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Williston State College Mission, Vision, & Values

Mission
Where the People Make the Difference

Vision
We are committed to student excellence. We embrace quality student experiences, open communication, and actionable data that enrich personal relationships among our college, faculty, and students.

We believe that people make the difference; that the college is the heart of the communities we serve; that our facilities are a needed, neutral, and central community space; and that our faculty and staff serve multiple and diverse needs in a global environment.

We strive for a strong student presence on-campus, expanded offerings, fiscal sustainability, modern facilities, current technologies, and continuous improvement as a result of both our master and strategic plans.

Values
*Truthfulness
*Empowerment
*Inspiration
*Personal and Professional Growth
*Relationships
*Vision
*Achievement
*Success

Distance Education Department Mission Statement

The Distance Education Department supports the integration of technology into learning for all delivery methods (Online, interactive video, traditional classroom, hybrid). We provide technical support for users of the learning management system, interactive video system, and other related technologies. The Distance Education Department is a resource for evaluating new technologies and assisting in implementing technologies into learning.
Contact Information

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Learning Management System
Williston State College has selected Moodle as its Learning Management System (LMS). Moodle is provided by the North Dakota University System (NDUS) through its Department of Advanced Learning Technologies (ALT).

What is Moodle?
Moodle is an LMS - a free, Open Source software package designed using sound pedagogical principles, to help educators create effective online learning communities. You can download and use it on any computer you have handy (including webhosts), yet it can scale from a single-teacher site to a University with 200,000 students.

How did Moodle come into existence?
Moodle was created by Martin Dougiamas, a computer scientist and educator who spent time supporting a CMS at a university in Perth, Australia. He grew frustrated with the system and learned that engineers, not educators, had built it. Martin realized that a system built by someone who started with the educational process, rather than an engineering process, would be infinitely better than what he had to work with. He put his postgraduate degrees in Education and Computer Science to work and started developing Moodle as an alternative. Martin now works on Moodle full-time. A community of dedicated open source developers from around the world works with him in a collaborative effort to make Moodle the best CMS available. Martin lives in Australia with his wife, daughter, and son.

Training
Training will be offered as needed each semester in group settings or in a one-on-one setting. Please contact the Learning Management Specialist for more information. (Ryan.Avery@WillistonState.edu or 701.774.4590)

Training materials and a student tutorial are provided by ALT, and are available at: http://d2.parature.com/ics/support/default.asp?deptID=8146.

Select “Instructor Tasks” from the menu on the left side of the page for faculty training materials, and “Student Tasks” to access the student materials.

The reference guide and student tutorial are also posted in the online Faculty Lounge.
Semester Checklist

In order to have your course ready and available for your students each semester, please review and complete the following reminders by each deadline. It is extremely important to complete each in a timely manner. Please contact the Distance Education Department if you have any questions.
(Ryan.Avery@WillistonState.edu or 701.774.4590)

✓ 4 Months Prior to Fall Semester:
   - Submit textbook requisitions to the bookstore. (See Textbook section of manual).
✓ 2 Months Prior to Spring or Summer Semester:
   - Submit textbook requisitions to the bookstore. (See textbook section of manual)
✓ 1 Month Prior to Each Semester:
   - Course design should be complete. Distance Education staff will be reviewing each course to verify it meets course design requirements.
✓ No later than 7 Days after Fall or Spring Semester:
   - Report all no shows to the Admissions office AND the Distance Education office no later than seven school days after the semester begins. (See page 21 of PeopleSoft section for instructions)
✓ No later than 3 Days after Summer Semester:
   - Report all no shows to the Admissions office AND the Distance Education office no later than three school days after the semester begins. (See page 21 of PeopleSoft section for instructions)
✓ 1 Week After the Semester Ends:
   - Record all student grades in PeopleSoft. (see PeopleSoft section of manual)
   - Report any incompletes to the Learning Management Specialist to ensure the course remains available to those students.

Course Design Requirements

Teaching online is not the same as teaching in a classroom. I don’t think this comes as any surprise to anyone. With that in mind, there are some course design requirements that need to be met to ensure a quality experience for our students. The following items are required in all course shells:

1. Syllabus
2. Introductory statement
3. Method of Communication (Email, Chat, Live Classrooms, Blackboard IM, Forums, etc.)
4. Assignments

Online Instructor Responsibilities

In an online setting, instructors have certain responsibilities for which they are accountable.

