

DUAL CREDIT STUDENT HANDBOOK

SAVE TIME. SAVE MONEY. GET AHEAD.



BSC BISMARCK | North Dakota's
STATE COLLEGE Polytechnic Institution

bismarckstate.edu/FastTrack
bsc.FastTrack@bismarckstate.edu

701-224-2573

An equal opportunity provider.
FAS-005-0824

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Welcome to BSC Dual Credit / Early Entry

Congratulations on your decision to participate in the dual credit / early entry course program at Bismarck State College! BSC offers educational opportunities for highly motivated high school students who wish to earn college credit in high school.

The dual credit, early entry course program allows students to accelerate their academic studies without sacrificing their high school experience. Although you may be taking these courses in your high school classroom or online, you are a BSC student as well. This means you will be held to the same academic standards as on-campus students. These courses are deemed to be equivalent in rigor and content to BSC courses. You are starting your college transcript, which will be a permanent part of your postsecondary academic record. It will be important to commit time and effort into your courses, as your academic standing can impact you at BSC as well as other postsecondary institutions.

We are thrilled to welcome you into the BSC family! Please use this handbook as a brief guide to responsibilities and opportunities that are part of being a dual credit / early entry student.

The full student handbook can be found, along with other helpful information, at our website: www.bismarckstate.edu/FastTrack

Best of luck this academic year,

Dual Credit Coordinator,
Ashley Mattson

bsc.fasttrack@bismarckstate.edu

“ Taking Dual Credit classes while in high school is an investment into your future. The tuition costs are cheaper and it's worth your time to take as many classes as you can to save time and money. If you take Dual Credit classes, your future self is going to thank you. ”

–Emily Schmitz, Secondary Education

What is Dual Credit/ Early Entry

The dual credit, early entry course program encompasses the college credits students receive in high school. There are two ways to receive college credit while in high school.

Dual Credit

High School students enroll in a college course to receive both college and high school credit. These courses are usually taken at the high school or via interactive video. Please remember that high school and college registrations are separate. Failure to drop a college course will mean you will remain registered at the college for the course. Should you not complete the course, a failing grade will be posted to your official transcript. After dropping a course for college credit, you may remain in the class for regular high school credit. Students must follow colleges and high school's dates and deadlines.

Early Entry

High School students take college courses from a Bismarck State College instructor either online or on the BSC campus in addition to their high school schedule. Students only receive college credit for these courses and not high school credit. Grades earned will be posted to your official transcript. Students must follow colleges dates and deadlines.

How is “Dual Credit” different from high school AP courses?

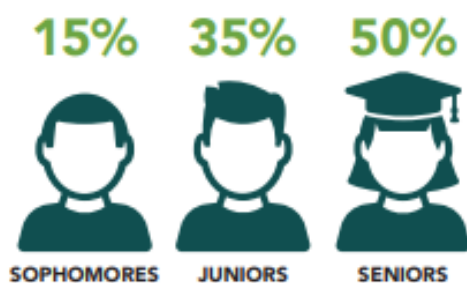
Both dual credit and AP courses are taught at the college level, but taking a dual credit course allows you to get college credit immediately upon successful completion of the course with a letter grade showing on your college transcript. In an AP course, you must pass the end-of-course AP exam with the score required by the individual colleges for awarding AP credit to be eligible.

Student Eligibility

Check with your high school to see if you're eligible.

(Each high school may have their own dual credit eligibility requirements, that may be higher or in addition to BSC.)

- Must have high school sophomore, junior, or senior standing.
- Must have at least a cumulative 2.0 GPA
- Must meet any course placement score and/or prerequisites to enroll.



Cost and Pathways

A benefit of being a dual credit student at Bismarck State College is the ability to earn college credits at a low tuition. Students can save both time and money by participating in dual credit.

