**BSC Telephone Numbers at a Glance**

General Information .................................................. 800-445-5073 or 701-224-5400  
Office of Student Affairs ............................................. 701-224-5684  
Academic Advising ..................................................... 701-224-5752  
Academic Records ....................................................... 701-224-5420  
Academic Support Services .......................................... 701-224-5671  
Academic Testing Services ............................................ 701-224-5658  
Athletics ...................................................................... 701-224-5480  
Bookstore ..................................................................... 701-224-5453  
Career Counseling ....................................................... 701-224-5752  
Computer Help Desk ..................................................... 701-224-5442  
Distance Education (online) ......................................... 701-224-5715 or 701-224-5779  
Financial Aid ................................................................... 701-224-5494  
Library ......................................................................... 701-224-5450 or 800-455-5073  
Multicultural Services .................................................. 701-224-5798  
Personal Counseling ..................................................... 701-224-5752  
Safety & Security .......................................................... 701-224-2700  
Student Accessibility .................................................... 701-224-5554  
Student Finance ............................................................ 701-224-5706 or 701-224-5533  
Student Life .................................................................. 701-224-5464  
Sykes Student Success Center ....................................... 701-224-2575  
Tutoring ...................................................................... 701-224-5671  
Veterans Services ........................................................ 701-224-2576
Dear Parents,

Welcome to the Bismarck State College family! As parents, you play an important role in the academic success of your student. This calendar addresses the experiences your student may be having at various times throughout the semester and what you can do to assist them during those times. It also includes dates for mid-terms, finals week and holidays.

College is the time for your student to develop and grow as an adult. However, she/he will still need you to help celebrate successes and offer assistance when times get tough. It may be difficult, but rather than trying to solve the problem, allow your student to work through the consequences of his/her actions and learn how to handle disappointments and failures. Help him/her talk through the issue and determine what, if anything, your student can do to correct or improve the situation.

When a student reaches the age of 18 or begins attending a post-secondary institution regardless of age, FERPA rights transfer to the student. This means you no longer have access to your student’s academic information such as grades, financial statement, class schedule, etc., unless your student provides a FERPA Release Form indicating information can be shared with a 3rd party. The quickest and easiest way for parents to receive information about their student’s grades, financial statement, or other student information is for the student to provide it. Students can access most of this information online through their student center in CampusConnection. If your student does not know how to navigate through the student center, the student can ask an advisor or me for assistance.

If you have any questions, or if I can assist you in any way, please contact me at 701-224-5671 or by email at lonna.meier@bismarckstate.edu.

Best wishes for a wonderful year,

Lonna Meier

Lonna Meier, Coordinator, Academic Support Services
The transition from high school to college can be as challenging for parents as it is for their college-bound children. Here are some tips for parents who are preparing their child for college.

Encourage independence – but offer support.

- The balance between offering support and taking over can be difficult to maintain. During this time of changing roles, good communication is essential.
- Restrain yourself from handling college arrangements for your student. If he has a question about the college, encourage him to contact the appropriate office.
- Support your student’s decisions about courses to take and the activities to be involved in rather than make those decisions for her.

Parents of Students Living on Campus

Keep the lines of communication open.

- Discuss with your student ways to communicate with you while she is at college. Determine the preferred method: email, phone call, etc. If you would like a weekly phone call, make that clear.
- Expect the frequency of communication to vary. Some students get involved in the activities of college and life and neglect their family. Others may call every day until they feel more at ease in their new life.

- Make yourself available if your student needs to talk. He may have questions about what college will be like and may be nervous about making new friends. Try to answer his questions openly and honestly.

Help say good-bye.

- Encourage spending time with family and friends over the summer.
- Be there to talk when she comes home from saying good-bye to a high school friend.
- Have some family get-togethers.

Plan the big day.

- Give your student some latitude about whether you accompany him to the campus. If you accompany your student, be flexible.
- Talk with your student ahead of time about your plans and expectations.
- Once on campus, brace yourself. Many first-year students are eager to start their new lives without parents. Your student may be ready for you to leave before you are ready to go. On the other hand, some students unexpectedly cling to their parents. Be sensitive to your student’s wishes.

