

# The MAACC

MYSTIC ADVISING & COUNSELING CENTER



## RESOURCE GUIDE



BSC

## **WELCOME TO THE MYSTIC ADVISING & COUNSELING CENTER!**

This book was designed to provide you with information on services available to you at Bismarck State College and in the Bismarck/Mandan community. It contains a summary of the information provided at the Mystic Advising & Counseling Center (the MACC) such as career services, academic advising, personal counseling, multicultural services, and substance abuse prevention.

The MACC promotes the educational success of BSC students by providing services that support student achievement in their academic, career, social, and personal goals.

We encourage you to make an appointment with the MACC if you need assistance with any of the topics identified in this book.

The MACC is located in the lower level of the Student Union.

Appointments can be made by calling 701-224-5752.

# SERVICES FOR STUDENTS AT BSC

**General Information** ..... 1-800-445-5073  
or 701-224-5400

**Academic Records** ..... 701-224-5420  
• Grades, Graduation, Transcripts

**Academic Support** ..... 701-224-5671  
• Sykes Student Success Center, Tutoring

**BSC Aquatics & Wellness Center** ..... 701-751-4266

**BSC Foundation Office** ..... 701-224-2486  
• Scholarship Information

**Computer Help Desk** ..... 701-224-5442  
• Login/password assistance, BSC email, Campus Connection

**Distance Education** ..... 701-224-5766  
• Online Campus

**Financial Aid** ..... 701-224-5494  
• Student Loans, Work-study, Scholarship Information

**Security** ..... 701-224-2700  
(After Office Hours press 0 to talk with Security.  
Call 911 if it is an Emergency)

**Student Accessibility Services** ..... 701-224-5671  
• Classroom accommodations for disabilities

**Student Life** ..... 701-224-5464  
• Housing, Clubs, Food Services, Intramurals

**Student Finance** ..... 701-224-5533  
• Tuition and Fees, Beyond Card, Payment Options

**Testing and Assessment** ..... 701-224-5658  
• Placement Exams, CLEP, & DSST

**Veterans Services** ..... 701-224-2576  
• GI Bill, VA and Military Resources

# ADVISING

All students should meet with their assigned academic advisor on a regular basis. Your academic advisor is your primary source regarding academic issues, programs and opportunities.

Advisors are available in the MACC for students who are unable to connect with their assigned academic advisor. Advisors in the MACC assist students with general advising questions, degree planning, course registration, course withdrawal, transfer questions, and graduation applications.

To best accommodate your schedule, please call 701-224-5752 to make an appointment.

## WHO IS MY ADVISOR?

- An academic advisor is assigned to each student enrolled at BSC based on their program of study. This advisor may either be a faculty member or a professional staff member.
- To find your academic advisor, log on to the Campus Connection portal. Your advisor's name and phone number will be listed under Student Center. Click on "details" to email your advisor.
- Other contact information for your advisor may be found in the BSC Employee Directory located on the BSC website.

## HOW TO CHANGE YOUR ADVISOR

- To change your academic advisor or your program of study, complete the program/advisor change form located at [bismarckstate.edu/academics/records/programadvisor](http://bismarckstate.edu/academics/records/programadvisor)
- Go to Academics > Academic Records > Student Forms > Program/Advisor Change Form

## **WHY SHOULD I SEE AN ADVISOR?**

Academic advising is an important step towards achieving academic success. A relationship with an academic advisor provides you the opportunity to:

- Explore available academic options including choice of major.
- Develop an educational plan that fits your life goals and objectives.
- Learn about the resources and student services available at BSC.
- Select appropriate courses for your curriculum each semester.

## **WHAT TO BRING TO YOUR ADVISING APPOINTMENT**

- Your User ID and Password for Campus Connection
- If you plan to transfer, program/major information from your transfer college or university
- A list of questions and topics to discuss with your advisor
- Your BSC transcript and/or Academic Requirements Report

To run an Academic Requirements Report please go to [bismarckstate.edu/uploads/resources/4807/academic-requirements-report.pdf](http://bismarckstate.edu/uploads/resources/4807/academic-requirements-report.pdf)

# THE ADVISOR/STUDENT RELATIONSHIP

## EXPECTATIONS OF ADVISORS

- To encourage self reliance by helping students to make informed and responsible decisions
- To be knowledgeable about the resources, policies and procedures of Bismarck State College
- To give accurate and timely information, maintain regular office hours, and keep appointments
- To respect the rights of students and to maintain confidentiality

## EXPECTATIONS OF STUDENTS

- To learn the requirements of your major area of study, schedule courses each semester in accordance with those requirements, be aware of the prerequisites for the courses you choose, and be familiar with the requirements of your transfer college or university
- To familiarize yourself with the BSC Catalog, the Student Handbook, and all policies and procedures
- To observe academic deadlines, know when to register for classes, and know when to add, drop or withdraw from classes
- To monitor and keep a record of your academic progress
- To contact your advisor, set up appointments, and attend advising sessions as scheduled
- To inform your advisor of any changes in your academic program, progress, and goals

# HOW DO I CHOOSE CLASSES?

In addition to receiving direction from your assigned advisor, many documents are available on campus that will tell you what classes you need to take to meet the requirements of your degree plan.

## **The BSC Catalog**

Available on the BSC website at [catalog.bismarckstate.edu](http://catalog.bismarckstate.edu)

## **Program Fact Sheets**

- Course lists for all programs at BSC are located in Schafer Hall.

## **Advising Worksheets**

- Worksheets for completing your program of study and meeting your general education requirements can be found on the individual academic program pages found at [bismarckstate.edu/academics/programs](http://bismarckstate.edu/academics/programs)

## **ACADEMIC REQUIREMENTS REPORT**

The electronic Academic Requirements Report is an advising tool students can use to easily view a report matching their completed and in-progress coursework to the requirements of their program of study.

Follow these instructions to access the degree audit:

1. Log on to Campus Connection.
2. In your Student Center under Academics, click the drop down arrow and select Academic Requirements from the menu

## **TRANSFER INFORMATION**

- If you plan to transfer to a four-year college or university, it is important to review that institutions course requirements for your program of study/major while you are still at BSC!
- The NDUS Program search engine (to help you find a transfer school in ND) can be found at [ndus.edu/academics](http://ndus.edu/academics).



## **DROPPING CLASSES/WITHDRAWING FROM BSC**

It is important to know that after you register for a class at BSC you are responsible for either attending the class or removing it from your schedule.

There are specific dates and deadlines that need to be followed. Please note you will still be charged for classes that you do not attend. It is also recommended that students who receive Financial Aid speak with the office of Financial Aid (701-224-5494) prior to dropping a class as many aid programs have specific credit requirements. If you need assistance withdrawing from BSC classes, please contact the MACC.