College Credit in High School Estimated Tuition Costs

Subsidized Tuition – BSC courses taught by an approved High School teacher *within the High School classroom*

Credits	\$ Tuition per credit	CND & NDSA Fee per credit	Total
3 Credit Course	83.89	5.54	\$268.29
4 Credit Course*	83.89	5.54	\$357.72

Unsubsidized Tuition –BSC courses taught by a BSC teacher *over IVN or Online* only open to High School students

Credits	\$ Tuition per credit	CND & NDSA Fee per credit	Total
3 Credit Course	148.72	5.54	\$464.88
4 Credit Course*	148.72	5.54	\$615.84

ND Resident Tuition for BSC courses taken *On Campus or Online* for traditional BSC students (open to HS as well)

Credits	\$ Tuition per credit	Mandatory Fees per credit	Total
3 Credit Course	173.65	38.30	\$635.85
4 Credit Course*	173.65	38.30	\$847.8

*College Algebra, Calculus, Spanish and Science+ Labs are 4 credit courses.

How to be a Successful Student

The purpose of [BSC's Student Code of Conduct](#) is to support a safe, healthy and inclusive campus community that is conducive to learning where students act with honesty, integrity, civility, and respect for themselves and others. When students choose to attend BSC, they accept the rights and responsibilities of membership in the College's academic and social community and are expected to accept and adhere to the high standards of personal conduct. Any behavior that interferes with these goals, whether on or off-campus, may constitute a violation of [BSC's Student Code of Conduct](#).

Academic Honor Code – Students at Bismarck State college are expected to be honorable in behavior and above reproach in pursuit of their academic achievements. The BSC Student Academic Honor Code prohibits cheating, plagiarism, collusion in class work, or use of AI such as Chat GPT to complete assignments. Academic Honor Code can be found [here](#).

Academic Standard – All credits are transcribed. A student's course work is graded based on A, B, C, D, F, S, U. Credit is granted for A, B, C and D. However, if a student receives a D in a course that is required as a pre-requisite, the student may not qualify for the next course in the sequence. Credit is not awarded for a failed "F" grade.

<https://bismarckstate.edu/uploads/resources/3938/Grades.pdf>

https://bismarckstate.edu/uploads/70/Operational_Procedure_441.0_Honor_Points_and_GPA.pdf

STEP 1: Apply to BSC

Are you ready to become a dual credit Student at Bismarck State College? If so, follow the steps in the next section closely to begin your college journey!


If you have any questions during this process, connect with the Bismarck State College Admissions office at 701-224-5429 or bsc.admissions@bismarckstate.edu

How to Apply:

Choose **ONE** of the options below to apply and kickstart your dual credit journey.

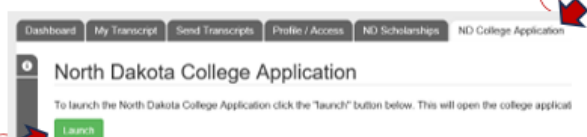
PowerSchool

If your school **DOES** utilize PowerSchool, you may apply using these instructions

1. Log into PowerSchool
2. Select the Applications Tile 
3. From the application drop down menu, click on 'ND Education Portal'
4. Click on 'your name'



5. Choose 'ND College Application' (1) then 'Launch' (2) to begin an application



6. On the left-hand side of the screen, bypass the 'Promo Code' and select 'Bismarck State College' as the 'College you are Applying To'

Apply Now

Have a Promo Code?

Enter it here:

What college are you applying to?

---Select---

Which application?

What term are you applying for?

Where will you take classes?

An eTranscript will automatically be submitted to the college upon application.

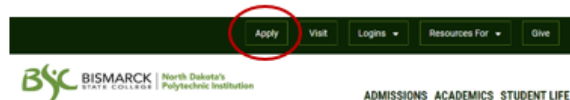
6a) The remaining boxes will automatically fill themselves, but you should verify they are correct for your student situation

6b) Once done reviewing, select 'Start Application'

Bismarck State College Website

If your school **DOES NOT** utilize PowerSchool, you may apply using these instructions

1. Navigate to www.bismarckstate.edu and select 'Apply' on the top of the screen



2. Select 'Sign Up' and provide requested information

This step will send you an email, to the email address you provide, with a secure link to create your application profile



SIGN IN

[Sign Up](#) | [Forgot Password](#)

3. Choose 'Start a New Application' and complete as the student type 'Early Entry'

After answering the requested questions, select 'Start Application' on the bottom of the screen

