommended!

What if my books aren't here on time?

Sometimes the textbooks are available to use in the library. It can be a worthwhile solution while you are waiting for your own book to arrive.

What if I am having trouble logging in to my campus technology?

You can email the IT helpdesk@nhsc.edu from any email address, include screenshots (using the snipping tool) of the issue you are having and provide them with an explanation of the issue. Make certain that you are responsive to any follow up inquiries they have for you. This will ensure the most timely resolution of your issue.

Where do I find class meeting links?

Every instructor places in a different place. Sometimes in the Announcement section, sometimes the Discussion section. You will need to contact that specific instructor to find out where they post the class meeting links.

How do I know who my Academic Advisor is?

Your Academic Advisor is assigned to you by the Registrar. Your Advisor is more than likely going to be one of the faculty members who teach courses in your intended program of study. Reach out to the Registrar if you are unsure who your advisor is. Find the [Registrar here](#).

Why haven't I received my scholarships or Pell Grant?

It may be that you have not completed the Financial Aid Verification process, or that you have left off the school code on your fafsa application. Contact financial Aid and NACTEP Staff for help with this.

Why do I have a Hold on my account?

Holds can occur for a couple of different reasons. A hold can be placed on your ability to register if you have an unpaid bill/ student account. A hold can be placed if you still have some documents to turn in. A hold can also be placed if you are on Academic Probation. Any time you have a hold simply contact the department that is the source of the hold and resolve the issue. NACTEP Staff can help you navigate this.

New Pathways Articles & Additional Resources

[What Is New Pathways?](https://bit.ly/newpathwaystoc) <https://bit.ly/newpathwaystoc>
[What Are My Options After High School?](https://bit.ly/newpathwaysoptions) <https://bit.ly/newpathwaysoptions>
[How Do I Pay For College?](https://bit.ly/newpathwayspayforcollege) <https://bit.ly/newpathwayspayforcollege>
[How Do I Talk To Professors When I Need Help?](https://bit.ly/newpathwaysprofs) <https://bit.ly/newpathwaysprofs>
[What Can I Do If I Have A Problem Dealing With Roommates?](https://bit.ly/newpathwaysroomies) <https://bit.ly/newpathwaysroomies>
[What Documents Do I Need To Have?](https://bit.ly/newpathwaysdocs) <https://bit.ly/newpathwaysdocs>
[How Do I Get And Keep A Job?](https://bit.ly/newpathwaysgetandkeepajob) <https://bit.ly/newpathwaysgetandkeepajob>
[What Is A Resume And How Do I Make One?](https://bit.ly/newpathwaysresume) <https://bit.ly/newpathwaysresume>
[How Do I Ask For A Recommendation Letter?](https://bit.ly/newpathwaysrec) <https://bit.ly/newpathwaysrec>
[How Do I Write A Professional Bio?](https://bit.ly/newpathwaysbio) <https://bit.ly/newpathwaysbio>
[How Do I Get Ready For A Job Interview?](https://bit.ly/newpathwaysjobinterview) <https://bit.ly/newpathwaysjobinterview>
[How Can I Get Help With Intimate Partner Or Family Violence?](https://bit.ly/newpathwaysdv) <https://bit.ly/newpathwaysdv>
[How Do I Choose A Career That's Right For Me?](https://bit.ly/newpathwayscareer) <https://bit.ly/newpathwayscareer>
[How Can I Learn About Money And Budgeting?](https://bit.ly/moneyandbudgeting) <https://bit.ly/moneyandbudgeting>
[How Can I Set And Achieve My Goals?](https://bit.ly/newpathwaysgoals) <https://bit.ly/newpathwaysgoals>

How to set and achieve goals

Videos:

[Setting SMART Goals:](https://bit.ly/smartgoalshowto) <https://bit.ly/smartgoalshowto>
[Body Language:](https://bit.ly/bodylanguage) <https://bit.ly/bodylanguage>
[Don't be afraid to fail big and dream big:](https://bit.ly/failanddreambig) <https://bit.ly/failanddreambig>
[Embrace the near win:](https://bit.ly/embracenearwins) <https://bit.ly/embracenearwins>
[Accountability partners:](https://bit.ly/accountabilitypartnersforgoals) <https://bit.ly/accountabilitypartnersforgoals>
[Momentum for Goals:](https://bit.ly/momentumforgoals) <https://bit.ly/momentumforgoals>

Articles:

[Celebrate small wins for big goals:](https://bit.ly/celebratesmall) <https://bit.ly/celebratesmall>
[Switching Goals:](https://bit.ly/switchinggoals) <https://bit.ly/switchinggoals>

Activities:

[My Two Goals: A Template:](https://bit.ly/goalstemplatepdf) <https://bit.ly/goalstemplatepdf>