1. Instructors must use the Learning Management System selected by Williston State College for all online courses offered by WSC. Offering courses through the designated Learning Management System will assist the college in areas such as accountability, assessment, and consistency.
2. Instructors must maintain a current and up-to-date course shell. The Distance Education Office will review course shells, including content and communication with students every two weeks throughout a semester. This process will be documented and given to the appropriate supervisor.
a. Within the syllabus or course requirements, instructors must establish and maintain regular, consistent set of days and times when they will correspond with the students within the Learning Management System no less than twice a week, including responding to messages from students.

b. In the event that the instructor cannot meet the correspondence schedule, the instructor will inform the Director of Distance Education and the appropriate Department Chair.

c. All instructors will provide to the Distance Education office a WSC email address outside of the Learning Management System that can be disseminated to faculty, staff and students.

3. Instructors are to set due dates consistent with the established calendar days of the semester. Due dates must respect all holidays and breaks for online students and on-campus students equally.

4. When creating a course, instructors must have the following items included on the homepage of their Learning Management System course:
   a. Syllabus (as outlined in the Learning Management System portion of the WSC Distance Education Handbook)
   b. Method of Communication (Email, Chat, Live Classrooms, Blackboard IM, Forums, etc.)
   c. Assignments

5. For each course, student evaluations will be conducted as per the policies and procedures of the Office for Instruction. All instructors are required to participate in all online classes, regardless of status. (i.e. adjunct, full-time instructor, tenured instructor, assistant professor, or associate professor).

6. Student grades should be posted using the Gradebook tool in the learning management system. Student Grade Consent forms are no longer required so long as grades are disseminated only through the LMS or Peoplesoft.

7. Instructors are to meet all deadlines as outlined in the Semester Checklist for submitting course content that they wish to have uploaded by Distance Education staff.
   a. Failure to meet these deadlines will result in courses not being open on time.
   b. Complaints occurring from late submission of course content will be documented and then forwarded for the instructor to address.

8. Instructors are responsible for all content in their course, and should keep a backup of their course in case of emergency. The process for creating a backup is found in the Moodle training documents on the Moodle website. Distance Education staff will be happy to schedule one-on-one training to ensure instructors are comfortable with this process.

9. All student enrollments must go through the Admissions Office. At no time should an instructor enroll a student into a Learning Management System course.

10. Because our college has the motto “Where the People Make the Difference,” we want to encourage all instructors to act professionally with their students regarding the following:
    a. Using complete sentences and correct grammar.
    b. Statements of courtesy and respect.
    c. Timely responses as addressed in Instructor Responsibilities #1.

11. For questions concerning correct policy and procedure, online instructors should refer to and follow the policies and procedures included in the following:
    a. ND State Board of Higher Education Policy Manual: www.ndus.edu/system/policies/
b. Williston State College Policies and Procedures:


   d. Williston State College eLearning Handbook

12. Textbooks
   a. Textbooks designated as “required” are to be utilized as part of the course.
   b. Course content needs to be approved by the program coordinator and/or Division Director.
   c. Adjunct instructors are to provide textbook requests under the following circumstances:
      i. When a course is offered by both an online and an on-campus instructor, the lead instructor shall inform the adjunct instructor of the textbook which shall be used.
      ii. Adjunct instructors, whether online, IVN, or on-campus, who offer courses that are not duplicates to on-campus courses are to receive textbook approval for all textbooks, required ancillary materials, and course content from the Division Director or program coordinator responsible for the course.
      iii. NOTE—Distance Education staff strongly recommends clear communication between online instructors and the appropriate Department Chair and Program Coordinator.
      iv. It is the instructor’s responsibility to be aware of edition changes and to inform the Department Chair, Program Coordinator, and the bookstore of the change.

13. Tests
   a. Whenever possible, tests should be administered within the Learning Management System. (Proctors can be used with tests administered within the Learning Management System at the discretion of the instructor.)
   b. If a hardcopy form of a test is used, the mailing, the costs involved, and the security of these tests are the responsibility of the instructor.
   c. If proctors are desired, instructors are encouraged to use the current form available from the Distance Education Department. Proctors are the responsibility of the instructor.
   d. Distance Education does not pay any fees to the proctors, but students should be encouraged to reimburse proctors as they are able.