START APPLICATION

4. Complete application by answering all of the requested information. Be sure all sections are complete (with a green circle) via the menu on the left hand side of the screen

4a) When prompted, select 'Non-Degree' as Intended Program and 'Early Entry' as Concentration

• Intended Program
Non-Degree

Concentration
Early Entry

4b) Once all sections are done, select 'Save and Review' then 'Submit Your Application'

SUBMIT YOUR APPLICATION

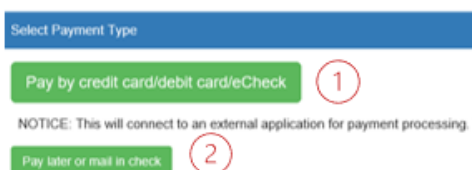


PowerSchool

- Complete information as requested, ensuring all menu options on the left-hand side have a ✓, then select 'Review' when completed



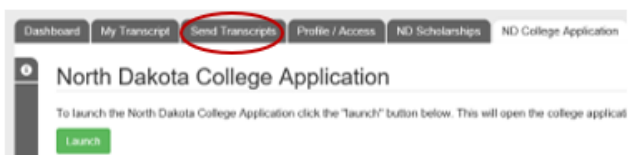
- Successfully pay one-time \$35 application fee through option 1 OR option 2



Please note, your application will not be processed until application fee is paid

For questions regarding application fee payment and billing related items, students should contact the Student Finance Office.

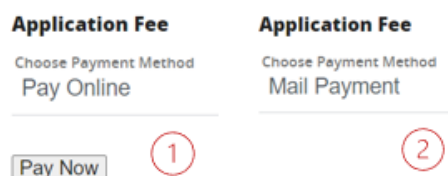
- Request official in-progress high school transcripts be sent to Bismarck State College by selecting 'Send Transcripts' and following the prompts listed



Please note, you will not be able to enroll in courses at Bismarck State College until we receive your high school transcript

Bismarck State College Website

- Verify and Submit application by signing electronic consent form
- Successfully pay one-time \$35 application fee through option 1 OR option 2



Please note, your application will not be processed until application fee is paid

For questions regarding application fee payment and billing related items, students should contact the Student Finance Office.

- Request official in-progress high school transcripts be sent to Bismarck State College, by your high school, via email to bsc.admissions@bismarckstate.edu or physical mail to:

Bismarck State College
 ATTN: Admissions Office
 PO Box 5587
 Bismarck, ND 58506

Please note, you will not be able to enroll in courses at Bismarck State College until we receive your high school transcript

What to do after you have applied:

After you have successfully submitted your dual credit application, paid the \$35 application fee, and requested your official in-progress high school transcript be sent to Bismarck State College Admissions Office, please follow the below next steps!

1. Find My Student ID/EMPLID

Your Student ID/EMPLID is needed to set up services at BSC. Do not share your Student ID with anyone as this is your unique identifier for all your campus records.

1. Visit www.bismarckstate.edu
2. Hover over Academics then select Campus Connection Help under Academic Resources
3. Select 'Forgot EMPLID' and follow the instructions that appear
 - a. Note: Your National ID is your Social Security Number

Student ID/EMPLID _____

2. Claim your NDUS Account

1. Visit www.bismarckstate.edu
2. Hover over Academics then select Campus Connection Help under Academic Resources
3. Select 'Claim NDUS ID and Password' and follow the instructions that appear

Username _____ Password _____

Once in Campus Connection, you will be able to review your 'Tasks and Communications' which indicates any remaining items Bismarck State College may need in order to accept your application. This includes verifying if we have received your official in-progress high school transcript.

3. Await Acceptance Notification

- a) An acceptance notification will be sent to your email and mailing address on file. An example of the email communication includes:

Hi BSC Mystic,

Congratulations! You have completed the requirements to be a dual credit student with Bismarck State College. You're now ready to register for classes.

Information regarding registration will be sent from the BSC Academic Records Office.

Refer to the [College Credit in High School Registration Guide](#) for next steps.

If you plan on attending BSC after you graduate high school, you will need to complete a new admissions application at that time. When completing the new application, you will need to use your personal email address and apply as a "First Year Student."