### **DATES AND DEADLINES**

- To find out when the deadline is for course withdrawal, please reference the dates and deadlines calendar at [bismarckstate.edu/deadlines](http://bismarckstate.edu/deadlines) then search for the start date of your class.

### **DROPPING A CLASS**

- Utilize the drop feature in Campus Connection.
- Classes dropped after the start of a semester may show up as a “W” on your transcript. Please refer to the semester dates and deadlines for information about the last day to drop a class without transcript record.

### **WITHDRAWING TO ZERO CREDITS**

- To completely withdraw from BSC you will need to complete a Withdrawing to Zero Credits form online.
- The form can be accessed at [bismarckstate.edu/academics/records/withdrawdrop/withdraw](http://bismarckstate.edu/academics/records/withdrawdrop/withdraw)

### **DROP OR WITHDRAWAL APPEAL**

- This procedure allows students to appeal a transcript record or tuition and fee charges due to extenuating circumstances.
- Allowable circumstances include medical, military, death of immediate family member, or natural disaster. Documentation is required.
- The Drop or Withdrawal appeal forms will be considered by the appropriate BSC office and may be denied.
- The Drop or Withdrawal appeal forms can be completed online at: [bismarckstate.edu/academics/records/withdrawdrop](http://bismarckstate.edu/academics/records/withdrawdrop)

# COLLABORATIVE STUDENT REGISTRATION

Collaborative Students earn their degree from Bismarck State College but also take courses from another NDUS institution within the same semester. The following terms can help you understand the process:

- HOME Institution – This is BSC, the school you will receive your degree from.
- PROVIDER Institution – This is the school you will take a course from but not the school that will grant your degree.

## **Courses not eligible for collaborative registration**

- Graduate level courses
- Courses where the student has not met the pre-requisites or co-requisites
- Courses offered at the same time and manner as BSC
- Courses that would put the student over 20 credits (Fall/Spring) or 15 credits (Summer) when combining collaborative and BSC credits

**For more information, contact the Academic Records Office at 701-224-5420**

## FOUR-YEAR DEGREE OPTIONS

BSC has partnered with several universities to offer bachelor degree programs on the BSC campus as well as online. Representatives from these universities will assist you with the transfer process.

**Please note: Not all degree programs from a specific campus are offered on the BSC campus.**

Contact the following campuses for admission/transfer questions:

### **Dickinson State University - Bismarck**

Toll Free 1-800-279-HAWK or 701-224-5631

[dickinsonstate.edu/academics/dsu-bismarckwilliston/](http://dickinsonstate.edu/academics/dsu-bismarckwilliston/)

### **NDSU Nursing at Sanford Health**

701-224-3800

[ndsu.edu/nursing](http://ndsu.edu/nursing)

### **Minot State University**

Center for Extended Learning

Toll Free 1-800-445-5073 or 701-224-5496

[minotstateu.edu/cel/bsc.shtml](http://minotstateu.edu/cel/bsc.shtml)

### **University of Mary**

Transfer Coordinator

701-355-8235

[umary.edu/admissions](http://umary.edu/admissions)

# HOW TO APPLY FOR GRADUATION

Links to graduation documents can be found online at [bismarckstate.edu/academics/graduation/prepare](http://bismarckstate.edu/academics/graduation/prepare)

- In order for a student to be awarded a degree, they must complete an Application for Degree and submit it electronically to the BSC Academic Records Office.
- Students are encouraged to complete and submit an application immediately following enrollment in their final semester of classes.
- Students are able to review their Academic Requirements Report in CampusConnection to make sure they have met graduation requirements for their degree.
- Students should visit with their Academic Advisor to review their transcript and make sure they are eligible to apply for their degree.

**Note:** Online students should email their advisor for assistance with reviewing their transcript to make sure graduation requirements have been met before submitting the online Application for Degree.

## Available Degrees

- Associate in Arts and Associate in Science
- Bachelor of Applied Science in Energy Management
- Associate in Applied Science
- Diploma, Certificate and Certificate of Completion

## COLLEGE TERMINOLOGY

**ASC (Academic Skills Course)** – A preparatory class that does not count for credit.

**CampusConnection** – The student administration system used to build your schedule, check your Financial Aid status, pay your bills, or view grades.

**Co-requisite** – A course that must be taken at the same time with another course during the same semester.

**CLEP** – College Level Examination Program.

**Credit Hour** – The unit of measuring educational credit based on the number of hours in a classroom per week throughout a semester.

**Dropped Course** – Dropping a course by the deadline means the course is removed from your schedule, you are not charged, and the course does not appear on your transcript.

**Elective** – An optional academic course that counts towards the overall number of credits required to graduate.

**EMPL ID** – Student identification number.

**FERPA (Family Educational Rights and Privacy Act)** – At the age of 18 your privacy rights to you the student. FERPA prohibits schools from providing non-directory information to anyone including parents, spouses, or other family members. A FERPA waiver may be signed if you want specific individuals to have access to your private information.

**GERTA (General Education Requirement Transfer Agreement)** – Within the NDUS system classes may automatically transfer to other colleges if they are designated as a GERTA class.

**GPA** – Grade Point Average

**Holds on Your Account** – If you have not paid your bill to the school or if you have an unpaid fine, you may not be able to register for classes, view your grades, graduate, or receive a transcript from the school.

**Intramurals** – Sporting events open to all students (non-varsity).

**NDUS** – North Dakota University System.

**Pre-Requisite** – A course that is required prior to enrolling in a more advanced course.

**SAP (Satisfactory Academic Progress)** – You must maintain SAP to remain eligible for Financial Aid and to remain in good academic standing. This includes a satisfactory GPA and completion percentage.

**Syllabus** – A summary outline and schedule of a course.

**Transcript** – A comprehensive record of your academic progress from all post-secondary schools you have attended and credit earned by exam.

**Withdrawn Course** – A course withdrawn from after the drop/add period has passed and before the end of the course. The course appears on your transcript as a "W." You will be charged for the course and withdraws impact academic progress.

# MULTICULTURAL SERVICES

The Multicultural program at BSC offers cultural-based student support services to promote student success and cultural enrichment.

Services include:

- Assistance with admissions and academic advising
- A place to express your culture
- Neutral ground for expression of student concerns
- Promotion of diversity-related events and programs
- Scholarship information including the diversity waiver and the Tribal Higher Ed funding programs
- Degree plans for Tribal Higher Ed funding
- Referral to career/personal counseling, student accessibility services, and tutoring

To best accommodate your schedule, please call 701-224-5752 to make an appointment.