Give yourself time.

- Home may seem different without your child. If other children are at home, remember siblings will also go through a period of adjustment.
- Give yourself time to adjust to daily life without your college-aged child. You may grieve for a time or have a sense of time passing too quickly (or slowly).
Parents of Students Living at Home

• Be aware of the challenges of living off campus.

• Students who don’t live on campus face the same adjustment concerns as students living on campus: establishing friendships, becoming involved, managing time, handling finances, and learning college-level study skills. However, they have the added responsibility of commuting to school while also planning for parking, weather, and road conditions.

• Living at home can be beneficial for the students’ physical, emotional, and financial well-being.

• Students who live at home enjoy a continuity of family life, the comfort of their own space and familiar surroundings, and a ready and willing support system.

• Some students believe their on-campus classmates have more and easier access to fun, friends, and freedom, and while they have the same opportunities of on-campus classmates, these opportunities are approached differently than students who live on campus.

• To promote a greater involvement in college, encourage your student to stay on campus between classes, attend athletic events, and seek out student groups and activities.

Prepare for the transition.

• Plan a visit to campus before the first day of classes. Knowing the exact amount of time it will take to drive/take the bus to school and walk to class can make the first few days less stressful.

• Provide guidance on preplanning meals and snacks, buying drinks, food, and snacks that can be packed and taken to school.

• Schedule a check-up on the car. By placing an importance on the mode of travel your student will use, you emphasize your support of your student’s college commitment.

Stay engaged in your student’s college success.

• Once the year begins, acknowledge your commitment to your student’s academic success.

• Granting more flexibility in household responsibilities can be considered and discussed within the context of your support for your student’s efforts.

• Be alert to stressful times such as midterms, exams, and project deadlines.

• The benefit of living at home is the built-in support system, which can be very welcome during stressful times.

• Taking over household chores for your student, providing treats, or filling the gas tank are much-appreciated gifts during difficult times and remind your student of your support.

Consider the many aspects of college life.

• The variety and number of campus activities can be overwhelming.

• Visit bismarckstate.edu to stay current on news and events on campus.

• Asking your student about the college events will show you care and can encourage your student to become engaged in college life.
AUGUST

What’s happening with students:

• The first six weeks of college are a challenging time for new students who are trying to adjust to a new life, new responsibilities, new relationships, and new freedoms.

• They are excited about moving away from home, but may also be homesick.

• They are enthusiastic about starting college life, but may be insecure about fitting in, being smart enough, or navigating unfamiliar surroundings.

• They are unsure of what to expect academically.

• Students should check their student center in CampusConnection for the amount of tuition and fees owed and the date payment is due.

• They should register for one of the on-campus orientation sessions.

What parents can do:

• Your role as parent does not stop – it just changes. Your new role is likely to be that of a mentor, providing support, encouragement, advice and guidance without the control you once had.

• Encourage your student to be independent and responsible. Be an empathetic listener but refrain from coming to the rescue when she faces a problem. By teaching her to solve problems, you will demonstrate that you have confidence in her.

• Encourage your student to take responsibility for his actions and accept the consequences.

HELPFUL HINT

Don’t forget to take care of yourself! This is a period of adjustment for you too. Your mixed feelings of joy and sorrow, pride and loss, are normal.

• Become familiar with resources so that you can direct your student to the appropriate resources for assistance.

• Refer to bismarckstate.edu/academics/records/calendarsdeadlines for a complete listing of dates and deadlines for fall 2016.

• Listen and provide reassurance when communicating with your student. Remind her that these adjustments and feelings are normal.

• Remind your student to register for an on-campus orientation session. Parents are welcome to attend.

Understand payment deadlines:

• Tuition and fees are due the first day of class based on the date on the study list.

• All other charges are due at the time incurred (housing, fines, etc.).

• Holds for non-payment apply to student accounts at the point the account is 2 days past due.

• A 1.75% late fee is applied to any balance 30 days past due.
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For textbook purchasing information, go to bismarckstate.edu/bookstore

Students can find the amount of tuition and fees and the date they are due in their student center in CampusConnection.