Online Student Responsibilities

1. Online and on-campus students are to follow the policies and procedures found in the Student Code of Conduct (http://www.willistonstate.edu/Current-Students/Student-and-Resident-Life/Student-Conduct-and-Policies.html) and Williston State College Catalog.

2. Online students have the responsibility to abide by the course requirements provided in the syllabus or as part of the Learning Management System course shell.

3. Online students must provide proof that they have a reasonable understanding of computer technology, including use of a computer, surfing the Internet, using email and attachments. Students without this basic knowledge will not be allowed to participate in online education until they provide evidence that this knowledge has been obtained.

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1 The lead instructor is the on-campus or full-time instructor who normally teaches the course.
4. Students who wish to prove basic computer knowledge can take a technology quiz.
5. Other proofs can include courses in the basic technology from either high school or college transcripts, documented training through official training providers such as Workforce Training, Job Service, etc.
6. Like on-campus students, online students have the responsibility to follow the official line of authority when issuing concerns, questions, complaints, etc. about a course.
7. The student’s first point of communication is the course instructor. Both instructor and student shall follow the proper chain of command as stated in the Student Code of Conduct.
8. Communication that breaks the chain of command will be forwarded to the proper person in the line of authority.
Interactive Video Network

As part of the Advanced Learning Technologies, the Interactive Video Network is a statewide videoconferencing system which was established in 1990 to provide higher education opportunities in communities where specialized college degrees are not available. The system is also used for public and private meetings, workshops, hearings, interviews, and professional development seminars.

What is Video Conferencing?
Interactive video networking provides two way audio and video communications throughout the state. Dedicated interactive video network classrooms, referred to as public rooms, can be found on the campuses of all 11 North Dakota University System institutions.

Types of Connections
Videoconferencing connections consist of two types:

1. Point-to-point: involving only two sites
   Connections can be scheduled and bridged to automatically dial one another, or one site can manually dial the other site by using the IP address. Except for ad hoc connections, these connections are scheduled through the Distance Education Department.

2. Multi-Point: involves three or more sites
   Scheduling is required through the Distance Education Department to make this type of connection.

How does the interactive video network operate?
As an instructor, you will see and hear people at the other sites through the use of monitors, video cameras, and microphones. They also have the ability to see and hear you on monitors located in their sites.

At your site, one monitor will show your current room and another monitor will show one of the remote sites. For assistance with using this equipment, please contact a Distance Education Technician (Mark.Conway@WillistonState.edu, 701.774.6232).

The system automatically switches to the site from which a person is speaking as it is voice activated. Students will communicate through microphones that are either ceiling mounted or placed elsewhere in the classroom. If two people say something at the same time, the person who speaks the longest and/or loudest is the one you will see.

If you want to look at a different location than the one currently on your remote monitor, ask someone at another site a question. Once a person at that site begins speaking, you and all participating sites will see that site.

As the instructor, you will wish to establish a protocol on how to handle the microphone system – whether muted or unmuted for the entire class. The Higher Ed system begins with microphones muted, so you will need to ask the other site to unmute when you ask a question.
Training

Training will be offered as needed each semester in group settings or in a one-on-one setting. Please contact the Distance Education Technician for more information. (Mark.Conway@WillistonState.edu, 701.774.6232)

Training materials are also provided by Advanced Learning Materials on their website at http://alt.ndus.edu/altwebsite/Videoconferencing/Instructor_Resources/HandBookInstructor.aspx.

Semester Checklist

✔ 4 Months Prior to Fall Semester:
  o Submit textbook requisitions to the bookstore. (See Textbook section of manual).

✔ 2 Months Prior to Spring or Summer Semester:
  o Submit textbook requisitions to the bookstore. (See textbook section of manual)

✔ No later than 7 Days after Fall or Spring Semester:
  o Report all no shows to the Admissions office no later than seven school days after the semester begins. (See page 21 of PeopleSoft section for instructions)

✔ No later than 3 Days after Summer Semester:
  o Report all no shows to the Admissions office no later than three school days after the semester begins. (See page 21 of PeopleSoft section for instructions)

✔ 1 Week After the Semester Ends:
  o Record all student grades in PeopleSoft. (see PeopleSoft section of manual)

IVN Instructor Responsibilities

In an IVN setting, instructors have certain responsibilities for which they are accountable.