## **NORTH DAKOTA TRIBES & TRIBAL HIGHER ED.**

### **Cheyenne River Sioux Tribe**

Website: [crsteducationservices.com](http://crsteducationservices.com)

Phone: 605-964-7880/7882

Fax: 605-964-7881

PO Box 590

Eagle Butte, SD 57625

### **Standing Rock Sioux Tribe**

Website: [standingrock.org](http://standingrock.org)

Phone: 701-854-8545

Fax: 701-854-2175

Higher Education Program

PO Box D

Ft. Yates, ND 58538

### **Sisseton-Wahpeton Oyate**

Website: [swo-nsn.gov](http://swo-nsn.gov)

Phone: 605-742-0150

Fax: 605-742-0140

Higher Education Department

PO Box 509

Agency Village, SD 57262

### **Three Affiliated Tribes**

Website: [mhanation.com](http://mhanation.com)

Phone: 701-627-4112

Fax: 701-627-2295

Higher Education Department

354 Main Street

New Town, ND 58763

### **Spirit Lake Nation**

Website: [spiritlakenation.com](http://spiritlakenation.com)

Phone: 701-766-4347

Fax: 701-766-1213

Higher Education Program

816 3<sup>rd</sup> Ave N.

PO Box 359

Fort Totten, ND 58335

### **Turtle Mountain Band of Chippewa**

Website: [tmchippewa.com](http://tmchippewa.com)

Phone: 701-477-8102

Fax: 701-477-8053

Higher Education Program

4180 Highway 281

Belcourt, ND 58316



# SCHOLARSHIPS

## **Cultural Diversity Tuition Waiver**

[bismarckstate.edu/uploads/213/cdtwappJan2018.pdf](http://bismarckstate.edu/uploads/213/cdtwappJan2018.pdf)

Application deadline: Fall – May 1; Spring – November 1

### Eligibility:

- students must be members of a culturally diverse group (African American, Asian American, American Indian or Hispanic);
- special emphasis will be given to enrolled members of the Spirit Lake Sioux Tribe, Three Affiliated Tribes, Turtle Mountain Band of Chippewa and Standing Rock Sioux Tribe and students of North Dakota Tribal Schools,
- must be a degree seeking student at BSC,
- must apply for FAFSA,
- must not have earned a bachelor's degree or higher,
- must have a cumulative GPA of 2.0 with a 66.67% completion rate of all classes attempted and have earned less than 90 credits and in good standing.

Recipients of the waiver are awarded to students that enroll in campus classes only. The waiver will not exceed 50% of the amount of tuition. Eligible students can apply for this waiver up to five semesters. Funding for the waiver is determined on a financial need basis.

## **BSC Foundation and other scholarships**

[bismarckstate.edu/scholarships](http://bismarckstate.edu/scholarships)

## **Multicultural scholarships**

[bismarckstate.edu/students/services/counseling/  
MulticulturalScholarships/](http://bismarckstate.edu/students/services/counseling/MulticulturalScholarships/)

## COMMUNITY RESOURCES (MULTICULTURAL)

### **North Dakota Indian Affairs Commission**

website: [nd.gov/indianaffairs](http://nd.gov/indianaffairs)  
Phone: 701-328-2428

### **National Congress of American Indian Organizations and Tribes Directory**

website: [ncai.org/tribal-directory](http://ncai.org/tribal-directory)

### **South Dakota Department of Tribal Relations**

website: [sdtribalrelations.com](http://sdtribalrelations.com)  
Phone: 605-773-3415

### **Montana Governor's Office of Indian Affairs**

website: [tribalnations.mt.gov](http://tribalnations.mt.gov)  
Phone: 406-444-3702

### **Minnesota Indian Affairs Council**

website: [mn.gov/indianaffairs](http://mn.gov/indianaffairs)

### **Native American Children & Family Services**

website: [nativeinstitute.org](http://nativeinstitute.org)  
Phone: 701-255-6374

### **American Indian Higher Education Consortium (AIHEC)**

website: [aihec.org](http://aihec.org)  
Phone: 703-838-0400

### **Youth Works Program (Youthworks)**

website: [youthworksnd.org](http://youthworksnd.org)  
Phone: 701-255-6909

### **Great Plains Indian Health Services**

website: [ihs.gov/greatplains](http://ihs.gov/greatplains)  
Phone 605-226-7582

### **American Immigration Center**

website: [us-immigration.com](http://us-immigration.com)

### **Lutheran Social Services (LSS)**

website: [lssnd.org](http://lssnd.org)  
Phone: 701-235-7341

### **Bismarck Adult Learning Center**

Phone: 701-323-4530

### **General Equivalency Diploma (GED) testing**

website: [ged.com](http://ged.com)

### **Test of English as a Foreign Language (TOEFL) testing**

website: [ets.org/toefl](http://ets.org/toefl)  
BSC's code is 6041

### **World Education Services**

ordering official high school or college transcripts from foreign country  
website: [wes.org](http://wes.org)

# PERSONAL COUNSELING

Individual counseling is available to BSC students free of charge at the MACC. In this interpersonal process, students work with a professionally trained counselor to meet goals such as:

- Establishing positive relationships
- Developing effective coping skills
- Eliminating self-defeating thoughts, feelings, or behaviors
- Maintaining quality mental health
- Examining life goals
- Decreasing test anxiety

The MACC operates on a brief counseling model design, working toward solutions to your concerns in as few sessions as possible. At times, a referral to another campus service or outside agency may be more appropriate to meet specific needs. If a referral is necessary, students will be assisted with the transition to another on-campus professional or to an appropriate community resource.

To best accommodate your schedule, please call 701-224-5752 and make an appointment.

## TEST ANXIETY

- College students may experience changes in their responses to taking tests, completing assignments, or public speaking.
- These experiences are not uncommon for students who are new to college or during mid-terms, finals, and other exams.
- This is sometimes referred to as test anxiety.
- Many students will experience heightened stress and anxiousness before or during tests.
- These experiences do not necessarily indicate a diagnosis of anxiety.
- Students may be able to decrease these experiences.

## HOW TO DECREASE TEST ANXIETY

### 1. Attend class and study.

- Review class materials with a friend or classmate.
- Contact BSC's Academic Support office for help with developing effective study skills.

### 2. Before the test.

- Relax in a quiet spot.
- Utilize deep breathing exercises.
- Encourage yourself to do your best.

### 3. During the test.

- Sit in the same area during class to decrease change.
- Answer easy questions first and come back to more difficult ones.

- Take a few deep breaths to refocus when needed.
- Focus on yourself. Do not get distracted by others who leave early.

### 4. After the test.

- Remember that you did your best.
- A test may help you identify study skills you still need to work on.
- Learn from the experience and ask for assistance if needed.
- Reward yourself by relaxing or spending time with friends and family.

