



# Academic Records Office

**Main Phone #:** 701-224-5420

**Email:** bsc.records@bismarckstate.edu

**Location:** Schafer Hall - Office 135

Last Updated 12/12/2021

Questions About...	Contact	Phone #
<u>Academic Forgiveness</u>	Katelyn Kaiser	701-224-5470
<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>	Katelyn Kaiser	701-224-5470
<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>	Katelyn Kaiser	701-224-5470
<u>Collaborative Student Registration</u>	Charles Gitter	701-224-2608
<u>College Transfer Credit Posting</u>	Katelyn Kaiser	701-224-5470
<u>Continuing Enrollment Request</u>	Courtney Stoltz	701-224-2533
<u>Course Overload</u>	Academic Records Office	701-224-5420
<u>Course Override</u>	Academic Records Office	701-224-5420
<u>Dates, Deadlines &amp; Academic Calendar</u>	Katelyn Kaiser	701-224-5470
<u>Degree Verification</u>	Academic Records Office	701-224-5420
<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>	Katelyn Kaiser	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>	Katelyn Kaiser	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	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](mailto:bsc.records@bismarckstate.edu) or call the Academic Records Office at 701-224-5420**

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