Please watch your mail for additional information.

STEP 2: Take Assessment Exam (if needed)

Placement Testing

Placement assessments are NOT a requirement for acceptance to BSC. You need to meet the score requirement if you are looking to enroll in a math or English class. BSC accepts a number of placement exams including the ACT, SAT or Accuplacer. BSC conveniently offers the Accuplacer exam on the BSC campus during work hours by appointment.

ACCUPLACER is a series of tests that evaluate students' skills in writing, and math to help college administrators place you in courses that match your skills.

BSC ACT/SAT/ACCUPLACER Placement Scores

ENGLISH (Writing)

ACT	SAT Evidence Based Reading and Writing	ACCUPLACER Writing	Placement Domain
0-11	200-380	200-236	ASC 94 (College Writing Prep I)
12-15	390-440	237-249	ASC 95 (College Writing Prep II)
16-17	450-480	250-255	ASC 96 (College Writing Prep III)
18-36	490	256-300	ENGL 110* (College Composition)

Note: Students who have taken English 120 or its equivalent are able to enroll directly into English 110.

*Students can also place into ENGL 110 with a combined English + Reading ACT score of 35 or higher

MATH

ACT	SAT Math	ACCUPLACER	Placement Domain
0-15	200-410	QAS	ASC 91 (Algebra Prep I)
		200-236	
16-18	420-500	237-245	ASC 92 (Algebra Prep II) Math 137* (Applied Algebra)
19-20	510-520	246-254	ASC 93 (Algebra Prep III)
21-23	530	255-300	College Level Math 103 College Algebra Math 104 Finite Math Math 105 Trigonometry Math 107 Pre-Calculus Math 110 Math in Society Math 210 Elementary Stats
Advanced Algebra			
--	--	237-262	Math 110 Math in Society Math 210 Elementary Stats
24-36	--	263-300	Math 165 Calculus I

*Math 137 satisfies general education requirements for AAS, diploma and certificate programs only, unless noted on the curriculum guide.

Provided below is an optional practice exam to help you succeed. Come prepared for your placement exam by enrolling in an optional practice session.

ACCUPLACER Online Course and Practice Tests

Student Instruction Sheet

Bismarck State College

Locate the following URL with your web browser:

<https://www.longsdalepub.com/accuplacer/>

This URL will direct you to a Web page welcoming you to the **ACCUPLACER Online Course and Practice Tests**. Click on the “Register NEW Account” button. You will need to register using the following information.

School Number: **78844**

School Key: **collegesuccess**

After entering this information, the next screen to appear will require you to enter an email address and your first and last name into the spaces provided. The ID Number field is optional.

When you have completed the registration process, you will be issued a username and password. Since you will be asked to enter your username and password each time you login, it is important that you keep a copy in a safe place.

After logging into the program for the first time, we encourage you to begin with the section entitled, “Introduction to the ACCUPLACER.” This section will introduce you to the course and offer suggestions on how to get the most out of the instruction and practice tests. The program is flexible, so after reading the introduction you can begin working through the material from the beginning covering all sections, or you can navigate to areas of specific need.

Registering for Accuplacer Placement Test

1. Go to Bismarck State College Testing website – www.bismarckstate.edu/Testing
2. Click [**Schedule your appointment online**]
3. Scroll down to the bottom to find the Accuplacer options:
 - For a Math class - select **Accuplacer Math Only**.
Note: If you are testing for Calculus, please let the BSC Testing Services office know so that you receive the correct test.
 - For an English class - select **Accuplacer Writing (English) Only**
 - For Math & English classes - select **Accuplacer Writing and Math**
4. Select a date and time and then on the last page enter your contact information to complete the online registration. You will receive a confirmation to the email you provided. This email will also contain information to access Accuplacer Online Study Guides.