**Students are encouraged to contact a counselor in the MACC at 701-224-5752 for additional assistance.**

## ORGANIZATION AND TIME MANAGEMENT TIPS

- Use a planner to map out all of your commitments (classes, study time, work, family, friends, clubs, organizations, etc.).
- Write 'To Do' Lists.
- Highlight due dates and test dates in your syllabi and transfer them to your planner.
- Use waiting time to study. Read a text book or review notes while waiting for the dentist or between classes etc.
- Study in short intervals and take brief breaks.
- Schedule time for homework into your planner on a daily basis.
- Prioritize tasks based on due dates. What is the first and most important thing you need to do?
- Minimize distractions while you study.
- Turn off TV, phones, and the internet.
- Stay on campus to study in the library or a designated study area versus going home.

# STRESS MANAGEMENT

- Focus on what you can get done and what you have accomplished.
- Utilize a planner and maintain a schedule.
- Maintain a balance between school, work, family, friends, and taking care of yourself.
- Learn to say NO if you are overwhelmed.
- Try to get six to eight hours of sleep each night.
- Eat healthy, balanced meals.
- Schedule regular, moderate exercise.
- Share your problems with friends or family.
- Seek help from your instructor, an advisor, a counselor, or a tutor.
- Avoid using alcohol, tobacco, or illegal drugs to manage stress.
- Use moderation with gaming, social media, or television.
- Use a calming breathing exercise. Square breathing is one simple technique:
  - Inhale for four seconds,
  - Hold for four seconds,
  - Exhale for four seconds,
  - Hold for four seconds.

## DEPRESSION

- Depression is a serious mental health concern characterized by feelings of sadness, helplessness, worthlessness, and fatigue.
- Some sad feelings from time to time are normal; however, if they do not go away or if they start interfering with relationships, activities of daily living, school, and/or work, it is time to seek help.

**Students are encouraged to contact a counselor in the MACC at 701-224-5752 for additional assistance.**

# SUICIDE WARNING SIGNS

IF YOU OR SOMEONE YOU KNOW IS  
THINKING ABOUT SUICIDE, SEEK HELP.

- 1. Specifically ask the person if they are thinking about suicide.**  
This is the most important intervention! Asking about suicide will not lead to a suicide.
- 2. Listen to the answer.** If the person tells you they are thinking about suicide, talk to them openly.
  - Make statements that suicide is not a good solution and suggest alternatives to suicide.
  - Focus on solutions to problems and the strengths of the individual.
  - Acknowledge the individual's pain but encourage them to find a better way to decrease the pain in their lives.
  - Offer hope and encourage positive thoughts about the future.
- 3. Encourage them to seek help.** Ask them if they would like to be taken to the hospital, a counselor, a physician, a clergy member, or a family member. Go with them if possible and never keep suicide a secret from others.
- 4. Give them phone numbers for suicide hotlines.**
  - Hopeline Network.....1-800-SUICIDE
  - FirstLink .....2-1-1 or 1-800-273-8255
  - West Central Human Service Center  
24-Hour Crisis Line.....701-328-8899 or 1-888-328-2112
- 5. If you feel the individual is in immediate danger, call the police and ask them to conduct a welfare check.** Remove weapons or pills from the home if you have access to them. Also, notify another person in close contact with the suicidal person and enlist their assistance.

**Students are encouraged to contact a counselor in the MACC at 701-224-5752 for additional assistance.**



# RESOLVING CONFLICT IN RELATIONSHIPS

## **Focus on solutions versus blame.**

How can we work this out? How will we fix this problem?  
Can we work together and find a solution to our conflict?

## **Take a break.**

Walk away if necessary. Think about how your words or actions are contributing to resolving the conflict.

## **Set healthy boundaries.**

Treat each other with respect. Avoid violence.

## **Express your feelings.**

Bottling up anger is just as bad as blowing up. Talk about why you are angry with a friend or counselor. Seek advice. If you don't like to talk about it, write out your feelings in a journal.

## AM I IN A HEALTHY RELATIONSHIP?

### **IN A HEALTHY RELATIONSHIP, YOU:**

- Treat each other with respect
- Feel secure and comfortable
- Can resolve conflict
- Refrain from violence
- Enjoy the time you spend together
- Maintain individuality and privacy
- Can trust each other
- Are intimate/sexual with each other by choice
- Communicate clearly and openly
- Encourage other friendships
- Know that most people in your life are happy about your relationship
- Have more good times in the relationship than bad

# CONSENT

It is important to obtain explicit consent from any sexual partner and not to make assumptions. If confusion or ambiguity on the issue of consent arises anytime during the sexual interaction, it is essential that each participant stops and clarifies, verbally, willingness to continue. Consent to one form of sexual act does not imply consent to other forms of sexual act(s).

## **What should I do if I or a friend may have been sexually assaulted?**

- If a medical emergency or a crime is in progress call 911.
- You should seek medical attention as soon as possible.
- Call Bismarck State College Campus Safety and Security at 701-224-2700 and they will help you or your friend get the care you need.
- You may also want to consider calling a counselor at the BSC Mystic Advising and Counseling Center for confidential counseling. During the day you may call 701-224-5752
- If you need assistance after hours, the Abused Adult Resource Center (701-222-8370) and West Central Human Services Center (701-328-8888) both provide confidential rape crisis counseling to men and women, 24 hours a day.

If you wish to pursue a complaint against the alleged perpetrator, or if you wish to discuss your options, you should consult with the College's Title IX Coordinator or one of the Title IX Deputies. Find more information online at [bismarckstate.edu/titleix](http://bismarckstate.edu/titleix).

# COMMUNITY RESOURCES

## (PERSONAL COUNSELING)

### PSYCHIATRIC HEALTH CARE

#### **Archway Mental Health (CHI St. Alexius Health)**

900 E. Broadway Ave., Bismarck .....701-530-7300

#### **Sanford Behavioral Health**

414 N. 7<sup>th</sup> St., Bismarck .....701-323-6543

#### **West Central Human Service Center**

1237 W. Divide Ave. Suite 5, Bismarck .....701-328-8888

### ABUSE, NEGLECT, & RAPE

#### **Abused Adult Resource Center:** [abusedadultresourcecenter.com](http://abusedadultresourcecenter.com)

218 W. Broadway Ave., Bismarck .....701-222-8370

Toll-free (after hours) .....1-866-341-7009

#### **West Central Human Services (Crisis Line)**

1237 W. Divide Ave. Suite 5, Bismarck .....701-328-8899

Crisis Line .....701-328-8899

Toll-free .....1-888-328-2112

**Students are encouraged to contact a counselor in the MACC at 701-224-5752 for additional information about Community Resources for Personal Counseling.**

## SUBSTANCE ABUSE PREVENTION

Bismarck State College provides an atmosphere of physical and mental well-being and supports the provision of services that provide a healthy and safe environment for its students, employees and visitors. To support this atmosphere - BSC is a drug, alcohol, and tobacco-free campus.

