

# NDSU TRANSCRIPTS

## Official Transcript Request & Ordering Instructions

Click on "[Bison Connection](#)" website. Look for the "National Student Clearinghouse" link under "Official Transcript Request & Ordering Instructions" and follow directions on that page.

## Unofficial Transcript Ordering Instructions

To view or print unofficial copies of your transcript follow these directions:

1. Under NDSU Hotlinks click "[Campus Connection](#)"
2. Under Menu click "What is My User ID" link
3. Fill out information & submit. Write down your User ID.  
Note: Your User ID will be a W followed by 7 numbers. Your User ID is also known as your Student ID and may be asked for when communicating with our office.
4. Click "Forgot My Password" on the Menu
5. Fill out information. Password will be emailed.  
Note: If you do not have access to the email account they indicate please contact the North Dakota University System helpdesk at 1-866-457-6387.
6. Use that User ID & Password to log in to Campus Connection.
7. Under Menu click "Academic Records."
8. Then click "View Unofficial Transcript."
9. In the next screen, choose "North Dakota State University" for the Academic Institution and choose "Unofficial Transcript" for the Report Type. Then, click the "Go" button.

# UND TRANSCRIPTS

## Official Transcript Request & Ordering Instructions

Click on <http://www.und.nodak.edu/dept/registrar/trans/requestonline.htm> and click on the link for "Former Students/UND Alumni." The University of North Dakota has authorized the National Student Clearinghouse to provide transcript ordering via the internet.

- You will need a valid major credit card and an email account to use this site.
- The cost per transcript is \$5.00.
- A signed consent form must be submitted via US postal service and is required before the Registrar's Office will release your transcript.

If you prefer to complete your transcript request through the mail, or would like to pay with a check, go to <http://www.und.edu/dept/registrar/trans/requestbymail.htm> for information and a printable form.

Another way to get to this site is to go to the main page at UND, [www.und.nodak.edu](http://www.und.nodak.edu). There is an alphabet list towards the top of the page. Find the "T" then scroll down to Transcript and follow the instructions from there.

If you would like to check to be sure that the grades are posted to your transcript before ordering, please contact the UND Division of Continuing Education office using the toll free number, 1-800-342-8230, and ask for a student record specialist to review your online unofficial transcript.

## Unofficial Transcript Viewing Instructions

To view or print unofficial copies of your transcript follow these directions:

1. Please go to [www.und.edu](http://www.und.edu)
2. Click on "**Campus Connections**" in the dark banded area in the middle of the page on the right side, where you will be prompted to type in your username and password.
3. Your username is your student ID number. If you've never had a UND ID, or forgotten your student ID number or your password, please call the **Help Desk at: 1-866-457-6387**. They will verify your identification by asking a series of questions, and then provide you with a username and give you a password to access Campus Connections.
4. After accessing Campus Connections, look under the **MENU listings** on the left side of the page, select "**Academic Records**" and then select "**Unofficial Transcripts.**"

The Peoplesoft system has all records from 2005 forward. Please request an official transcript for records prior to 2005 by going online at: <http://www.und.edu/dept/registrar/trans/requestonline.htm>