1. From Internet Explorer, key in the web address – www.bismarckstate.edu
2. Click on CampusConnection
3. Click on CampusConnection
4. Enter NDUS User ID (Ex. Sara.Doe)
5. Enter Password (Setup during the Claiming Account process)
6. Click Sign In
7. Click Self-Service
8. Click Advisor Center
9. Click My Advisees
10. Click View Student Details link to the right of a particular student.
The Positive Service Indicator ✭ indicates that a student has signed a FERPA Release Form which allows BSC to release Academic Records/Transcript, Financial Record information, or both to a specified 3rd party.

1. Click the General Info Tab

2. Click Service Indicators from the list

Indicates what is releasable:
1. Academic Records/Transcript
2. Financial Record
3. Release All

Must click on the details to view to whom the information can be released.
The college may, in compliance with the FERPA law, release directory information in printed, electronic and other forms without student consent unless the student specifically requests that it not be released. If the student has specifically requested items to not be released, the FERPA window shade icon will be displayed at the top of the Student Center page.

Releaseable items unless specified by the student:
Name, Address, Email, Phone, Height, Weight, Photos of athletic team members, Date of birth, Place of birth, Major field of study, Minor field of study, Class level, Dates of attendance, Enrollment status, Names of previous institutions attended, Participation in officially recognized activities and sports, Honors/Awards received, Degree(s) earned, Date degree(s) earned, Photographic, video or electronic images of students taken and maintained by the institution.

1. Complete steps 1 – 10 on page 1.
2. Click Student Center tab
3. View any directory restrictions declared by a student click

Any information shown in the Bio/Demo Data box can be released. If marked restricted, the information will not be displayed.

Indicates what is releasable for each of the specific personal information categories.

When in doubt, don’t give it out.
Any questions regarding FERPA may be directed toward the BSC Registrar at 701.224.5497.