

BSC | North Dakota's Polytechnic Institution



ADDENDUM



2022-2027

BISMARCK STATE COLLEGE | NORTH DAKOTA'S POLYTECHNIC INSTITUTION

STRATEGIC PLAN

Crafted with input from faculty, students, administrators, alumni, the community and industry partners to align with the ND State Board of Higher Education and industry workforce needs.

OUR MISSION GUIDES US

As North Dakota's Polytechnic Institution, Bismarck State College focuses on student success through the delivery of affordable, flexible, high-quality, experiential learning enhanced by public-private partnerships.

OUR VISION INSPIRES US

Bismarck State College will be a leader in polytechnic education improving lives and building sustainable communities.

OUR VALUES UNITE US

Student Success: *We value all students and provide them with the support to achieve their goals.*

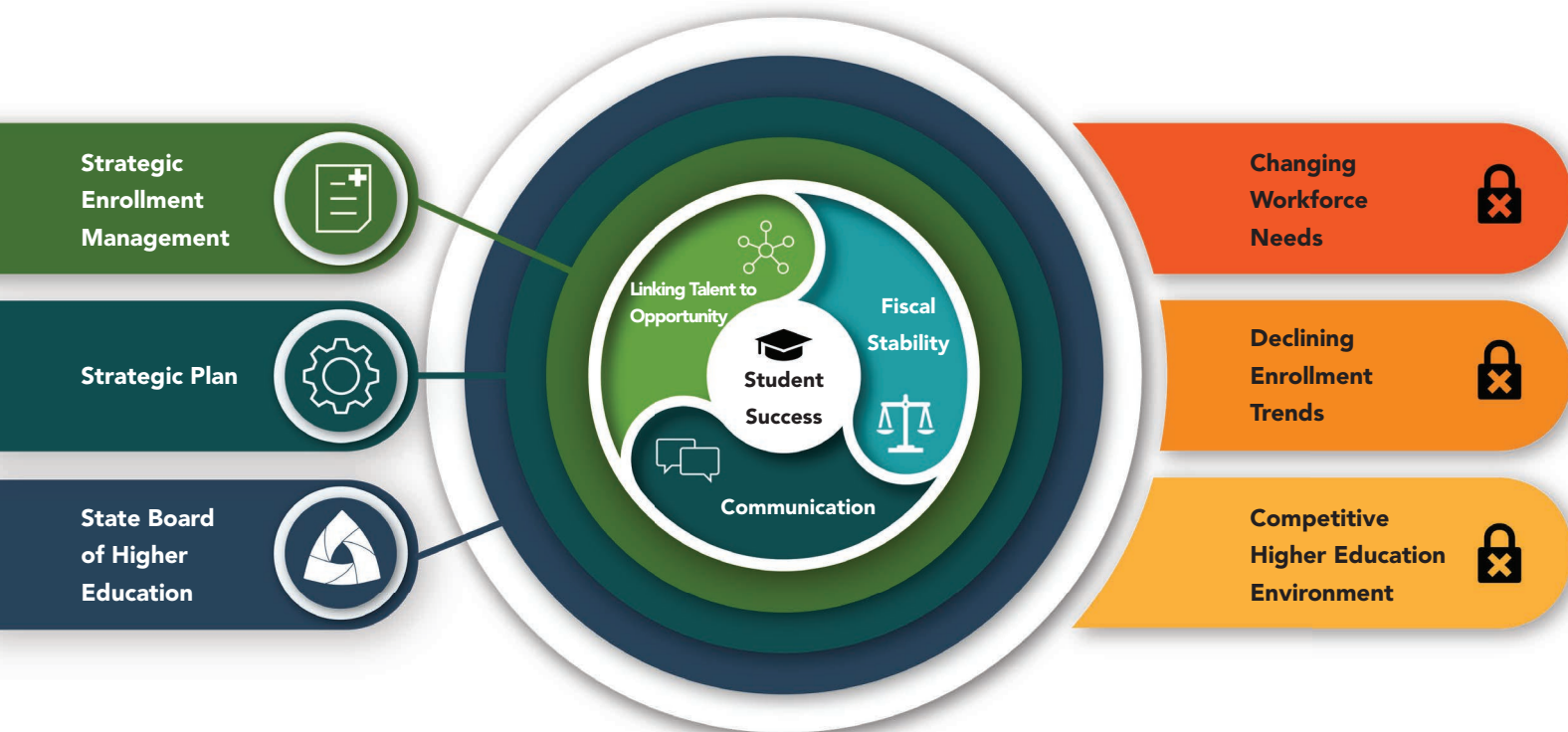
Teamwork: *We value collaboration in the pursuit of common goals.*

Partnerships: *We value interconnected and mutually beneficial relationships with local, state, national and international stakeholders.*

Inclusion: *We value authentic engagement with diverse people, beliefs and ideas.*

Integrity: *We value ethical and reliable practices.*

STRATEGIC PLAN OVERVIEW



GOAL #1

Student Success

Ensuring students have the academic and career pathways to achieve their educational and career goals.