BSC has set forth policies and procedures regarding alcohol, tobacco, and other drugs and maintains an on-campus substance-abuse prevention program.

**For more information on Substance Abuse Prevention at BSC, please contact the MACC at 701-224-5752.**

# ALCOHOL, TOBACCO, & DRUG POLICIES

Campus policies pertaining to substance abuse prevention and the health risks of alcohol and other drugs can be found in various places on the BSC website. Search for the Residence Hall Handbook and the Student Handbook.

The Alcohol & Illegal Drug Policy can be found at [bismarckstate.edu/uploads/resources/358/AlcoholandIllegalDrugs.pdf](http://bismarckstate.edu/uploads/resources/358/AlcoholandIllegalDrugs.pdf)

BSC is a Tobacco Free Campus  
[bismarckstate.edu/uploads/85/TobaccoFreeCampusSmoking.pdf](http://bismarckstate.edu/uploads/85/TobaccoFreeCampusSmoking.pdf)

## **Examples of prevention activities at BSC:**

- BSC is an Alcohol, Tobacco, and Drug-Free Campus.
- Advertisements for alcohol are prohibited on campus.
- Alcohol-free activities are promoted.
- Individualized education programs used to promote alcohol awareness.
- Free, personal, and confidential counseling is available in the MACC for all BSC students.
- Resources and referral services are available for students who experience alcohol and / or drug abuse.

## **Medical Amnesty**

Individuals under 21 are immune from criminal prosecution if that person contacts law enforcement or emergency medical personnel and reports another person under 21 in need of medical assistance due to alcohol consumption.

## ALCOHOL FACTS

- It is illegal for anyone under the age of 21 to buy or drink alcohol.
- Alcohol is considered a depressant drug.
- A blood alcohol concentration (BAC) of .08 is considered legally drunk.
- Drinking just one drink can affect a person's ability to drive safely.
- The average body can only metabolize one drink per hour.
- Drinking four (women) or five (men) drinks in one sitting is considered binge drinking.
- There is no safe level of alcohol use for pregnant women.
- Be mindful of the size of your glass! Each of the following is considered a standard drink.
  - Twelve ounces of beer
  - 8 ounces of malt liquor
  - 5 ounces of wine
  - 1.5 ounce shot (80 proof liquor)
- The only thing that will help you sober up is time! Drinking coffee, showering and eating have no effect on how soon you will sober up.
- Even after a person takes their last drink, their BAC continues to rise.

**Students with concerns about alcohol use are encouraged to contact a counselor in the MACC at 701-224-5752 for additional assistance.**

# ALCOHOL POISONING

Alcohol poisoning is a medical emergency. If you know a friend has been drinking, and they have passed out, or they are not responsive – call 911 for help. Do not let them sleep it off. Alcohol poisoning can lead to brain damage or death!

## **Signs of an alcohol overdose: (Not all signs need to be present)**

- Mental confusion or stupor
- The individual has passed out and you are not able to wake them
- Slow or irregular breathing
- Hypothermia (low body temperature, bluish, pale, or clammy skin)
- Vomiting
- Seizures

## **If you suspect an alcohol overdose:**

- Call 911!
- Turn the person on his/her side to prevent choking in case they vomit.
- Stay with the person until help arrives!
- Don't worry that the drinker will be mad at you. Be safe – not sorry!

## **Medical Amnesty**

Individuals under 21 are immune from criminal prosecution if that person contacts law enforcement or emergency medical personnel and reports another person under 21 in need of medical assistance due to alcohol consumption. For more information reference the ND Century Code Section 5=01=08(6).

## TEN SIGNS OF ADDICTION

1. You have trouble meeting responsibilities at school or work.
2. You are fighting with friends or family on a regular basis.
3. You begin to have financial or legal problems.
4. It feels like you can't have a good time unless you are using.
5. You use substances to cope with stress and activities of daily living.
6. Others criticize you or express concern about your substance use.
7. You begin to experience memory loss or you frequently black out.
8. A tolerance develops and it takes more than it usually did to feel the same effects of the substance you use.
9. Withdrawal symptoms occur if you stop using.
10. You begin to lie about your use, put the substance use above everything else, and ignore the problems the substance is causing in your life.

**Students with concerns about addiction are encouraged to contact a counselor in the MACC at 701-224-5752 for additional assistance.**



## PEER PRESSURE: HOW TO SAY NO!

It is sometimes difficult to say “no” to drugs and alcohol when you are being pressured by a friend. It is best to be confident and firm in your decision to not drink before you are 21, drink too much, or use illegal drugs. But if you are having trouble, try some of the options listed here. If you find your friends continue to pressure you, it may be time to find new friends who respect your decisions.

- Just say “no” and keep saying it until they get the point!
- Make an excuse: “I have to get up early,” or “I have a test tomorrow.”
- Reference the importance of your job and mention they conduct random drug tests.
- Tell them you are the sober driver or you are choosing to stay sober.
- Find people that are not using and socialize with them.
- Remind them that you are having fun and that you will still have fun without the substance they are offering.
- Carry a non-alcoholic drink with you at all times so they stop asking.
- Excuse yourself and leave the scene if the pressure is intense.

**To take a refusal challenge, go to [intheknowzone.com](http://intheknowzone.com).**

# COMMUNITY RESOURCES

## (SUBSTANCE ABUSE)

If a medical emergency (such as Alcohol Poisoning)  
or a crime is in progress, CALL 911!

### **West Central Human Service Center**

Chemical Dependency Program

1237 W. Divide Ave., Bismarck (Prairie Hills Plaza) ..... 701-328-8888

### **CHI St. Alexius Health:** [primecare.org](http://primecare.org)

Partial Hospitalization Program/ Outpatient Behavioral Health

311 N 11<sup>th</sup> Street, Bismarck..... 701-530-7212

### **Heartview Foundation:** [heartview.org](http://heartview.org)

101 E. Broadway, Bismarck ..... 701-222-0386

Toll-free ..... 1-800-337-3160

### **New Freedom Center:** [newfreedomcenter.org](http://newfreedomcenter.org)

905 E. Interstate Ave., Bismarck ..... 701-222-4673

Toll-free ..... 1-800-334-8244

### **North Dakota Teen Challenge:** [tc4hope.org](http://tc4hope.org)

Faith-Based Services

1406 2<sup>nd</sup> St. NW, Mandan..... 701-667-2131

### **ACT (Alternative Choices Training)**

Minor in Possession and Adult Misdemeanor Classes

Bismarck State College, Continuing Education ..... 701-224-5600

## INFORMATION CENTERS & HOTLINES

Alcoholics Anonymous Hotline .....	701-222-2100
Substance Abuse & Mental Health Service Administration (SAMHSA).....	1-800-662-4357
ND Prevention Resource Center.....	701-328-8919
Bismarck Police Youth Bureau.....	701-222-6738
Mandan Police Youth Services Division.....	701-667-3250
Youthworks of North Dakota.....	701-255-6909
First Link Hotline.....	2-1-1
<i>Use 211 to locate support groups and treatment centers within ND.</i>	
North Dakota Tobacco Quitline.....	1-800-784-8669

