



Academic Records
HELP!!....Who do I Contact?

Academic Records Front Desk - Main Line

224-5420

Duty	Owner	Phone Number	Email
Academic Forgiveness	Claire Gunwall	224-5470	claire.gunwall@bismarckstate.edu
Bio-Demo Changes (SS#; Name; DOB; Decedent Data)	Academic Records Office	224-5420	bsc.records@bismarckstate.edu
CampusConnection Administrative (Course Catalog, Program Name Change, Requisite Set-up, Instructor/Advisor Set-up)	Sandy Fried	224-2423	sandra.fried@bismarckstate.edu
CampusConnection Security Roles	Tom Leno	224-5497	thomas.leno@bismarckstate.edu
Course Cancellations	Kirstin Arthaud	224-2432	kirstin.arthaud@bismarckstate.edu
Credit Posting in CampusConnection (Transfer, Military, Alternative Learning, WES)	Claire Gunwall	224-5470	claire.gunwall@bismarckstate.edu
Deferments	Laurie Niblick	224-5420	laurie.niblick@bismarckstate.edu
Enrollment Balancing	Kirstin Arthaud	224-2432	kirstin.arthaud@bismarckstate.edu
	Laurie Niblick	224-5420	laurie.niblick@bismarckstate.edu
Enrollment Verification Requests	Kirstin Arthaud	224-2432	kirstin.arthaud@bismarckstate.edu
	Patricia Johnson	224-5478	patricia.johnson@bismarckstate.edu
	Academic Records Office	224-5420	bsc.records@bismarckstate.edu
Evaluation - College Transcripts (Official & Unofficial)	Kene Miller	224-2545	kenegunda.miller@bismarckstate.edu

Duty	Owner	Phone Number	Email
Evaluation - WES Transcripts	Kene Miller	224-2545	kenegunda.miller@bismarckstate.edu
Evaluation - Military Training Credits	Kene Miller	224-2545	kenegunda.miller@bismarckstate.edu
FERPA Procedure - Form Submission & Recording in CampusConnection	Laurie Niblick	224-5420	laurie.niblick@bismarckstate.edu
(FERPA Release, FERPA Removal, FERPA Release One-time, Restricted Directory, Restricted Directory Removal)	Kirstin Arthaud Patricia Johnson Academic Records Office	224-2432 224-5478 224-5420	kirstin.arthaud@bismarckstate.edu patricia.johnson@bismarckstate.edu bsc.records@bismarckstate.edu
FERPA - General (Questions)	Tom Leno	224-5497	thomas.leno@bismarckstate.edu
	Sandy Fried	224-2423	sandra.fried@bismarckstate.edu
GERTA Verification	Tom Leno	224-5497	thomas.leno@bismarckstate.edu
Grading (Final grades;Incompletes;Repeats; Grade Changes; President Honor Roll; Academic Standing)	Claire Gunwall	224-5470	claire.gunwall@bismarckstate.edu
Graduation - Diploma Printing/Mailing	Academic Records Office	224-5420	bsc.records@bismarckstate.edu
Graduation - Applications/Degree Conferral	Kene Miller	224-2545	kenegunda.miller@bismarckstate.edu
Graduation - Application Audit	Kene Miller Dustin Peterson Claire Gunwall Tom Leno	224-2545 224-2608 224-5470 224-5497	kenegunda.miller@bismarckstate.edu dustin.peterson@bismarckstate.edu claire.gunwall@bismarckstate.edu thomas.leno@bismarckstate.edu
Graduation - Course Substitution/Appeal Procedures	Dustin Peterson	224-2608	dustin.peterson@bismarckstate.edu
Graduation - Exception for Degree Requirements Procedure	Dustin Peterson	224-2608	dustin.peterson@bismarckstate.edu
Graduation - Academic Requirements Report Support	Dustin Peterson	224-2608	dustin.peterson@bismarckstate.edu
Graduation - Degree Requirements Term Change Procedure	Dustin Peterson	224-2608	dustin.peterson@bismarckstate.edu

Duty	Owner	Phone Number	Email
Graduation - Reverse Transfer	Kene Miller	224-2545	kenegunda.miller@bismarckstate.edu
Graduation - GradFest	Tom Leno	224-5497	thomas.leno@bismarckstate.edu
Image Now Client-Campus Liaison	Dustin Peterson	224-2608	dustin.peterson@bismarckstate.edu
Policies (Student)	Tom Leno	224-5497	thomas.leno@bismarckstate.edu
Program-Advisor Change Procedures	Academic Records Office	224-5420	bsc.records@bismarckstate.edu
Multiple Program Requests	Academic Records Office	224-5420	bsc.records@bismarckstate.edu
Registration - New, Returning, Transfer: Allied Health Programs PN; ADN; Surgical Tech, CLT, Phlebotomy; EMT Paramedic	Laurie Niblick	224-5420	laurie.niblick@bismarckstate.edu
Registration - New, Returning, Transfer: Collaborative Students	Academic Records Office	224-5420	bsc.collab@bismarckstate.edu
Registration - Current Students	Academic Records Office	224-5420	bsc.records@bismarckstate.edu
Registration - New, Returning, Transfer: Early Entry; Department of Corrections & Rehabilitation; Adult Agricultural Programs	Laurie Niblick	224-5420	laurie.niblick@bismarckstate.edu
Registration - New, Returning, Transfer: Limited Enrollment CTE programs	Kirstin Arthaud	224-2432	kirstin.arthaud@bismarckstate.edu
Registration - New, Returning, Transfer: Non-Degree Seeking Students	Laurie Niblick	224-5420	laurie.niblick@bismarckstate.edu
Registration - New, Returning, Transfer: Online Energy Students	Kirstin Arthaud	224-2432	kirstin.arthaud@bismarckstate.edu
Registration - New, Returning, Transfer: Online Non-Energy Students	Patricia Johnson	224-5478	Patricia.Johnson@bismarckstate.edu
Registration - New, Returning, Transfer Regular On-Campus Students	Patricia Johnson	224-5478	patricia.johnson@bismarckstate.edu
	Laurie Niblick	224-5420	laurie.niblick@bismarckstate.edu
	Kirstin Arthaud	224-2432	kirstin.arthaud@bismarckstate.edu
Registration - Course Override Procedures	Patricia Johnson	224-5478	patricia.johnson@bismarckstate.edu
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Duty	Owner	Phone Number	Email
Registration - Late Add/Reinstatement Procedures	Laurie Niblick	224-5420	laurie.niblick@bismarckstate.edu
	Kirstin Arthaud	224-2432	kirstin.arthaud@bismarckstate.edu
	Patricia Johnson	224-5478	patricia.johnson@bismarckstate.edu
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Registration - Petition for Additional Class Load (Over 20 credits)	Tom Leno	224-5497	thomas.leno@bismarckstate.edu
Reporting - 4th Week Enrollment & Student Directory	Tom Leno	224-5497	thomas.leno@bismarckstate.edu
Transfer Credit Appeals	Kene Miller	224-2545	kenegunda.miller@bismarckstate.edu
Transcript Requests (Students requesting BSC transcripts to be sent elsewhere)	Laurie Niblick	224-5420	laurie.niblick@bismarckstate.edu
Withdraw/Drop (Withdraw to Zero, Administrative Withdraw/Drop, AR Appeal, Collaborative Withdraw, Revoke Withdraw)	Claire Gunwall	224-5470	claire.gunwall@bismarckstate.edu