1. Within the syllabus or course requirements, instructors must establish and maintain a regular, consistent set of days and times (office hours) when they will correspond with the students.

2. All instructors will provide to the Distance Education Office a Williston State College email address that can be disseminated to faculty, staff and students.

3. Instructors are to set due dates consistent with the established calendar days of the semester. Due dates must respect all holidays and breaks for interactive video network students and on-campus students equally.

4. When creating a course, instructors must have the following items included:
   a. Syllabus (consistent with Office of Instruction policies and procedures)
   b. WSC instructor and interactive video network contacts, e-mail addresses, phone numbers, and fax numbers
   c. Other site instructor(s), if applicable, and interactive video network contacts, e-mail addresses, phone numbers, and fax numbers
   d. Provide testing procedures that are to be used at all interactive video network sites involved
   e. Let home campus site coordinator know if a technician is desired at any or all sites for the course (technicians cannot be a student taking the course), especially for testing
   f. Let Distance Education Office know two weeks before final exam week regarding the scheduling of interactive video network time for final exam and whether or not a proctor is needed
g. Student Grades Consent Form (to be maintained by the instructor) and filed with the Distance Education office are required for communicating grades by telephone or email. The use of the Learning Management System is encouraged, and grades disseminated through the LMS or Peoplesoft do not require the Student Grades Consent Form.

5. For each course, student evaluations will be conducted as per the policies and procedures of the Office for Instruction. All instructors are required to participate in all online classes, regardless of status. (i.e. adjunct, full-time instructor, tenured instructor, assistant professor, or associate professor).

6. For instructors who do not utilize the learning management system, the Student Grades Consent Form must be utilized. This form will allow an instructor to send grades to a student-designated email address. The following conditions apply:
   a. Instructors must inform the students regarding when they will submit grade reports to students who have given their consent.
   b. The instructor will inform the students of the process to submit this form.
   c. If students do not submit the form or decline to give consent, the instructor will provide no explicit reference to a student’s grade. Students must maintain their own grade until grades are posted at the end of the semester in the PeopleSoft system.
   d. Instructors may, at their discretion, place a reasonable deadline for submitting the consent form. If a student does not submit the form by the deadline, the instructor has no responsibility for reporting grades to the student via email or any other method of delivery until the end of the course via PeopleSoft.

7. All student enrollments must go through the Admissions Office. At no time should an instructor enroll a student into an IVN course.

8. Because our college has the motto “Where the People Make the Difference,” we want to encourage all instructors to act professionally with their students regarding the following:
   a. Using complete sentences and correct grammar.
   b. Statements of courtesy and respect.
   c. Timely response as addressed in Instructor Responsibilities #1.

9. Treat students in your distance IVN sites like you would the students in your local IVN class.

10. Instructors are not required, but encouraged, to teach from the distance site sometime during the semester.
    a. If teaching from a distance site, inform the site coordinators at all sites affected.
    b. Travel expenses will be reimbursed by the home campus.

11. For questions concerning correct policy and procedure, online instructors should refer to and follow the policies and procedures included in the following:
    d. Williston State College eLearning Handbook

12. Textbooks

13. Textbooks designated as “required” are to be utilized as part of the course.
14. Adjunct instructors are to provide textbook requests under the following circumstances:

15. When a course is offered by both an interactive video network and an on-campus instructor, the lead instructor\(^2\) shall inform the adjunct instructor of the textbook which shall be used.
   a. Adjunct instructors, whether online, interactive video network, or on-campus, who offer courses that are not duplicates to on-campus courses are to receive textbook approval for all textbooks, required ancillary materials, and course content from the appropriate department chair and program coordinator.
   b. NOTE—Distance Education staff strongly recommends clear communication between interactive video network instructors and the appropriate department chair or program coordinator.

16. It is the instructor’s responsibility to be aware of edition changes and to inform the department chair, program coordinator, and the bookstore of the change.

**Student Responsibilities**

1. Interactive video network and on-campus students are to follow the policies and procedures found in the Student Code of Conduct ([http://www.willistonstate.edu/Current-Students/Student-and-Resident-Life/Student-Conduct-and-Policies.html](http://www.willistonstate.edu/Current-Students/Student-and-Resident-Life/Student-Conduct-and-Policies.html)) and Williston State College Catalog.