### Support Groups

Alcoholics Anonymous, Bismarck-Mandan .....	701-222-2100
Alanon (for anyone with a family/friend who abuses alcohol) Check ndalanon.com to get local meeting information	
World Service Headquarters .....	1-800-344-2666
Youthworks Peer Group 221 W. Rosser, Bismarck, ND 58501 .....	701-255-7229
Tobacco Cessation CHI St. Alexius Health Pulmonary Rehabilitation Dept. 310 N 9 <sup>th</sup> St., Bismarck, ND 58501 .....	701-530-8521

# CAREER SERVICES

Career Services are available at the MACC. Services offered include:

- Career-interest testing
- Selecting a major
- Resume building
- Cover letters
- Mock interviews
- Employment data
- Job and Internship Fairs
- Career Counseling

**JOB SEEKERS NETWORK** is an online career service system available for students and alumni seeking long term employment with local, regional and national companies. Students may also find part time, summer, or internship positions on this site. The MACC strongly encourages students to begin searching for employment at least one semester prior to completing their program. To access Job Seekers Network, create a student login at [bismarckstate.edu/jobseekers](http://bismarckstate.edu/jobseekers)

**KUDER JOURNEY** is an online career planning system designed to help you choose a major or plan for the career that is right for you. Go to [bismarckstate.edu/careers](http://bismarckstate.edu/careers) to complete your Kuder Journey assessment and get a personalized report. If you'd like help using your results to decide on a major or plan your career, schedule an appointment with a Career Counselor in the MACC.

**FIRST DESTINATION REPORTS** For information about wage and employment rates of BSC graduates, reference our First Destination Reports at [bismarckstate.edu/firstdestination](http://bismarckstate.edu/firstdestination)

**JOB AND INTERNSHIP FAIRS** Bismarck State College hosts multiple opportunities to connect with employers throughout the year. For the latest dates and information about upcoming Job and Internship Fair events visit [bismarckstate.edu/jobfair](http://bismarckstate.edu/jobfair)

To make an appointment with a Career Counselor, call 701-224-5752.

# RESUME WRITING: DOS & DON'TS

## DO

- Focus on skills/qualifications.
- Use 8 1/2" x 11" resume paper.
- Create bullets describing your job accomplishments.
- Make the resume easy to read.
- Tailor your resume to the job description.
- Include name, address, email, and phone numbers on your resume.
- Include a "skills" category.
- Include volunteer experience if you have volunteered a significant amount of time.
- Create a reference sheet.
- Communicate your purpose and value to employers.

## DON'T

- Use abbreviations.
- Use binders or colored paper.
- Make statements you did not do or are unable to prove.
- Use a font size smaller than 12.
- Create a resume that does not resemble the job description.
- Use the title "resume."
- Send a photo of yourself.
- Include recreational activity.
- Put short-term employment on your resume unless it directly relates to the job you want.
- List references on a resume or say "references available upon request."
- Use repetitious statements or vague language.

## **JOB FAIR TIPS: PREPARING FOR A JOB FAIR ....**

### **Obtain a list of employers attending**

- BSC posts a list of employers attending upcoming Job Fairs at [bismarckstate.edu/jobfair](http://bismarckstate.edu/jobfair).
- Visit employer websites and prepare questions you can ask at the Job Fair.

### **Update your resume**

- Your resume is your opportunity to promote yourself. Make sure all your information is up-to-date and easy to read. Contact the MACC for an appointment if you need help with your resume.

### **Practice what you'll say**

- Be ready to discuss your interest in the company and your qualifications for the career opportunities you are pursuing.

### **Arrange for childcare**

- A job fair is a serious opportunity to meet with prospective employers. Be as professional as you would be at a job interview.

## **AT THE JOB FAIR**

### **Plan a professional appearance**

- Choose interview appropriate attire. Do not smoke or drink alcohol prior to the job fair. Keep perfume or aftershave to a minimum or use none at all. Silence your cell phone.

### **Be remembered for the "Right" reasons**

- Be prepared with an updated resume. Take several copies to the job fair to hand out. Shake hands. Smile. Discuss your interest in the company and your qualifications.

### **Be polite at all times**

- The person you meet in the parking lot, hallway or restroom may be the employer you will see at the job fair.

### **Ask the employer questions**

- Show your interest in each employer by asking about employment opportunities and why employees like working for them.

**Always thank the employer for talking with you.**

# SAMPLE INTERVIEW QUESTIONS AND ANSWERS

## **Tell me about yourself.**

Maintain a focus on the education, work experience, and skills that qualify you for the job.

## **Tell me what you know about our company.**

Research the company before the interview to find out who they are, what they do, and why it matters to you!

## **What are your goals? Where do you expect to be in 5 or 10 years?**

Focus on the current position for the short-term goal. Add in plans for promotion or further education for the long-term goal.

## **What are your strengths and weaknesses?**

*Strengths:* Focus on your skills as they relate to the job you want.

*Weaknesses:* Be genuine and describe a weakness that may relate to the job description. Then describe your plan of improvement.

## **Tell me how you deal with difficult customers/coworkers.**

Use an example from your past and tell a brief story about the situation. How did you define the problem, generate solutions, and solve the problem? Know what your conflict management style is and describe how you relate to conflict in general.

**Need help with interview skills?  
Schedule a mock interview at the MACC!**

## **QUESTIONS TO ASK IN AN INTERVIEW**

It is important to have questions prepared for the moment when you are asked "Do you have any questions for us?"

- Please describe an average day on this job.
- What aspects of this job would you like to see enhanced?
- What are some challenges or problems related to this position?
- How would you describe the ideal candidate?
- When will you make the hiring decision?
- Please explain the opportunities for promotion or growth.

## **QUESTIONS TO AVOID IN AN INTERVIEW**

- Stay away from asking about the salary/wage. If prompted regarding salary, ask what the standard wage for your qualifications would be.
- Don't ask about vacations, paid holidays, paid sick days, or other questions related to benefits.
- Questions about the office itself such as "Will I have a window?" and "When are breaks/lunch?" etc.



## HOW TO WRITE A THANK YOU NOTE

It is important to write a brief thank you note to each person who interviewed you for the position immediately after the interview.

**Step 1:** Use a standard sized thank you note card. Print/write your response so it is easy to read.

**Step 2:** Make sure you have spelled the name of the interviewer(s) correctly. Double check the names on the agency website if you are unsure.

**Step 3:** Be brief. Note the job you interviewed for and the date, your appreciation for the interview, and your interest in the job.

