

# Student Records

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## Transcripts

Official transcripts may be requested online through Campus Connection (<https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/h/?tab=GUEST>) (current students) (Academic Records Tile > Official Transcript Request) or through Parchment (former students). Online ordering provides 24/7 access and additional tracking information. According to federal law, telephone requests and requests from others on behalf of the student cannot be honored. There is a charge for an official transcript. See Official Transcript Requests (<https://www.ndsu.edu/registrar/records/transcripts>) for detailed transcript fee information. An official transcript request by a student who is in debt to the university will not be honored until the indebtedness has been paid. The transcript only includes detailed work completed at NDSU. Requests for transcripts of work completed elsewhere must be made directly with the respective institution.

Current students may obtain unofficial transcripts (<https://www.ndsu.edu/onestop/connect/unofficial>), any time, free of charge, on Campus Connection.

## Correction of Transcript Errors

If a student believes there is an error in the recording of a course grade on the transcript, the student should first contact the instructor to verify the grade. Other transcript questions or concerns should be directed to the Office of Registration and Records (<https://www.ndsu.edu/registrar>). See also the sections on Grade Changes and Appeals.