2. Interactive video network students have the responsibility to abide by the course requirements provided in the syllabus.

3. If appropriate to course, interactive video network students must provide proof that they have a reasonable understanding of computer technology, including use of a computer, surfing the Internet, using email and attachments. Students without this basic knowledge will not be allowed to participate in interactive video network education until they provide evidence that this knowledge has been obtained.
   a. Students who wish to prove basic computer knowledge can take a technology quiz.
   b. Other proofs can include courses in the basic technology from either high school or college transcripts, documented training through official training providers such as Workforce Training, Job Service, etc.

4. Like on-campus students, interactive video network students have the responsibility to follow the official line of authority when issuing concerns, questions, complaints, etc. about a course.
   a. The student's first point of communication is the course instructor. Both instructor and student shall follow the proper chain of command as stated in the Student Code of Conduct.
   b. Communication that breaks the chain of command will be forwarded to the proper person in the line of authority.

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\(^2\) The lead instructor is the on-campus or full-time instructor who normally teaches the course.
Student Services
Williston State College offers services to all students to ensure not only their academic success, but the development of well-rounded, healthy individuals. The following are taken from the 2011-2013 Williston State College Catalog.

Academic Advisement
Program scheduling and class planning for students is coordinated through the Admission and Records Office. Students are assigned faculty advisors based on their selected fields of study. Faculty advisors assist students with program selection, course selection, and formulation of future plans. Students may change advisors by request in the Admission and Records Office.

Academic Success Center
The Academic Success Center program is designed to provide support services to students to help them succeed in college. Assistance is provided in many areas, including English fundamentals, library utilization, effective listening skills, note taking, outlining, reading, spelling, writing, study techniques, test-taking, vocabulary development, and mathematics skills. Long term assistance in basic skills and reading is offered.

Credit for some ASC courses is awarded on a ‘Satisfactory’ or ‘Unsatisfactory’ basis only. Credits earned do not apply to those required for graduation, and do not transfer as college-level credit.

Tutorial Services
Tutoring is provided to assist students who are either having difficulty or desiring extra help with specific subjects. This service is provided by qualified instructors or peer tutors proficient in specific subjects. The general subject areas for tutoring are accounting, math, computer applications, English composition, and reading.

Students may receive assistance through instructor recommendation, examination, or self-referral. Students wanting to utilize this service should contact their instructor. Fees are not charged for tutorial services.

Disability Support Services
Williston State College provides academic support services to eligible students with disabilities, promotes student development, and serves as a resource for disability awareness and accommodations.

Williston State College defines a disability as a professionally verified condition which substantially limits a major life activity (Section 504, ADA). This includes, but may not be limited to cognitive disabilities, motor disabilities, psychiatric disabilities, speech impairments, hearing impairments, and visual impairments.

To obtain disability services, a student must identify himself/herself to the Office of Disability Support Services, and provide current professional documentation of his/her specific disability. The Disability Coordinator determines the appropriate accommodations for each individual student and issues a notice to them with the specified accommodations. The student, who is eligible for disability accommodations, has the responsibility to meet with his/her instructors and provide them with the notice. Students utilizing support services must observe the same college policies and academic regulations required of all students.
Cooperative Education/Internship

College credit can be earned while students work through cooperative education and internship programs. Cooperative education/internship allows students to apply classroom experiences to a job setting through first-hand experience. Formal training agreements exist between Williston State College and a number of employers; however, students are not limited to the established training sites.

Cooperative education/internship programs include both paid and non-paid learning experiences. Emphasis is placed on connecting students with paying jobs in identified career fields. To accommodate a variety of student career fields, non-paying internships are also an option.

To ensure solid learning experiences, students, along with worksite supervisors and faculty coordinators, establish learning objectives. The objectives reflect the job requirements and the student’s major, background, interests, and career goals.

Cooperative education/internship credits are based on the learning objectives and number of hours worked per semester. The number of credits earned are determined by the faculty coordinator, supervisor, and student. A minimum of 90 hours at a worksite are required to earn one credit. Credit is awarded on a “Satisfactory” or “Unsatisfactory” basis only. Cooperative education/internship programs are structured in one of the following ways:

- **Parallel Plan**: Students attend classes while working at a cooperative education/internship site. The advantage of this plan is that students are able to apply the academic theory learned in class to a work situation on a daily basis.