Reminders:

- You will receive a confirmation email with a link to online study guides & a text message reminder the day before your scheduled exam.
- A photo ID is required to test (a government issued ID such as a driver's license, passport, military ID,).
- On the day of your test, go to the Student Finance office located on the first floor of Schafer Hall to pay the Accuplacer fee before going upstairs to the testing office located on the second floor, room 205.
- For any questions, contact BSC Testing Services at 701-224-5658 or bsc.testing@bismarckstate.edu

Retake Policy: Students are allowed to take each section of the Accuplacer three times in a six-month period. Students who do not achieve the required placement score on the initial test will be given the opportunity to retest 48 hours (2 days) from the initial test. If they do not achieve the desired placement score after their second attempt, it is recommended that the student test for the third time only after a minimum of one week (7 days) from their first retest. This policy allows students time to review and study for their test.

Your BSC college class may have an additional online learning component required to access your class. This is more common if your class is taught by a BSC instructor or online.

STEP 3: Enroll in Courses

Following acceptance, you will receive an email notifying your eligibility to enroll for classes.

- Students must enroll for classes using CampusConnection to receive college credit.
- Students must enroll in your courses by BSC's dates and deadlines calendar.
- High school and college registration is separate, failure to complete registration in CampusConnection will result in only high school credit being awarded.

Complete enrollment in Campus Connection:

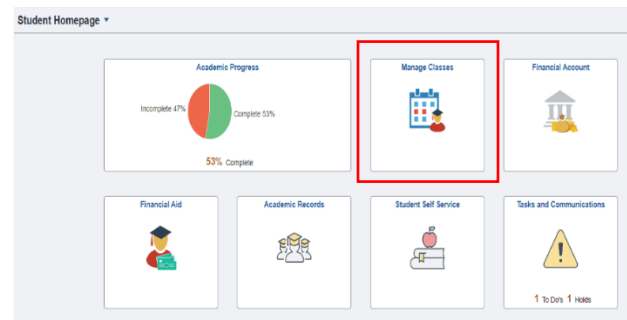
A. Login to Campus Connection

- Go to **[bismarckstate.edu]**
- On the top of the page, select **[Logins]**
- Select **[Campus Connection]**
- Enter **[User ID]** (ex. mystic.m.ian)
- Enter **[password]** you created.
- Select **[Log In]**

Need help?
[How do I log into CampusConnection](#)

B. Review/Accept your Financial Obligation:

- Select **[Manage Classes]** tile
- Scroll to the bottom of the menu on the left
 Select **[Sign Fin Obligation Agreement]**
 - Select Institution: **[BSC]**
 - Click the magnifying glass - Select **[Term]** you will be registering.
 - Click **[Submit]**
 - Read the financial responsibilities carefully.
 - Click **[Accept]**
 - Click **[Okay]**



C. Enroll for Classes:

1. Select **[Manage Classes]** tile
2. Select **[Class Search and Enroll]**
3. Select **[Term and Campus]**
4. Enter Class # in the keyword search.
5. Click the **[right arrows]**
6. Click **[Accept]**
7. Click **[Submit]**
8. Class is added to your schedule if green check mark is received. ✓

Need to enroll after the add deadline?

Students must request permission. This is done by completing the class Override form in CampusConnection.

1. Select the **[BSC eForms]** tile
2. **Select [Academic Records]** from the left menu
3. Select **[Class Override]** form
4. Select reason: **[Add class after deadline]**
5. Complete the form and submit.

The form must be approved by the instructor and BSC

D. Complete a Privacy Release:

The Family Educational Rights & Privacy Act (FERPA) states that once you enroll in a college-level course, regardless of your age, your academic record belongs to you. This means BSC, including your instructor cannot share any information regarding your academic or financial record with family members unless you allow us to do so. This includes information provided during a parent-teacher conference.

To allow BSC to share information, you must complete a FERPA release:

1. Select the **[BSC eForms]** tile
2. Select **[Academic Records]** from the left menu
3. Select **[FERPA Release]**

For more info: <https://bismarckstate.edu/academics/records/ferpa/>



BSC partners with 43
high schools in North Dakota

STEP 4: Review Class Add/Drop Deadlines

Now that you have enrolled, it is up to you to know important dates and deadlines. Failure to know these dates does not constitute as an applicable reason for appeal.

