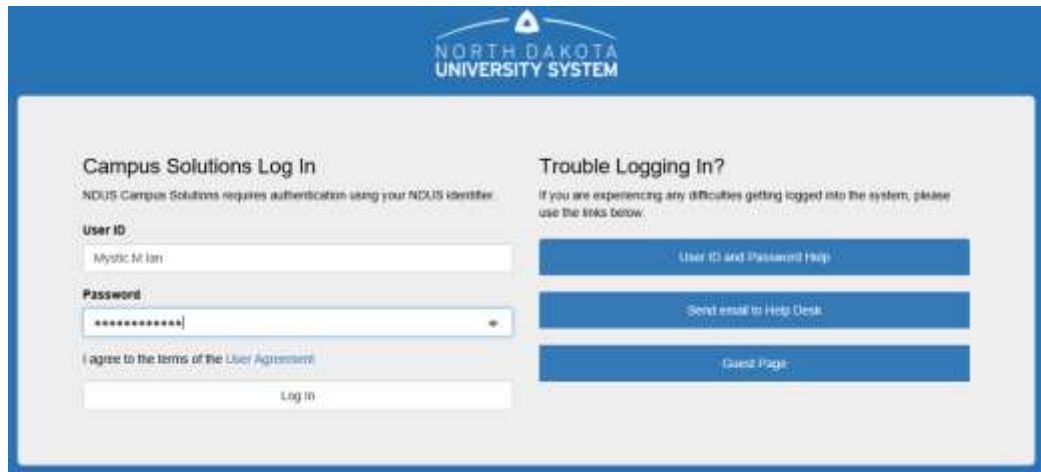


CampusConnection Helpsheet Obtain Enrollment Verification

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



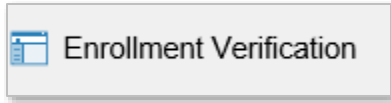
On your Student Homepage:

3. Click **[Academic Records]** tile.



On the left-side menu:

4. Select **[Enrollment Verification]**.



5. Select Institution **[Bismarck State College]**. Click **[Self-Service Enrollment Verification]**.

The National Student Clearinghouse, a non-profit association founded by the higher education community, streamlines the student record verification process for colleges and universities, students and alumni, lending institutions, employers, and other organizations. The Clearinghouse maintains a comprehensive electronic registry of student records that provides a single, highly automated point-of-contact for organizations and individuals requiring timely, accurate verification of student enrollment, degree, and loan data.

The National Student Clearinghouse serves as an authorized agent for enrollment verifications, and all verifications are considered official by the North Dakota University System.

Information may or may not be available to you when you access this application, depending if your institution participates in this program.

By selecting the "Self-Service Enrollment Verification" link below, you will be able to print your verification and mail it to whomever you wish. In addition to printing your own enrollment certificate, you will also have the ability to view other information relevant to your enrollment and student loan delinquents.

The only information that is passed from the CasserND CampusConnection Web site to the National Student Clearinghouse is the Social Security Number. Access to the National Student Clearinghouse is through a secure web server. This will ensure that data transmitted to and from the National Student Clearinghouse is confidential and protected.

Even though the National Student Clearinghouse is a secure web site, make sure you protect your confidential information by closing the browser session when done.

Institution: **Bismarck State College**

Self-Service Enrollment Verification

6. Select **[Current Enrollment, All Enrollment, or Advanced Registration]**.

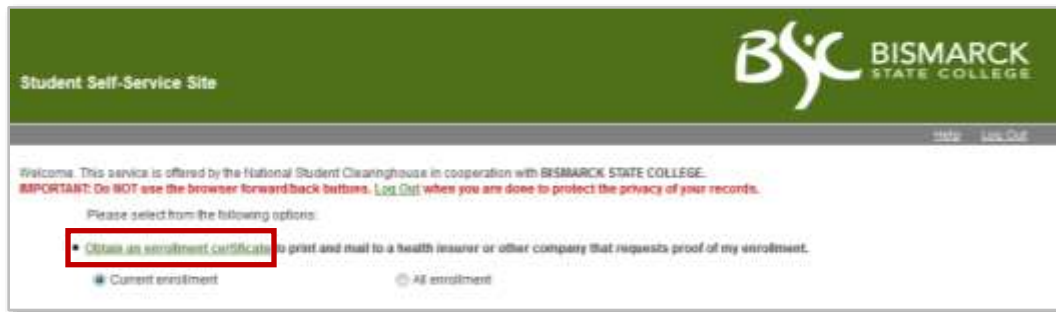
Current Enrollment – Allows registered students (for a specified term) to print/view enrollment certificates for CURRENT enrollment online beginning on the first day of the specified term.

All Enrollment – Allows registered students (for a specified term) to print/view enrollment certificates for ALL enrollment online beginning on the first day of the specified term.

Advanced Registration – Advanced Registration enrollment verification allows students who are registered for an upcoming term to print/view enrollment certificates BEFORE the term starts.

The screenshot shows the "Student Self-Service Site" for Bismarck State College. The header includes the BSC logo and "BISMARCK STATE COLLEGE". Below the header, there is a "Welcome" message and an "IMPORTANT" notice: "Do NOT use the browser forward/back buttons. Log Out when you are done to protect the privacy of your records." The main content area has a heading "Please select from the following options:" followed by a list of options. The first option is "Obtain an enrollment certificate to print and mail to a health insurer or other company that requests proof of my enrollment." Below this, there are three radio buttons: "Current enrollment" (which is selected and highlighted with a red box), "All enrollment", and "Advanced registration". Other options include "View the enrollment information on file with the Clearinghouse.", "View the student loan delinquency notifications that the Clearinghouse has provided to my loan holders (lenders and guarantors).", "View the proof(s) of enrollment that the Clearinghouse has provided to my health insurers and other providers of student services or products.", "View specific information about my student loans. LoanLocator", "Order or track a transcript", and "View exclusive offers for college students".

7. Click **[Obtain an Enrollment Certificate]**.



8. Select **[Open]**.



9. Click the print button on your browser toolbar.