**Step 4:** The note should reflect (briefly) why you are qualified for the job.

## FOLLOW-UP CALLS

It can take several weeks after an interview before a hiring decision is made. If you have not heard from the employer after 2-3 weeks, it is a good idea to call and ask if the position has been filled. Start with the HR department, manager, or the person who received your job application. Do not call multiple times! Ask for a time frame regarding the position and ask how you might be notified of the hiring decision (email, letter, phone call, etc.).

### What should I say when I call?

- Introduce yourself, state the position you applied for, and the date you interviewed. Be respectful at all times.
- Tell them you are still interested in the position, and that you're following up to see if a decision has been made.
- If they have chosen another candidate: Thank them for letting you know. You may close the conversation with a statement like this: Please keep my application on file in the event that you need another person for this position. Thank you.

## REASONS PEOPLE DON'T GET HIRED

- They didn't dress appropriately for the interview.
- Lack of interest and enthusiasm for the position.
- They didn't have a long-term purpose, goal, or career plan.
- The "I just need a job" mentality.
- A focus on salary or benefits during the interview.
- Not willing to start at the bottom of the agency.
- Negativity expressed towards previous employers or instructors.
- Poor eye contact, extreme nervousness, or lack of confidence during the interview.
- Arriving late for the interview or not following up with requested information in a timely manner.
- Failure to follow up with a thank you note.
- Vague responses to questions or an inability to express information clearly.
- Information received from references was negative.
- Applicant was overly aggressive.
- An email address, voice mail message, or a social media page that contains inappropriate content.

## COMMUNITY RESOURCES (CAREER SERVICES)

**Job Service North Dakota:** jobsnd.com  
Job search, training, testing, apprenticeships, and unemployment  
1601 E. Century Ave., Bismarck .....701-328-5000

**TrainND:** trainnd.com  
Bismarck State College Continuing Education  
1<sup>st</sup> Floor, BSC National Energy Center of Excellence  
Phone .....701-224-5600  
Toll-free ..... 1-877-846-9387

**Burdick Job Corp:** [quentinnburdick.jobcorps.gov/home.aspx](http://quentinnburdick.jobcorps.gov/home.aspx)  
1601 E. Century Ave., Bismarck.....701-221-5857

## EMPLOYMENT AGENCIES

**Command Center:** [commandonline.com](http://commandonline.com)  
214 N 24<sup>th</sup> St. Bismarck, ND 58501.....701-250-9675

**Dakota Staffing Solutions:** [dakotastaffingsolutions.com](http://dakotastaffingsolutions.com)  
1310 E. Boulevard Ave., Suite 6, Bismarck .....701-751-7823

**People Ready:** [peopleready.com](http://peopleready.com)  
2015 E. Main Ave., Bismarck.....701-258-9800

**Spherion Staffing:** [spherion.com](http://spherion.com)  
1830 E. Century Ave., Suite 2, Bismarck.....701-250-1111

## COMMUNITY RESOURCES

The staff of the MACC try to meet the needs of each BSC student, but sometimes a requested service is not available or is beyond the scope of our services. The following chapter outlines additional services within the BSC campus and the Bismarck/Mandan community. Please note that some of the community social service programs have income or age restrictions. You may be asked to fill out an application or submit to a background check before you receive services.

If you need help accessing community services, please call 701-224-5752 and contact a counselor at the MACC.

# EMERGENCY

In the event of a medical emergency, crime in progress, or fire  
DIAL 911 (off campus)

DIAL 9-911 (using an on campus phone)

**CAMPUS SECURITY**.....224-2700

For more information on BSC Security go to [bismarckstate.edu/safety](http://bismarckstate.edu/safety)

## **POLICE & SHERIFF (NON-EMERGENCY CALLS)**

Bismarck Police ..... 223-1212  
Youth Bureau ..... 222-6738  
Mandan Police..... 667-3250  
Lincoln ..... 258-2403  
Burleigh County Sheriff ..... 222-6651  
Morton County Sheriff ..... 667-3330

## **POISON CONTROL**

American Association of Poison Control Centers.....1-800-222-1222

## **ABUSE AND NEGLECT**

Abused Adult Resource Center  
218 W. Broadway Ave., Bismarck.....701-222-8370 or 1-866-341-7009  
West Central Human Services  
1237 W. Divide Ave., Suite # 5, Bismarck.....701-328-8888  
24 Hour Emergency Line.....701-328-8899 or 1-888-328-2112  
Burleigh County Social Services (*Child protection/elder abuse*)  
415 E. Rosser Ave., Bismarck.....701-222-6622

## MEDICAL SERVICES

### **Sanford Health:** [sanfordhealth.org/bismarck](http://sanfordhealth.org/bismarck)

300 N. 7<sup>th</sup> Street, Bismarck

Emergency Room ..... 701-323-6150

Information ..... 701-323-6000

### **CHI St. Alexius Health:** [chistalexiushealth.org/Bismarck](http://chistalexiushealth.org/Bismarck)

900 E. Broadway, Bismarck

Emergency Room ..... 701-530-7001

Information ..... 701-530-7000

Appointments ..... 701-530-5550

### **Mid-Dakota Today Clinic**

9<sup>th</sup> & Rosser Entrance

Walk in Clinic ..... 701-530-5949

### **UND Center for Family Medicine**

403 Burlington St. SE, Mandan, 58554 ..... 701-530-4608

### **UND Family Practice Center:** [cfmbismarck.und.edu](http://cfmbismarck.und.edu)

701 E Rosser Ave, Bismarck ..... 701-751-9500

## HEALTH AND FAMILY SERVICES

### **Custer Family Planning Center**

701 E Rosser Ave, Bismarck, ND 58501 ..... 701-255-3535

Toll-free ..... 1-866-244-3535

### **Prescription Connection:** [nd.gov/ndins/prescription](http://nd.gov/ndins/prescription)

Connects qualified low income people with prescription medication

For more information ..... 1-888-575-6611

### **Bridging the Dental Gap:** [dentalgap.org](http://dentalgap.org)

Basic dental services for low income patients.