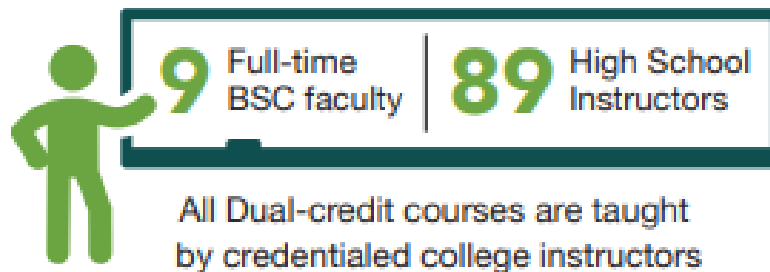
Mark these dates on your calendar!!

The [BSC Dates and Deadlines schedule](#) is published each semester and includes the following:

- Last date to add a course.
- Last date to drop/withdraw for no transcript record/100% tuition refund.
- Last date to drop a course or withdraw for a semester.

Failing to drop may result in an outstanding debt to BSC as well as a permanent academic transcript record.

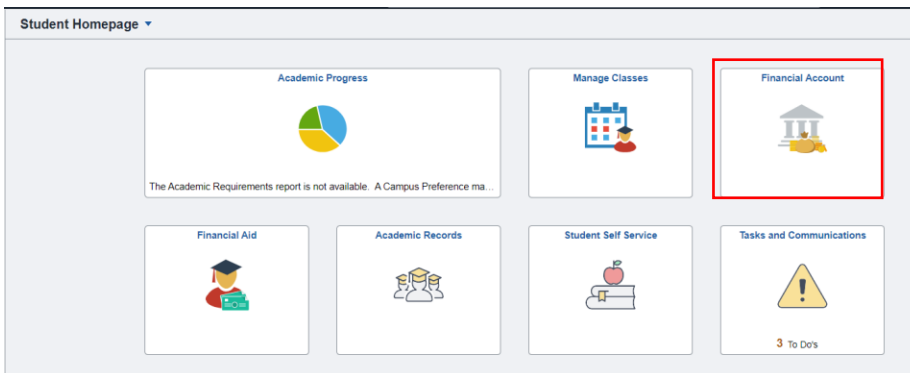
Should you decide the BSC course is not right for you or if you are no longer in the associated high school class you must officially drop/withdraw. Instructions explaining the consequences as well as the process to drop or withdraw can be found [under Step 7](#).



STEP 5: Make a Payment

Tuition and fees are due on the first day of class. Late fees are applied on the 14th of each month to any account balance that is more than 30 days past due. Payment plans are available. To enroll in a payment plan please visit bismarckstate.edu/paymentplans

BSC offers 4 ways to pay: online, by telephone, in person, or by mail.



1. Log into Campus Connection.
2. Click the **[Financial Account tile]**
3. Click **[Pay Online Now]**
4. Click the **[BSC logo]**
5. Click **[Make a Payment]**

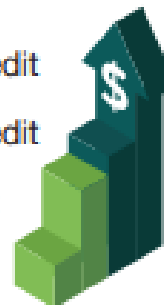
COST SAVINGS

4-YEAR INSTITUTION • \$350/credit

2-YEAR INSTITUTION • \$250/credit

BSC TRADITIONAL • \$211/credit

BSC DUAL CREDIT • \$89/credit



»»» FAST TRACK

Dates and Deadlines for Tuition Refunds

The Dates and Deadlines Schedule lists the add, drop and withdrawal deadlines. It also includes the last day to drop/withdraw for 100% tuition refund. As a BSC student, it is up to you to know the important dates and deadlines at BSC.

<https://bismarckstate.edu/admissions/payingforcollege/billingpayment/ImportantDatesandDeadlines/>

North Dakota State Board of Higher Education Tuition and Fee Refund Schedule

Percentage of tuition and fees refunded based on course completed:

- 0.000% - 8.999% - Course Completed
 - 100% Refund - Dropping a Class
 - 100% Refund - Withdrawing from a Semester

- 9.000% - 34.999% - Course Completed
 - 0% Refund - Dropping a Class
 - 75% Refund - Withdrawing from a Semester

- 35.000% - 59.999% - Course Completed
 - 0% Refund - Dropping a Class
 - 50% Refund - Withdrawing from a Semester

- 60.000% - 100.000% - Course Completed
 - 0% Refund - Dropping a Class
 - 0% Refund - Withdrawing from a Semester

STEP 6: Obtain BSC Email

Bismarck State College uses your official BSC email address to communicate important information. It is your responsibility to check your BSC email account regularly.