Remind student to check the events section at bismarckstate.edu/students/events
SEPTEMBER

What’s happening with students:

• They are enjoying the energy and excitement of a new environment.

• They may have trouble managing time. In September, it is common for students to have a false sense of comfort because papers and projects are not due until later. This may lead to procrastination.

• They are learning about opportunities to get involved with campus groups.

• They are starting to understand that what worked for high school academics won’t necessarily work for college and that a new level of work is expected. This may result in feelings of inadequacy.

• Some may be experiencing roommate conflicts.

What parents can do:

• Listen to your student’s concerns and be reassuring.

• Be prepared for the “dump” call late at night. Students need to vent frustrations or fears, and you will be her dumping ground. Recognize these feelings and the tendency to vent the feelings to a parent are normal. In most cases, she will feel much better after talking to you, but you may feel terrible and worried. Keep your role as mentor in perspective if you begin to feel too worried and feel the need to do more than listen.

HELPFUL HINT

Roommate conflicts do happen. They can happen regardless of whether students are complete strangers or have known each other for years. Most students find that talking over the problems with the roommate resolves the conflict. However, sometimes help is needed. As a parent, the best way for you to help the situation is to refer your student to the Resident Director or to a counselor in the Mystic Advising and Counseling Center.

• Encourage involvement with campus groups and attendance at campus-wide events.

• Remind your student to access her BSC email account and to update her address and other pertinent information in CampusConnection.

• Provide him with time management techniques, or refer to the Sykes Student Success Center for time management and study skills workshops.
Remind student to access BSC email account.
Remind student to update address, email and phone number in CampusConnection.
Remind student there will be Oktoberfest activities happening September 20-30!

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**What’s happening with students:**

- They might be stressed out about tests and midterms. Some students fall behind in September because they weren’t accustomed to the type of time management skills required for college.

- Students start receiving their first college grades on papers and projects. Upon receiving these grades, some students find they did not do as well as they expected, which can be disappointing to them. To avoid discouragement, students should view this experience as an opportunity to learn what is expected of them in college courses.

- They are facing competing social demands. Students who get involved in too many campus organizations may have trouble balancing the demands of the organizations with the demands of coursework.

- They are learning to manage their own money, and may have trouble sticking to a budget. College presents many pressures to spend money – pizza, movies, clothes, etc. – and money may run out sooner than expected.

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**HELPFUL HINT**

Encourage a healthy lifestyle, including exercise, sleep, diet and relaxation. Remind them to take advantage of their membership to the BSC Aquatic and Wellness Center.

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**What parents can do:**

- Be sympathetic, but try not to fix problems for the student. Demonstrate your confidence in him by letting him fix his own problems.

- Help her be realistic about academic achievement in a college environment.

- Direct your student to resources for assistance with papers and assignments. BSC has many resources to assist students with their academic struggles such as the Sykes Student Success Center and the Mystic Advising and Counseling Center (MACC).

- Encourage your student to visit with his professors prior to projects and exams to seek assignment clarification. Additionally, suggest the student ask about his grade and possible ways of improving future grades.

- Help your student establish a budget and teach him how to stick to it. Educate your student on financial responsibility before the lack of responsibility becomes a problem.
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- **Deadline for students to submit coursework for an Incomplete placeholder received in Spring 2016 or Summer 2016**
**NOVEMBER**

**What’s happening with students:**

- They may get sick as the change in weather brings on cold and flu season.
- They are beginning to realize that the term is almost over.
- Procrastinators may panic as they face the consequences of falling behind in coursework.
- Students begin to register for spring semester classes.
- Students may have concerns about going home for Thanksgiving, especially if the student has changed dramatically since the last time they saw their parents.

**What parents can do:**

- Be supportive and encouraging.
- Send care packages. Remember to include tissues, cough drops, and anything needed to keep warm and dry as winter approaches.
- Be available to listen to concerns when contacted, but don’t worry if your student doesn’t call/write/email as often as you would like.
- Encourage your student to see an academic advisor before registering for classes and to make appointments early to avoid complications. By seeing an academic advisor, students can stay on track when it comes to progress towards graduation.

