

CampusConnection Helpsheet Request Official Transcript

You will need a current email address and a debit/credit card.

1. Access [CampusConnection](#).
2. Enter CampusConnection UserID and Password. Click **[Log In]**.

NORTH DAKOTA UNIVERSITY SYSTEM

Campus Solutions Log In
NDUS Campus Solutions requires authentication using your NDUS identifier.

User ID
Mystic.M.Ian

Password
[Masked]

I agree to the terms of the [User Agreement](#)

Log In

Trouble Logging In?
If you are experiencing any difficulties getting logged into the system, please use the links below.

- User ID and Password Help
- Send email to Help Desk
- Guest Page

On your Student Homepage:

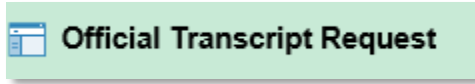
3. Click **[Student Self Service]** tile.

Student Homepage

Academic Progress Complete 18% Incomplete 82% 18% Complete	Tasks 11 To Do's 3 Holds	Manage Classes	
Financial Account	Financial Aid	Academic Records	Profile
Information Center	Student Self Service		

On the left-side menu:

4. Select **[Official Transcript Request]**.



5. Select **[Bismarck State College]**. Click **[Order Official Transcript]**.

Order Official Transcript

If you are requesting transcripts to be sent to any of the following institutions of the North Dakota University System (NDUS) for the purpose of being admitted to a NDUS college or university, you do not need to submit a transcript request.

The NDUS institution to which you are applying will be able to retrieve your academic transcript from your current NDUS institution at no charge to you.

You will, however, be notified if you have any holds on your academic transcripts for outstanding debt owed to a NDUS college or university.

No refunds will be granted for individuals who inadvertently request transcripts to be exchanged between NDUS colleges and universities via this site.

This new transcript exchange process does not apply to any transcript requests submitted prior to August 13, 2018, and refunds will not be provided for those requests.

Select Institution

Participating Institutions	Institution Specific Instructions
<input checked="" type="radio"/> Bismarck State College	BSC - Official Transcript Charge and Conditions
<input type="radio"/> Dakota College at Bottineau	DCB - Official Transcript Charge and Conditions
<input type="radio"/> Dickinson State University	DSU - Official Transcript Charge and Conditions
<input type="radio"/> Lake Region State College	LRSC - Official Transcript Charge and Conditions
<input type="radio"/> Mayville State University	MASU - Official Transcript Charge and Conditions
<input type="radio"/> Minot State University	MISU - Official Transcript Charge and Conditions
<input type="radio"/> ND State College of Science	NDSUS - Official Transcript Charge and Conditions
<input type="radio"/> North Dakota State University	NDSU - Official Transcript Charge and Conditions
<input type="radio"/> University of North Dakota	UND - Official Transcript Charge and Conditions
<input type="radio"/> Valley City State University	VCSU - Official Transcript Charge and Conditions
<input type="radio"/> Williston State College	WSC - Official Transcript Charge and Conditions

Order Official Transcript

6. Review School Notification, then select **[Order Transcript(s)]**.

Transcript Ordering Center

BSC BISMARCK STATE COLLEGE Help

School Notifications

IMPORTANT NOTICE: If you are requesting your transcript to be sent to any of the following North Dakota University System institutions, it is not necessary to request transcripts. **Contact their Admissions office** to verify if they will retrieve the transcript for you, at no cost. —Dakota College of Bottineau, Dickinson State University, Lake Region State College, ND State College of Science, Mayville State University, Minot State University, North Dakota State University, University of North Dakota, Valley City State University, Williston State College.—You will be notified if you have any holds (this will prevent a transcript from being transferred). No refunds will be granted who inadvertently request transcripts to be exchanged between NDUS colleges/universities via this site. This new transcript exchange process does not apply to any transcript requests submitted prior to August 13, 2018.

For all other requests: Review the information below. [Spring Grades and Degrees have been posted](#)

General Ordering Information

- Hold for pick up location is Academic Records, Schafer Hall - 135.
- Contact information for the recipient should be available prior to starting the request.
- Invalid contact information will require a new request.
- BSC is not liable for invalid recipient email addresses, for PDF delivery.
- Transcripts will be released only if all financial obligations/holds have been met. Requests are honored for 30 days. After 30 days, a new request will have to be completed.
- Transcripts are not processed on days the college is closed.
- Students with CampusConnection access (2013 to current) may view a Records-View Unofficial Transcript)
- If a document is required to accompany your transcript, it must be downloaded

ORDER TRANSCRIPT(S) >

7. Complete the three step process.

The screenshot shows the 'Transcript Ordering Center' interface for Bismarck State College. At the top, there is a green header with the college logo and navigation links. Below the header is a progress bar with three steps: '1 Enter Personal Information', '2 Select Transcript and Delivery Details', and '3 Confirm Order and Checkout'. The first step is highlighted with a red border. The main content area is titled 'Enter Personal Information' and contains two sections: 'Personal Information' and 'Student Identification Information'. The 'Personal Information' section includes fields for First Name, Middle Name (Optional), Last Name, Date of Birth (MM/DD/YYYY), and a question 'Has your name changed since attending school?' with 'YES' and 'NO' buttons. The 'Student Identification Information' section includes fields for Student ID, Confirm Student ID, Social Security Number (xxx-xx-xxxx), and Confirm Social Security Number (xxx-xx-xxxx).

For general ordering information as well as delivery and fee options, see [Official Transcript Ordering Service](#).