First Time Student User



Click the EMAIL graphic <https://login.microsoftonline.com/>

- When logging in, your username is your NDUS Account ID@ndus.edu.
Examples: jane.doe@ndus.edu, jane.m.doe@ndus.edu, jane.doe.1@ndus.edu
- Your email password is the same one used for Campus Connection and Blackboard
- The final step is the Duo Multi-Factor authentication screen

Note: The @ndus.edu is a universal email login that students take with them to other institutions in the state that use the same email system. This login/password is used to authenticate to all Office 365 services. When you send and receive email it will show as coming from/to your NDUS ID@bismarckstate.edu address.

If you need more information or have questions, [email](#) or call the BSC Computer Center/Help Desk at 701-224-5442.

I FORGOT MY USER ID and/or PASSWORD

If you do not remember your login information (user ID and/or password) visit the [NDUS Help Desk site](#)

Email On Your Mobile Device

Microsoft has a guide for [setting up Office and email on mobile devices](#). Note, please download, and use the Outlook app for iOS or Android, which is a full featured, secure email client.

1. The username/email address when authenticating is your NDUS Account ID@ndus.edu
Example: jane.doe@ndus.edu
2. You will then be directed to the NDUS site to enter your NDUS account password (same one used for Campus Connection and Blackboard)
3. The final step is the Duo Multi-Factor authentication screen
4. If prompted to add another account, you can choose to skip that portion.
5. Your BSC student email messages will then load in the Outlook app.

<https://bismarckstate.edu/students/resources/itsupport/email/>

STEP 7: Review Additional Information

Other helpful information

How to purchase textbooks

1. Check with your high school to see if a textbook will be provided. **IF NOT, complete action items 2 and 3 below.**
2. View the [Book List](#) to help you determine if a book is required and the approximate cost.
3. Purchase your textbooks with the BSC Bookstore
 - In person at the BSC Bookstore (Main Level - Student Union) - Must have Mystic ID and current class schedule
 - Over the phone (with a credit card) 701-224-5453 or 1-800-445-5073
 - Online at [BSC Bookstore](#)

Consequences of a course drop or withdraw

The following scenarios are all based on the [Dates and Deadlines Schedule](#).

Dropping an individual course prior to the last date to drop for no record/100% tuition refund:

- Course will not be reflected on the student's BSC transcript.
- 100% Tuition/fees refund

Dropping an individual course after the last date to drop for no record/100% tuition refund:

- Course will be reflected on the student's BSC transcript as a "W" – withdraw. A "W" has no academic consequences, however, if a student has excessive "W's" a student's admission to a college and/or financial aid post high school graduation could be affected.
- 0% Tuition/fees refund

Withdrawing to zero credits for the semester prior to the last date to drop for no record/100% tuition refund:

- Courses will be removed from the student's BSC transcript, however the date of withdraw will be displayed.
- 100% Tuition/fees refund

Withdrawing to zero credits for the semester after the last date to drop for no record/100% tuition refund:

- Courses will be removed from the student's BSC transcript, however the date of withdraw will be displayed.
- Refund calculated based on amount of course completed:
 - 9.000% - 34.999% - Course Completed - 75% Refund
 - 35.000% - 59.999% - Course Completed - 50% Refund
 - 60.000% - 100.000% - Course Completed - 0% Refund

Drop or Withdrawing after the official drop deadline:

- Course will be reflected on the student's BSC transcript with grade earned.
- 0% Tuition/fees refund

How to drop or withdraw

Should you decide the BSC course is not right for you or if you are no longer in the associated high school class you must officially drop/withdraw.

Failing to drop or withdraw may result in an outstanding debt to BSC as well as a permanent academic transcript record.


