



Academic Records Office

Main Phone #: 701-224-5420

Email: bsc.records@bismarckstate.edu

Location: Schafer Hall - Office 135

Last Updated 8/15/22

| Questions About... | Contact | Phone # |
|--|-------------------------|--------------|
| <u>Academic Forgiveness</u> | Courtney Stoltz | 701-224-2533 |
| <u>Academic Requirements Report</u> | Charles Gitter | 701-224-2608 |
| <u>Alternative Learning Credit Posting - AP, Clep, DSST, Military, Challenge Exams, Articulation, Prior Learning</u> | Courtney Stoltz | 701-224-2533 |
| <u>Apostille</u> | Sandy Fried | 701-224-2423 |
| <u>Application for Degree (Graduation)</u> | Courtney Stoltz | 701-224-2533 |
| <u>Bio-Demo Changes- SS#; Name; DOB; Decedent Data; Gender</u> | Courtney Stoltz | 701-224-2533 |
| <u>Collaborative Student Drop/Withdraw</u> | Charles Gitter | 701-224-2608 |
| <u>Collaborative Student Registration</u> | Charles Gitter | 701-224-2608 |
| <u>College Transfer Credit Posting</u> | Courtney Stoltz | 701-224-2533 |
| <u>Continuing Enrollment Request</u> | Courtney Stoltz | 701-224-2533 |
| <u>Course Overload</u> | Kene Miller | 701-224-2545 |
| <u>Course Override</u> | Academic Records Office | 701-224-5420 |
| <u>Dates, Deadlines & Academic Calendar</u> | Sophia Asbury | 701-224-5470 |
| <u>Degree Verification</u> | Sandy Fried | 701-224-2423 |
| <u>Diploma Printing/Mailing</u> | Kirstin Arthaud | 701-224-2432 |
| <u>Enrollment Verification Requests</u> | Academic Records Office | 701-224-5420 |
| <u>FERPA</u> | Academic Records Office | 701-224-5420 |
| <u>Financial Aid Deferments Forms</u> | Academic Records Office | 701-224-5420 |
| <u>GERTA Verification</u> | Sandy Fried | 701-224-2423 |
| <u>Grading -Final grades, Incompletes, Repeats, Grade Changes, President Honor Roll, Academic Standing</u> | Sophia Asbury | 701-224-5470 |
| <u>Late Add/Reinstatement</u> | Academic Records Office | 701-224-5420 |
| <u>Multiple Program Requests</u> | Academic Records Office | 701-224-5420 |
| <u>Petition for Exception of Degree Requirements</u> | Charles Gitter | 701-224-2608 |
| <u>Petition for Course Substitution</u> | Charles Gitter | 701-224-2608 |
| <u>Program-Advisor Change</u> | Academic Records Office | 701-224-5420 |
| <u>Registration - Current and New Students</u> | Academic Records Office | 701-224-5420 |
| <u>Reverse Transfer</u> | Kene Miller | 701-224-2545 |
| <u>Transcript Requests</u> | Academic Records Office | 701-224-5420 |
| <u>Transfer Credit Evaluation (Official, Unofficial and Military)</u> | Courtney Stoltz | 701-224-2533 |
| <u>Transfer Credit Appeals</u> | Courtney Stoltz | 701-224-2533 |
| <u>Withdraw/Drop -Withdraw to Zero, Administrative Withdraw/Drop, AR Drop/WD Appeal, Revoke Withdraw</u> | Sophia Asbury | 701-224-5470 |

Faculty/Staff see page 2 for topics specific to you.



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| Faculty/Staff Specific Topics | Main Contact | Phone # |
|--|-----------------|--------------|
| Balance Course Enrollment | Kirstin Arthaud | 701-224-2432 |
| Campus Connection Course Catalog | Sandy Fried | 701-224-2423 |
| Campus Connection Instructor/Advisor Set-Up | Kene Miller | 701-224-2545 |
| Campus Connection Program/Course Pre or Co Requisite set up | Charles Gitter | 701-224-2608 |
| Campus Connection Security Roles | Sandy Fried | 701-224-2423 |
| Course Cancellations | Kirstin Arthaud | 701-224-2432 |
| Registration - Allied Health, PN, ADN, Surgical Tech, MLT, Early Entry, Adult Ag, Non-Degree | Alex Fischer | 701-224-5420 |
| Registration - Limited Enrollment, EMT Paramedic, Online Energy Students | Kirstin Arthaud | 701-224-2432 |
| Registration - New Student Registration, Liberal Arts, Non Limited Technical Programs | Sophia Asbury | 701-224-5478 |
| Reporting - 4th Week Enrollment & Student Directory | Sandy Fried | 701-224-2423 |

Not on the list or not sure what you need? Email bsc.records@bismarckstate.edu or call the Academic Records Office at 701-224-5420

Located: <https://bismarckstate.edu/academics/records/>