



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

Academic Records Front Desk - Main Line

224-5420

Duty	Owner	Phone Number	Email
Articulation Programs (Electronics; I&C; Commercial Art; Mandan HS Spreadsheets)	Kirstin Gibson	224-2432	kirstin.gibson@bismarckstate.edu
4th Week Enrollment Reporting	Tom Leno	224-5497	thomas.leno@bismarckstate.edu
Bio-Demo Changes (SS#; Name; DOB)	Kevin Kyes	224-5711	kevin.kyes@bismarckstate.edu
CampusConnection Faculty Center	Sandy Fried	224-2423	sandra.fried@bismarckstate.edu
CampusConnection Security Roles	Tom Leno	224-5497	thomas.leno@bismarckstate.edu
College Transcripts Unofficial Evaluation	Kene Miller	224-2545	kenegunda.miller@bismarckstate.edu
Course Cancellations	Kirstin Gibson	224-2432	kirstin.gibson@bismarckstate.edu
Course Challenge Process	Tom Leno	224-5497	thomas.leno@bismarckstate.edu
	Kristi Tetzloff	224-2607	kristi.tetzloff@bismarckstate.edu
	Kirstin Gibson	224-2432	kirstin.gibson@bismarckstate.edu
Course Override Slips	Leigh Nygaard	224-5478	leigh.nygaard@bismarckstate.edu
Course Substitution Forms	Dustin Peterson	224-2608	dustin.peterson@bismarckstate.edu
Deferments	Kristi Tetzloff	224-2607	kristi.tetzloff@bismarckstate.edu
Degree Audit Support	Dustin Peterson	224-2608	dustin.peterson@bismarckstate.edu

Duty	Owner	Phone Number	Email
Enrollment Balancing	Kirstin Gibson	224-2432	kirstin.gibson@bismarckstate.edu
	Kristi Tetzloff	224-2607	kristi.tetzloff@bismarckstate.edu
	Kirstin Gibson	224-2432	kirstin.gibson@bismarckstate.edu
Enrollment Verification Requests	Leigh Nygaard	224-5478	leigh.nygaard@bismarckstate.edu
Evaluation - Advanced Placement Scores	Sandy Fried	224-2423	sandra.fried@bismarckstate.edu
Evaluation - CLEP	Kayla Mccloud	224-5658	kayla.m.mccloud@bismarckstate.edu
Evaluation - College Transcripts	Kene Miller	224-2545	kenegunda.miller@bismarckstate.edu
Evaluation - Military Training Credits	Tom Leno	224-5497	thomas.leno@bismarckstate.edu
	Kristi Tetzloff	224-2607	kristi.tetzloff@bismarckstate.edu
	Kirstin Gibson	224-2432	kirstin.gibson@bismarckstate.edu
FERPA Release	Leigh Nygaard	224-5478	leigh.nygaard@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 Jorgensen	224-5470	claire.jorgensen@bismarckstate.edu
Graduation (Applications/Diplomas)	Kevin Kyes	224-2545	kevin.kyes@bismarckstate.edu
Graduation Application Audit -	Kene Miller	224-2545	kenegunda.miller@bismarckstate.edu
	Tom Leno	224-5497	thomas.leno@bismarckstate.edu
ImageNow Support	Dustin Peterson	224-2608	dustin.peterson@bismarckstate.edu
Overload Petitions (over 20 credits)	Tom Leno	224-5497	thomas.leno@bismarckstate.edu
Policies (Student)	Tom Leno	224-5497	thomas.leno@bismarckstate.edu
Prior Learning Credit	Marla Hagemeister	224-2573	Marla.Hagemeister@bismarckstate.edu

Duty	Owner	Phone Number	Email
Program-Advisor Change Forms	Kene Miller	224-2545	kenegunda.miller@bismarckstate.edu
Registration - Allied Health Programs PN; ADN; Surgical Tech, CLT, Phlebotomy; EMT Paramedic	Kristi Tetzloff	224-2607	kristi.tetzloff@bismarckstate.edu
Registration - Collaborative Students	Kevin Kyes	224-2545	kevin.kyes@bismarckstate.edu
Registration - Dual Credit; Early Entry; State Penitentiary; Adult Agricultural programs	Kristi Tetzloff	224-2607	kristi.tetzloff@bismarckstate.edu
Registration - Limited Enrollment CTE programs	Kirstin Gibson	224-2432	kirstin.gibson@bismarckstate.edu
Registration - Non-Degree Seeking Students	Kristi Tetzloff	224-2607	kristi.tetzloff@bismarckstate.edu
Registration - Online Energy Students	Kirstin Gibson	224-2432	kirstin.gibson@bismarckstate.edu
Registration - Online Non-energy Student	Leigh Nygaard	224-5478	Leigh.Nygaard@bismarckstate.edu
Registration - Regular oncampus Students	Leigh Nygaard	224-5478	Leigh.Nygaard@bismarckstate.edu
Transcript Requests (Students requesting BSC transcripts to be sent elsewhere)	Kristi Tetzloff	224-2607	kristi.tetzloff@bismarckstate.edu
Withdrawals	Claire Jorgensen	224-5470	claire.jorgensen@bismarckstate.edu