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**HELPFUL HINT**

FERPA (Family Educational Rights and Privacy Act of 1974) prohibits faculty and staff from discussing student records issues with anyone other than the student. Your son or daughter may sign a waiver to allow you access to their student records. However, do be aware that even if the waiver is signed, faculty and staff are still limited in the amount of information they can share. It is better for parents to ask their student about academic progress.

- Your student doesn’t know his/her advisor’s name? Refer him/her to CampusConnection.
- Prepare yourself for changes in your student when he returns home for Thanksgiving. The first year of college is a period of tremendous change and growth, and students demonstrate this change in different ways – new haircut, new piercings, tattoos, etc. Your student will appreciate your support, rather than criticism, during this time.
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<td>Remind student to make appointment with advisor to discuss registration of spring courses.</td>
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DECEMBER

What’s happening with students:

• Students may get little sleep, and may neglect proper nutrition or exercise.

• Many students may be concerned about the pressures of upcoming holidays, or returning home to live with the family after a semester of independence.

• They will be stressed about finals. For freshmen, this will be their first college finals, and they will have the added fear of the unknown. Finals week is scheduled differently from the regular semester class schedule. Students will want to check bismarckstate.edu/academics/records/calendarsdeadlines and scroll down for the finals week schedule.

• Some students will have financial concerns as the money they budgeted for the semester runs out earlier than planned. They may turn to credit cards to help them in their budget crunch.

• They will probably sleep a lot over the winter break as they try to catch up on four months’ worth of lost sleep!

• Grades will be posted to CampusConnection by the end of this month.

HELPFUL HINT

Expect your student to be stressed. While you can’t prevent the academic stress, you can reduce the pressure for your student to participate in family obligations.

What parents can do:

• Be supportive during this stressful time.

• Encourage healthy eating, sleeping and exercise habits to help reduce the stress of college exam time. Healthy habits will also help your student prevent illness as winter sets in.

• Be knowledgeable about campus resources and refer your student to the services for personal and academic help.

• Discuss home rules and expectations for the winter break as soon as your student returns home, or preferably, before! Don’t wait for a conflict to arise before communicating with your student. Students who have been making their own decisions for four months may find it difficult to suddenly succumb to their parents’ control again.

• Remind your student to check his/her BSC email account during the break.
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What’s happening with students:

• Students return to campus after the winter break. Many will feel homesick as they return to campus; others will feel relieved to be back to their independent lifestyle.

• Students will be able to access their grades through CampusConnection and either feel disappointed or delighted. Parental reactions to the grades weigh heavily on their minds and influence their stress level as they anticipate a new term. Whether the grades were good or bad, they will have a better understanding of what college requires.

• Uncertainties will arise in the new semester as students begin new classes and meet new professors.

What parents can do:

• Be supportive of your student regardless of the fall term grades. If grades were poor, refer your student to college resources for help in future academic struggles. Remind her of your academic and class attendance expectations, but also keep those expectations realistic given the level of academic difficulty at BSC.

• Remind him to keep up with the coursework. Many students find that falling behind early in the term is a major cause of stress and failures later on in the term. Help with time management tips so that academics and social activities are balanced.

Understand payment deadlines:

• Refer to bismarckstate.edu/academics/records/calendarsdeadlines for a complete listing of dates and deadlines for spring 2017.

• Tuition and fees are due the first day of class based on the date on the study list.

• All other charges are due at the time incurred (housing, fines, etc.).

• Holds for non-payment apply to student accounts at the point the account is 2 days past due.

• A 1.75% late fee is applied to any balance 30 days past due.

HELPFUL HINT

At Bismarck State College, learning takes place outside of the classroom too. Encourage your student to attend events around campus, including sports, guest speakers, musical and theater performances, etc. Refer your student to bismarckstate.edu/students scroll down for a list of student activities.
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What’s happening with students:

• Students may be depressed as cold weather/lack of sunshine continue.

• Many students neglect their health and exercise plans.

• Students may be anxious, tense, distracted, or frustrated with people—especially roommates—due to being stuck indoors too much.