- **Alternating Plan**: Students work at a cooperative education/internship site for a semester without enrolling in college courses. This will enable students to become involved with larger projects, accept more job responsibilities, and work a greater distance from Williston State College.

- **Summer Plan**: Students work in a cooperative education/internship position during June, July, and/or August. Students using this plan sample different jobs in their career area each summer, gaining an in-depth understanding of how their interests match the working world. Employers often have high seasonal demand, temporary vacancies, or special projects, and use this plan to creatively meet their employment needs.

**Personal Counseling**

Staff members from the Northwest Human Service Center are available to assist students with personal counseling needs. Students may contact the Williston State College Student Services Office for assistance in arranging for initial or emergency counseling services.

**Educational Opportunity Center**

The Educational Opportunity Center, sponsored by the University of North Dakota and the United States Department of Education TRIO programs, assists those who have academic potential, but may lack adequate information or school preparation to enter, continue, or resume programs of secondary and/or post-secondary education. All EOC services are provided at no cost to the individual.
An Educational Opportunity Center advisor is stationed at Williston State College and is available to assist interested students and prospective students.

Available services include:

1. Career Counseling – Interest and ability testing to assist in career goal setting and educational planning.
2. Admission/Transfer – Assistance in obtaining the necessary information to gain admission or transfer to post-secondary programs, including those at WSC or any other educational institutions. The EOC advisor is available to assist students in completing admissions applications and to assist students in registering for appropriate classes. Campus tours can be arranged.
3. Financial Aid – The EOC advisor is available to assist students in completing the Free Application for Federal Student Aid (FAFSA).
4. Study Skills Courses – Offered by EOC as part of the WSC curriculum.
5. Tutoring – Can be arranged for those students needing extra academic assistance.
6. Preparation for ACT testing – Assistance in preparing and registering for ACT testing.

Students may contact the Education Opportunity Center at 701-774-4216 or the Williston State College Admission & Records Office at 701-774-4210 to arrange for EOC services.

**Student Health Insurance**

Students not covered under their family’s health insurance plan may obtain a student health insurance policy directly from a vendor of their choice or from an insurance vendor contracted through the North Dakota University System. Student group rates are available. Students interested in purchasing health insurance may contact the Student Services Office for more information.

International students from countries other than Canada are required to purchase health insurance while enrolled at Williston State College. This insurance may be purchased through a vendor contracted by the North Dakota University System. Information on the cost of health insurance for international students may be obtained in the Student Services Office.

Enrollment at Williston State College does not automatically provide insurance coverage to students. Williston State College does not provide medical services, nor is the college responsible for accidents or injury occurring in the classroom, shop, laboratory, or other areas of the campus when college is in session or at any other time.

**Campus Library**

The mission of the Williston State College Library is to provide access to the materials, services, and facilities necessary to meet the current and future informational needs of Williston State College students, faculty, and staff.

Williston State College Library, located on the second floor of the main building, originated in the spring of 1966 with a sizable collection transferred from the Memorial Library of the Grand Masonic Lodge of North
Dakota. The present collection supports the curriculum of the college with over 25,000 book and audiovisual titles and is continually updated and expanded. In addition to magazines and journals, the library also subscribes to a number of national and regional newspapers, including many from smaller communities in western North Dakota and eastern Montana. The library is designed with an open atmosphere, incorporating individual study carrels, individual video viewing stations, and several tables.

Available is not only access to the Williston State College Library through the Online Dakota Information Network (ODIN), North Dakota’s statewide library catalog, but also collections of libraries throughout the world. Online databases provide full-text articles from journals, magazines, and newspapers. Resources not available locally may be requested through interlibrary loan.

The college community and the general public are encouraged to utilize library services and facilities and to request assistance from library personnel.

**Campus Bookstore**

The Williston State College Bookstore is operated as a service to students for the purchase of textbooks, supplies, and snacks as well as Williston State College clothing. Computer supplies and software are also available to students at special educational prices. As an added service, the bookstore now offers a full coffee and ice cream bar.

The bookstore is operated by the college, and the revenues from this store are applied toward the financial obligation associated with the Williston State College Student Center.