Learning to budget and understand money

[An Easy Guide To Help College Students Set Up Their First Budget](https://cnb.cx/3rwgQdr)
<https://cnb.cx/3rwgQdr>
[What Do You Need To Open A Bank Account?](https://bit.ly/howtobankaccount) <https://bit.ly/howtobankaccount>
[The Most Important Things To Look For In A Bank Account](https://bit.ly/importantbankthings) <https://bit.ly/importantbankthings>
Video [3 Psychological Tricks To Help You Save Money](https://bit.ly/3tipssavemore) <https://bit.ly/3tipssavemore>
Video [The Future of Money](https://bit.ly/futureofmoneyneha) <https://bit.ly/futureofmoneyneha>

[Taking Control Of Your Finances](https://bit.ly/managemoneyactivity) <https://bit.ly/managemoneyactivity>
[Free Budget Template for College Students](https://bit.ly/collegebudgettemplate) <https://bit.ly/collegebudgettemplate>
[College Budget Worksheet](https://bit.ly/newpathwaysbudgetingform) <https://bit.ly/newpathwaysbudgetingform>
[The Budgetnista](https://thebudgetnista.com/) <https://thebudgetnista.com/>

Intimate partner/domestic violence support

[National Indigenous Women's Resource Center](https://bit.ly/niwrksupport): <https://bit.ly/niwrksupport> Intimate partner violence/abuse recovery tools, grief and peer support groups
[Building The Sacred](https://bit.ly/urbanindianhealth): <https://bit.ly/urbanindianhealth> An Indigenous Framework For Serving Survivors of Violence
[StrongHearts](https://bit.ly/strongheartshelp): <https://bit.ly/strongheartshelp> Native Helpline
[National Domestic Violence](https://www.thehotline.org/)/Intimate Partner Violence hotline. Call 1-800-799-7233 or text 88788, <https://www.thehotline.org/>
[MHA Nation Victim Hotline](https://bit.ly/mhavictimservices) and Resources: (701) 627-4171 <https://bit.ly/mhavictimservices>
South Dakota Coalition Against Domestic Violence and Sexual Assault: [What Is Sexual Violence fact sheet](https://bit.ly/assaultfactsheet) <https://bit.ly/assaultfactsheet>,
[The National Center for Victims of Crime](http://victimsofcrime.org/): <http://victimsofcrime.org/>
Youth Victims of crimes, see [Love is Respect](http://www.loveisrespect.org/): <http://www.loveisrespect.org/> and [Break the Cycle](http://www.breakthecycle.org/) <http://www.breakthecycle.org/>
Gender-inclusive legal help for survivors of abuse [Women's Law](https://www.womenslaw.org/): <https://www.womenslaw.org/>
See [North Dakota-specific laws](https://bit.ly/ndwomenslaw) that might apply to you or your situation: <https://bit.ly/ndwomenslaw>

Solving Roommate Conflicts

<https://bit.ly/newpathwaysroomies>
[3 ways to resolve a conflict, by Dorothy Walker TED talk](https://bit.ly/solveconflict3ways) <https://bit.ly/solveconflict3ways>
[Solving Common Roommate Issues: Chores, Parties and More](https://bit.ly/roommateissues) <https://bit.ly/roommateissues>
[The 7 Habits of Highly Happy Roommates](https://bit.ly/happyroomies) <https://bit.ly/happyroomies>

Talking To Professors

<https://bit.ly/newpathwaysprofs>
Video [UNC Asks Students and Faculty: How should students approach their professors?](https://bit.ly/newpathwaysprofs)
<https://bit.ly/talkprof>
Video [Professor's Advice for Students - Make Use of Office Hours](https://bit.ly/useofficehours) <https://bit.ly/useofficehours>

Recommendation Letters

<https://bit.ly/newpathwaysrec>
[College Admissions officers talk about the importance of letters of recommendation](https://bit.ly/requestrec)
<https://bit.ly/requestrec>
A College Career Services professional shares [tips on asking for recommendations](https://bit.ly/askingforarec)
<https://bit.ly/askingforarec>
The full article, including the video just above, with [more recommendation tips and exercises](https://indeedhi.re/3iwWFHg) you can try: <https://indeedhi.re/3iwWFHg>

College professionals discuss [the most important elements](#) of a letter of recommendation
<https://bit.ly/recelements>

How To Write A Bio

<https://bit.ly/effectivebio>
<https://bit.ly/probiostudent>
<https://bit.ly/youtubewritebio>
<https://bit.ly/newpathwaysbio>
<https://bit.ly/newpathwaysbio>