• Some students have relationship anxiety, especially around Valentine’s Day.

• Students make plans for Spring Break. This may lead to disagreements with family over different expectations on how vacation will be spent.

What parents can do:

• Encourage your student to actively enjoy the winter. Building a snowman, going sledding, or ice skating are perfect study breaks.

• Support your student as she tries to balance academics and extracurricular activities.

• Encourage him to seek assistance from the on-campus resources, including the faculty.

HELPFUL HINT

Care packages are a favorite way to show students how much you love them. Possible contents can include: food, money, socks/slippers, pictures from home, stamps, newspaper clippings from home, gift certificates for restaurants or stores, microwave popcorn, candy/chocolate/gum, letters from the family, vitamins, coupons, winter clothing, and toiletries.

• Send care packages. Valentine’s Day is an excellent time for you to let your student know that you are thinking about her.

• Listen and support his relationship or roommate concerns. Refer him to the Resident Director if roommate conflicts cannot be resolved and to the counseling center if relationship concerns are severe and interfere with his academics.

• Discuss plans and expectations for Spring Break. Talk about who is paying for the vacation, whether or not it will be spent with family or friends, and about making responsible choices regarding behavior.
Remind student to participate in Funuary Activities Feb 6-10

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- Presidents Day – no classes, BSC closed
- Midterm Week
- Midterm Week
What’s happening with students:

- Students will be stressed as they take midterms and have papers or projects due.

- If they plan on taking summer classes, they will be registering for those classes.

- Students begin to think about summer plans, including jobs or internships.

- Students may also be concerned about how they will fit into the family and the family’s expectations if they return home to live with their parents for the entire summer.

- Financial Aid documents for next year are being requested.

What parents can do:

- Keep the lines of communication open. As your student begins to prepare for summer plans and the upcoming fall term, she may seek your guidance and advice, or she may make decisions without your help. Recognize that either way, these decisions are part of growing up.

- Encourage your student to see an academic advisor before registering for classes.

HELPFUL HINT

If your student is struggling in any courses, refer her to the instructor, academic advisor, or an advisor in the Mystic Advising and Counseling Center to discuss options regarding withdrawing from class or services available to help her succeed.

- Refer your student to the Mystic Advising and Counseling Center for information about summer jobs and internships.

- Encourage your student to visit with his professors regarding his current grades.

- The FAFSA priority funding date is April 15 of each year. If you filed your Federal Tax Return electronically, wait 2 weeks to complete the FAFSA and be sure to use the IRS Data Retrieval Tool.
### March 2017

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- Residence halls close for Spring Break at 6 pm.
- Residence halls reopen at noon.
- Summer 2017 advising and registration begins.
- Financial aid request form for Summer 2017 available.

Remind student to make appointment with advisor to discuss registration for summer and/or fall semester courses.

Remind student to check CampusConnection for earliest date and time to register for fall semester courses.

The FAFSA priority funding date is April 15 of each year. If you filed your Federal Tax Return electronically, wait 2 weeks to complete the FAFSA and be sure to use the IRS Data Retrieval Tool.

- Deadline for students to submit coursework for an Incomplete placeholder received in Fall 2016.
- Spring Break – no classes – BSC open.

- Financial aid request form for Summer 2017 available.

The FAFSA priority funding date is April 15 of each year. If you filed your Federal Tax Return electronically, wait 2 weeks to complete the FAFSA and be sure to use the IRS Data Retrieval Tool.
**APRIL**

**What’s happening with students:**

- Students get spring fever as weather warms up, and they will find concentrating on academics harder than ever.
- Stress levels are high as papers and projects are due.
- Students will be registering for classes for next fall.
- Many students will be performing at or attending several Artsquest activities this month.

**What parents can do:**

- Be supportive through stressful times.
- Remind your student of the benefits of getting enough sleep, eating healthy and exercising.
- Remind your student to make an appointment to meet with an academic advisor to discuss courses for fall semester.