1223 S. 12<sup>th</sup> St. Suite 1, Bismarck, ND 58501 ..... 701-221-0518

### **Bismarck-Burleigh Public Health**

Immunizations, Nutrition Services, Maternal & Child Health, WIC

500 E. Front Ave., Bismarck, ND 58501 ..... 701-355-1540

**Custer Health (Morton County)**

Immunizations, HIV/Aids screening, Child Health/Car Seat Program  
403 Burlington St. SE, Mandan, ND 58554.....701-667-3370  
Toll-free .....1-888-667-3370  
WIC (women, infants and children) program.....701-667-3364

**NDSU Extension Service:** [ag.ndsu.edu/burleighcountyextension](http://ag.ndsu.edu/burleighcountyextension)

Family Nutrition Program  
3715 East Bismarck Expressway, Bismarck, ND 58501...701-221-6865

**The Village Family Service Center:** [thevillagefamily.org](http://thevillagefamily.org)

107 Main Ave. Suite 350, Bismarck, ND 58501.....1-800-627-8220

**Lutheran Social Services:** [lssnd.org](http://lssnd.org)

1616 Capitol Way, Bismarck, ND 58501.....701-223-1510

**Catholic Charities North Dakota:** [catholiccharitiesnd.org](http://catholiccharitiesnd.org)

600 S 2<sup>nd</sup> St., Suite 202, Bismarck, ND 58504.....701-255-1793

**First Choice Clinic:** [firstchoiceclinic.com](http://firstchoiceclinic.com)

Faith-based services, pregnancy counseling and fatherhood classes  
1120 College Drive, Suite 204, Bismarck, ND 58501.....701-751-4575

**Youthworks:** [youthworks.com](http://youthworks.com)

Parenting Pathways Program  
221 W. Rosser Ave., Bismarck, ND 58501.....701-255-6909

**Children & Family Services (DHS):** [nd.gov/dhs/services/childfamily](http://nd.gov/dhs/services/childfamily)

Adoption, family preservation services, and Head Start  
600 E Boulevard Ave, Dept. 325, Bismarck, ND 58501..701-328-2316

**Assistance Programs for Children**

Bridge to Benefits: [nd.bridgetobenefits.org](http://nd.bridgetobenefits.org)  
Healthy Steps Program: [healthysteps.org](http://healthysteps.org)

# HOMELESS SOCIAL SERVICE/RESOURCES

## **National Runaway Safeline**

1800runaway.org.....1-800-786-2929

**Missouri Slope United Way**.....701-255-3601

## **Burleigh County Social Services**

Financial assistance, Medicaid, children's health insurance

415 E. Rosser Ave., Suite 113, Bismarck, ND 58501.....701-222-6622

## **Morton County Social Services:** [co.morton.nd.us](http://co.morton.nd.us)

Financial assistance, Medicaid, children's health insurance

210 2nd Ave. NW, Mandan, ND 58554.....701-667-3395

## **Community Action:** [cap7.com](http://cap7.com)

Food pantry, clothing closet, rental assistance (*for qualified applicants*)

2105 Lee Avenue, Bismarck, ND 58501.....701-258-2240

## **Youthworks:** [youthworks.com](http://youthworks.com)

Transitional housing program (18-21 years old)

221 W. Rosser Ave., Bismarck, ND 58501.....701-255-6909 ext. 106

## **AID Incorporated**

Food pantry, clothing assistance, emergency rent/utility assistance

314 W. Main St., Mandan, ND 58554.....701-663-1274

## **Ruth Meiers Hospitality House:** [ruthmeiers.org](http://ruthmeiers.org)

Emergency shelters, food pantry, stone soup kitchen, used furniture

1100 E Boulevard Ave., Bismarck, ND 58502.....701-222-2108

## **Habitat for Humanity Missouri Valley:** [habitat.org](http://habitat.org)

Housing assistance (income restrictions apply)

600 S. 2<sup>nd</sup> St. Suite 8, Bismarck, ND 58504.....701-255-7566

## **Salvation Army:** [usc.salvationarmy.org](http://usc.salvationarmy.org)

Food pantry, lodging assistance, utilities/rent assistance

601 S. Washington St., Bismarck, ND 58501.....701-223-1889



**North Dakota Housing Finance Agency:** [ndhfa.org](http://ndhfa.org)

Low Income rental assistance and HUD programs

2624 Vermont Ave, Bismarck, ND 58502 ..... 701-328-8080

Toll Free ..... 1-800-292-8621

**Bis-Man Transit:** [bismantransit.com](http://bismantransit.com)

The CAT bus, paratransit (for the disabled)

3750 E. Rosser Ave., Bismarck, ND 58501.....701-258-6817

**Great Plains Food Bank:** [greatplainsfoodbank.org](http://greatplainsfoodbank.org)

Food pantry and Backpack Program

721 Memorial Highway, Bismarck, ND 58501.....701-232-6219

**Bismarck Emergency Food Pantry**

725 Memorial Highway, Suite B, Bismarck, ND 58501...701-258-9188

**Helping Hand Food Pantry:**

[bismarcklivinghope.org/helpinghandfoodpantry](http://bismarcklivinghope.org/helpinghandfoodpantry)

By appointment only-please call ahead.....701-223-0332

**Welcome House:** [welcome-house.net](http://welcome-house.net)

Faith-based agency: shelter, food, and household items.

1902 E Thayer Ave, Bismarck, ND 58501.....701-220-8315

## DISABILITY SERVICES

**BSC Student Accessibility Office**.....701-224-5671

**ND Disability Determination Services**

1237 W Divide Ave #4, Bismarck, ND 58501..... 701-328-8700

**Division of Vocational Rehabilitation:** nd.gov/dhs

1237 W. Divide Ave., Suite #1B, Bismarck, ND 58501....701-328-8950

**Easter Seals Goodwill North Dakota Inc:** easterseals.com

211 Collins Ave., Mandan, ND 58554.....701-663-6828

**Dakota Center for Independent Living:** dakotacil.org

Independent living skills training and peer support.

3111 E Broadway Ave, Bismarck, ND 58501 .....701-222-3636

Toll free ..... 1-800-489-5013

**Enable Inc.:** enablend.org

1836 Raven Drive, Bismarck, ND 58501.....701-255-2851

**VSA North Dakota:** vsanorthdakota.wordpress.com

The state organization on arts and disability

1223 S.12<sup>th</sup> St., Suite #7, Bismarck, ND 58504.....701-471-1946

**Community Options for Residential and Employment Services**

communityoptionsnd.com

4909 Shelburne St., Bismarck, ND 58503.....701-223-2417

**ND Interagency Program for Assistive Technology:** ndipat.org

Assistive technology services for people with disabilities

2401 46<sup>th</sup> Ave. SE, Suite 20

Mandan, ND 58554.....701-258-4728 or 1-800-895-4728

## THE MACC

[bismarckstate.edu/macc](http://bismarckstate.edu/macc)

### Mystic Advising & Counseling Center

- Career Counseling
- Academic Advising
- Personal Counseling
- Multicultural Services
- Substance Abuse Prevention

Located in the Lower Level of the Student Union  
Room 126  
Phone 701-224-5752  
Fax 701-224-5630

## JOB SEEKERS NETWORK

[bismarckstate.edu/jobseekers](http://bismarckstate.edu/jobseekers)

## CONNECT WITH US

[bsc.advising@bismarckstate.edu](mailto:bsc.advising@bismarckstate.edu)

 Bismarck State College Advising

 BSC advising