[Student Policy - Course Drop, Withdraw to Zero Credits](#)

[Student Policy – Course Drop, Withdraw to Zero Credits Appeals](#)

Course Drop should be completed when a student wants to discontinue enrollment in a particular course but remain enrolled in others within a semester.

Process is completed in CampusConnection using the Manage Classes tile.

1. Review the [Dates and Deadlines](#) to ensure all courses fall within the last day to withdraw.
2. Access **[CampusConnection]**
3. Enter Campus Connection UserID and Password. Click **[Log In]**.
4. Click **[Manage Classes]** tile.
5. On the left-side menu: Select **[Drop Classes]**.
6. Select the class(es) to drop by placing a checkmark in the select box next to the class.
7. Click **[Next]**

8. Review classes to drop. Click **[Drop Classes]**
9. Click **[Yes]** to confirm.
10. Courses dropped successfully are marked with a 

Withdraw to Zero credits should be completed when a student wants to end enrollments for all classes during a semester.

1. Review the [Dates and Deadlines](#) to ensure all courses fall within the last day to withdraw.
2. Submit the Withdraw to Zero Credits Form
 - Access **[Campus Connection]**
 - Enter Campus Connection UserID and Password. Click **[Log In]**.
 - Select the **[BSC eForms]** tile.
 - Select **[Academic Records]** from the left menu
 - Select **[Cancel/Withdraw to Zero]**

Please allow at least 7 business days for processing. The withdraw will be processed using the date the form was submitted.

Drop/Withdraw Appeal should be completed when a student is requesting review of a transcript record and/or tuition and fee charges due to extenuating circumstances such as medical, death in immediate family, natural disaster or a CampusConnection error when attempting to drop.

- Access **[Campus Connection]**
- Enter Campus Connection UserID and Password. Click **[Log In]**.
- Select the **[BSC eForms]** tile.
- Select **[Academic Records]** from the left menu
- Select **[Appeal – Drop or Withdrawal]**

For more information regarding acceptable extenuating circumstances and appropriate documentation please visit the [Drop/Withdraw Appeal](#) page.

Grading

Links to grading/GPA procedures:

<https://bismarckstate.edu/uploads/resources/3938/Grades.pdf>

https://bismarckstate.edu/uploads/70/Operational_Procedure_441.0_Honor_Points_and_GPA.pdf

Blackboard

Your teacher may post course assignments, quizzes and exams, or discussion questions in Blackboard. It is important to check your BSC email and Blackboard when your class starts to find out how your teacher utilizes Blackboard. You WILL NOT see the courses you are registered for in Blackboard until the first day of class. Your instructor will make the course available when ready, and the Help Desk cannot provide early access.

What is my username and password for Blackboard?

Use your NDUS account credentials to log into Blackboard (same login/password you use for Campus Connection).

Can I take courses on my phone or tablet?

You can watch course videos on your phone or tablet, BUT you will need a computer to successfully complete your assignments and tests as many features and interactions are not compatible with mobile devices.

Can I use a Chromebook?

Chromebooks do not work with Blackboard, as many features and interactions are not compatible to successfully complete your assignments and tests. Windows or Mac-based computers should be used instead.

Technical Support:

BSC Help Desk: 701-224-5442 or email bsc.helpdesk@bismarckstate.edu

BSC Teaching and Learning Center: email bsc.tlc@bismarckstate.edu

How to apply for a degree

Students who have completed required BSC course work towards a college certificate, diploma or associate degree must:

- Complete an Application for Degree during the last semester of high school enrollment.
- Send a final high school transcript once graduation date is posted.

The Application for Degree process is found on the [dual credit/early entry website](#).

Other information regarding graduation and Commencement is found on the [Prepare to Graduate](#) page.

How to send my BSC transcript

It is your responsibility to send your official BSC transcript to all colleges/universities that you plan on attending.

The credits earned through the dual credit program can be transferred to other colleges/universities and applied toward degree requirements or counted as electives.

For more information about how transfer credits may meet degree requirements, please check with the admissions office of the college or university offering the degree you are pursuing.

Review ordering instructions [online](https://bismarckstate.edu/academics/records/transcriptrequest/) (<https://bismarckstate.edu/academics/records/transcriptrequest/>)