**HELPFUL HINT**

BSC presents ArtsQuest, a month-long celebration of music, art, theater, literature and film in April making it a good time to visit campus. Talk to your student to make sure it is a good time for him. Go to bismarckstate.edu/artsquest for further information.
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</table>
|        | • Fall 2017 current student advising and registration begins through April 21  
• Begin accepting Application for Degree |         |           |          |        |          |
| 9      | 10     | 11      | 12        | 13       | 14     | 15       |
|        |        |         |           | • Residence halls close for Holiday  
• Holiday – no classes, BSC closed |        |        | • FAFSA Priority Funding Date |
| 16     | 17     | 18      | 19        | 20       | 21     | 22       |
|        | • Holiday – no classes, BSC open  
• Residence halls reopen at noon |         |           |          |        |          |
| 23/30  | 24     | 25      | 26        | 27       | 28     | 29       |
| April 19-21: Watch for information regarding #Hashtag Week | | | | | | |

**APRIL 2017**
MAY

What’s happening with students:

• Stress levels are high as papers and projects are due and students take final exams.

• They must plan for moving out of their current residence hall.

• For some, leaving their college friends for the summer will be the biggest concern of all.

• Students who return home may have anxiety about losing their independence, as well as concerns about adjusting to life under their parents’ roofs again.

• Financial aid awarding for continuing students begins.

• Grades will be posted to CampusConnection by the end of this month.

What parents can do:

• Discuss your expectations for your student’s behavior, roles and responsibilities during the summer months if he is moving home.

• Respect and appreciate the independent, self-reliant, mature person who has returned home, even if she seems nothing like the freshman you dropped off last fall.

• Use this summer to openly communicate with your student as an adult, and to discover and appreciate the intellectual growth that he has developed in the past few months.

HELPFUL HINT

Congratulations! You have made it through the freshman year. You should relax and enjoy this moment. Your student will continue to grow and change in the next few years and your relationship with your student will also continue to change.

Plan ahead. Be sure to talk to your student about your expectations for saving money over the summer for the school year. Address any concerns you had about how money was spent in the freshman year, so you can avoid continued problems in the sophomore year. Be sure to discuss the use of credit cards as well.
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<td>Finals Week</td>
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JUNE

What’s happening with students:

• Students who returned home may be experiencing conflict with their parents about independence, house rules, duties, expectations for work around the house, and respect for the needs of the family versus the needs of the individual.

• Students taking summer classes may find it difficult to adjust to the faster pace of summer classes. Opportunities for fun and social time may make studying a lower priority than it had been in the winter.

What parents can do:

• Discuss with your student what your expectations are for her behavior, roles and responsibilities during the summer months if she will be moving home.

• If he is taking summer courses, remind him of your expectations for academic performance, but be realistic about the challenges of the faster paced term.

• Encourage her to manage time appropriately. The summer will go by faster than she thinks!

HELPFUL HINT

Take time to learn more about the college’s resources. You can be a helpful referral source when students need guidance on campus. As a sophomore, your student may have learned how to navigate the campus, but often times, navigating resources has not yet been learned.
**JULY**

What’s happening with students:

- Students who are taking summer courses are half way through the courses.
- Students who returned home for the summer may be anxious to return to campus in the fall and may miss their campus friends.
- Some may have anxiety that the relationships with their friends may have changed over the summer.
- Summer jobs reduce the amount of spare time for students to relax and enjoy summer.
- Students may be tired of living under house rules and challenge parental rules.

What parents can do:

- Appreciate the growth and changes as your student develops into an adult.
- Keep communication open about plans for fall, finances, and relationships. Students at this age are far more willing to communicate with parents as fellow adults.
- Help your student assess his freshman year successes and failures and discuss his plans for making improvements in the sophomore year.

**HELPFUL HINT**

Don’t forget to state and demonstrate your love, especially as tensions grow when the once-independent student adjusts to life back at home and nerves wear thin. Remember, the summer will soon be over, and for many students, the summer after the freshman year is the last time they live at home. Building a strong adult relationship now will promote a bond to carry on through the years.
### July 2017

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- **July 4**: Independence Day, BSC closed

For more information, contact:
Lonna Meier • Academic Support Services Coordinator
Lonna.Meier@bismarckstate.edu • 701-224-5671

bismarckstate.edu/parents