**Student Activities**

In addition to intellectual enrichment, Williston State College provides a number of activities and organizations to further develop students’ social, cultural, interpersonal, and physical abilities. Students are encouraged to participate in the various on-campus activities and organizations. Organizations currently active on campus are defined below. *Programming Board* Advisor: Kayla Retzer (701) 774-4213

kayla.m.retzer@willistonstate.edu
Proctor Information
A proctor is an individual selected by the student to administer and monitor tests for online courses throughout the semester. Each student must follow the following guidelines set by WSC when selecting a proctor:

1. Proctors may not be a family member
2. Approved proctors include*:
   - Librarian
   - Teacher
   - School Administrator
   - High School Counselor

*Please note that some students may not have access to the above. If this occurs, we will allow proctors with a professional background. WSC reserves the right to deny the students choice of proctor at any time.

It is the instructor’s responsibility to ensure that each student receives a proctor form at the beginning of the semester. Many instructors post this form on their Moodle course page.

Any questions regarding proctors should be directed to the instructor of your course.

Ordering Textbooks
The Williston State College Bookstore will help you make the transition into every new semester. Any bookstore associate can help answer questions about textbooks and resources by calling 1.888.863.9455 ext. 4260 or emailing Andrea.Heller@WillistonState.edu.

1. There are three basic steps to ordering textbooks:
   Check with your program coordinator or your department chair for any requirements regarding textbooks. Be sure to double-check with them if your class requires any supplements or software. Ordering these special items with the textbook saves students money and streamlines the textbook process.

2. Gather all the information required to fill out the textbook requisition form. Every textbook has a unique 10 or 13 digit International Standard Book Number (ISBN) that appears on the back of each book or on the copyright page. You cannot submit the textbook requisition without the ISBN number. If you choose to bundle textbooks and materials, the bundle will have a unique ISBN (provided by the publishing company). Other important information needed for a textbook requisition is the title, author, edition number, publisher, any special materials required, and your class information. Textbook company representatives provide this information as well as other materials that may be beneficial to your class. Below is a list of the most popular textbook publishers used at Williston State College.
   a. McGraw Hill: www.mhhe.com then click on Find My Sales Rep in the Help Center on the right-hand side of the page
   c. Pearson: http://www.pearsonhighered.com/ and choose “Find a Representative” from the Educators drop-down menu.
d. Thomson: [www.thomsonedu.com/findrep.html](http://www.thomsonedu.com/findrep.html)
f. Elsevier: [www.elsevier.com](http://www.elsevier.com) then peruse their online catalog or contact a customer service representative at 1-800-453-7998 or email them at usbkinfo@elsevier.com.
g. W.W. Norton: [http://books.wwnorton.com/books/allcourses.aspx](http://books.wwnorton.com/books/allcourses.aspx) then click *Find Your Rep* from the menu bar at the top
h. Other Publishers: If you are having trouble locating a representative or need information on a publisher not listed here, contact the bookstore.

3. The final step to ordering textbooks is filling out the textbook requisition form. You can access the requisition form at [http://www.willistonstate.edu/forms/Textbook-Requisition-Form-Page.html](http://www.willistonstate.edu/forms/Textbook-Requisition-Form-Page.html).

You must fill out a separate requisition for each textbook and for every section of your class. A unique PeopleSoft number (PS#) identifies every class section and it is found on the semester schedule. If your class does not require a book, you must still submit this form. In this case, just put “No Book Required” in the comments section. If you made a mistake on your form, email your corrections to Kay Anderson at Kayleen.Anderson@WillistonState.edu.

### How to Handle Student Questions

Some students might be confused on how to order textbooks, and it is important for the instructor to steer the student in the right direction should questions arise. Students paying for textbooks and materials using financial aid should double-check that funds are available in the Student Service One Stop at 701.774.4299 before ordering textbooks.

Students are responsible for ordering their own textbooks, and instructions are listed on the bookstore website at [http://www.willistonstate.edu/forms/Textbook-Requisition-Form-Page.html](http://www.willistonstate.edu/forms/Textbook-Requisition-Form-Page.html). A list of required textbooks may also be found at the site.

### Instructor’s Copy

Textbook companies will provide a complimentary copy of a textbook and its supplement upon instructor’s request.