Paying For College

<https://bit.ly/aicollegefund>
<https://bit.ly/fafsastudentaid>
<https://bit.ly/youtubefafsa>
<https://bit.ly/financialappeal>
<https://bit.ly/financialaidask>
<https://bit.ly/studentbudgetguide>
<https://bit.ly/petersondatabase>
<https://bit.ly/ndabscholar>
<https://bit.ly/intertribaltimber>
<https://bit.ly/dakotaindianfund>
<https://bit.ly/gatesscholarfund>
<https://bit.ly/darscholarship>
<https://bit.ly/catchingthedream>
<https://bit.ly/aisscholarships>
<https://bit.ly/womensopp>
<https://bit.ly/vocationtraining>
<https://bit.ly/mhanation>
<https://bit.ly/scholarodds>
<https://bit.ly/grantMHA Education Grant Programsandscholars>
<https://bit.ly/ultimatescholar>
<https://bit.ly/scholarbasics>
<https://bit.ly/avoidscholar scam>
<https://bit.ly/ndnscholarships>

Career Research

[UBC Core Values worksheet](https://bit.ly/ubccorevalues) <https://bit.ly/ubccorevalues>
[Career Cluster Survey](https://bit.ly/npcareerclustersurvey) <https://bit.ly/npcareerclustersurvey>
[Insite Career Survey](https://bit.ly/npinsitesurvey) <https://bit.ly/npinsitesurvey>
[Identify Your Values](https://indeedhi.re/3E2fH2a) <https://indeedhi.re/3E2fH2a>
[Get Comfortable With Being Uncomfortable](https://bit.ly/okayuncomfortable) <https://bit.ly/okayuncomfortable>
[Taking Control Of Your Future](https://bit.ly/takingcontrolfuture) <https://bit.ly/takingcontrolfuture>

Video [You Don't Have To Be An Expert](https://bit.ly/tapiwachiwewe) <https://bit.ly/tapiwachiwewe>
Video [Dropouts And Graduates](https://bit.ly/dropoutsgraduates) <https://bit.ly/dropoutsgraduates>
[Keirsey Temperament Survey](https://www.keirsey.com/) <https://www.keirsey.com/>
[Myers-Briggs](https://www.myersbriggs.org/) <https://www.myersbriggs.org/>
[How To Make A Career Choice When You Are Undecided](https://bit.ly/8stepstocareer) <https://bit.ly/8stepstocareer>
How To [Identify And Pursue Your Passions](https://bit.ly/identifypassions) <https://bit.ly/identifypassions>
What Is [The Difference Between A Job And A Career](https://indeedhi.re/3E8nE6d) ? <https://indeedhi.re/3E8nE6d>
[Find a career in construction](https://www.byf.org) <https://www.byf.org>
Career Coach offers [resources for job seekers](https://bit.ly/careercoachsmc) <https://bit.ly/careercoachsmc>
[Candid Career](https://www.candidcareer.com/) <https://www.candidcareer.com/>
[Arlan Hamilton's entrepreneurship](https://bit.ly/aboutarlan) and venture capital funding site: <https://bit.ly/aboutarlan> and [Arlan's Academy](https://www.arlansacademy.com/) <https://www.arlansacademy.com/>
[UBC Core Values Worksheet](https://bit.ly/ubccorevalues): <https://bit.ly/ubccorevalues>
[MHA Education Pathways](https://bit.ly/mhamentors) <https://bit.ly/mhamentors>
[O*Net Interest Profiler](https://bit.ly/onetcareerprofile):<https://bit.ly/onetcareerprofile>
[MyNextMove](https://www.mynextmove.org/) <https://www.mynextmove.org/>
[Road Trip Nation](https://bit.ly/roadtripexplore) <https://bit.ly/roadtripexplore>
[Workforce Ready](https://www.workforceready.org/): <https://www.workforceready.org/>

Creating a Resume

<https://bit.ly/newpathwaysresume>
(the links seem to have disappeared for this one?? I'll go back through the article and grab them for here)

[21st Century Job Skills](bit.ly/newskillsnewcentury): <bit.ly/newskillsnewcentury>

[Learning to network to get jobs](https://bit.ly/networkingjobs): <https://bit.ly/networkingjobs>

[Monster](https://www.monster.com): [Monster.com](https://www.monster.com)

[Indeed](https://www.indeed.com): [Indeed.com](https://www.indeed.com)

Video [how to write the best resume](https://bit.ly/bestresumehowto): <https://bit.ly/bestresumehowto>

LinkedIn has a very [easy to use resume builder](https://bit.ly/resumebuildertool): <https://bit.ly/resumebuildertool>

Video on [how to write an amazing cover letter](https://bit.ly/amazingcoverlettertips): <https://bit.ly/amazingcoverlettertips>