GOAL #2

Linking Talent with Opportunity

Creating sustainable communities through workforce development, economic development and community development.

GOAL #3

Fiscal Stability

Efficiently serving our students and public and private partners.

GOAL #4

Communication

Staying connected with students and our communities.



LEARN MORE

Dig deeper into the BSC strategic plan, goals and objectives at

bismarckstate.edu/BSCstrategicplan

**Polytechnic
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BSC BISMARCK STATE COLLEGE | North Dakota's Polytechnic Institution

STRATEGIC PLAN 2022-2027
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UNIT COST

Improving Fiscal Efficiency
and Program Vitality



BISMARCK
STATE COLLEGE

North Dakota's
Polytechnic Institution

\$1 MILLION

REVENUE SUCCESS



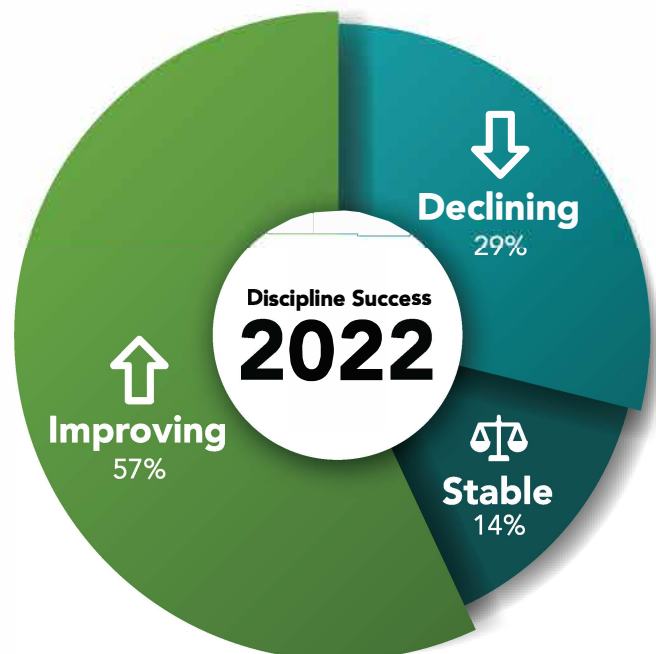
BSC saved \$11.54 per instructional hour or \$1M in productivity in the last two years.

\$1 SAVED

=  **\$92,000**
FOR THE
INSTITUTION

Unit Cost

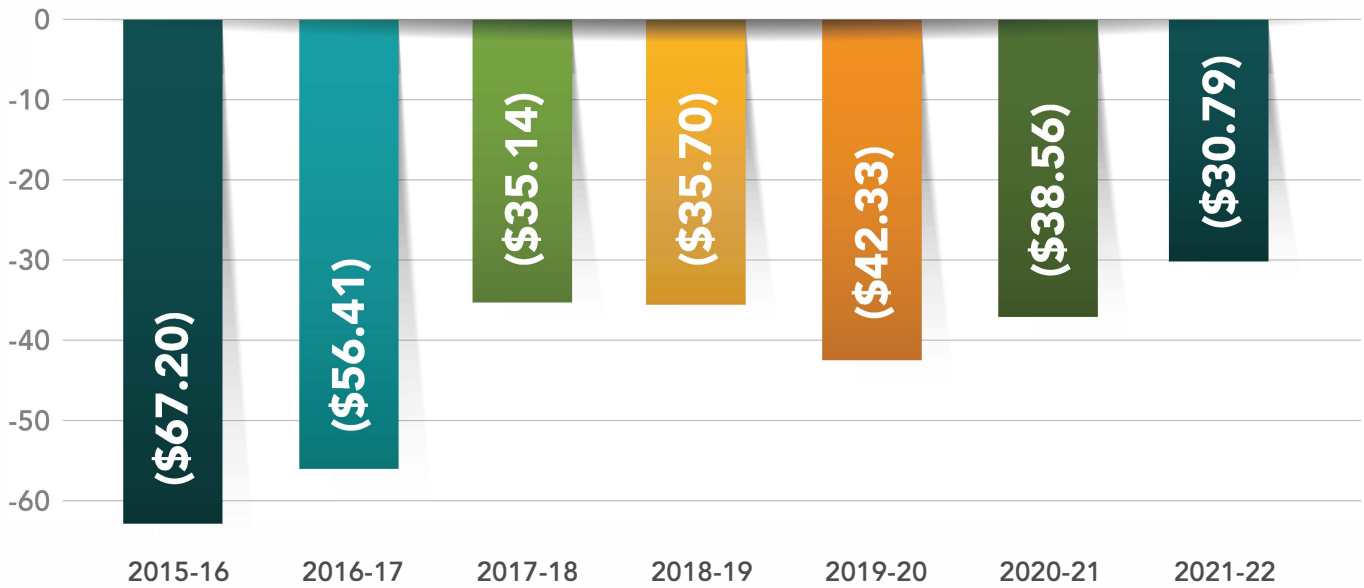
Unit Cost looks at net revenue per instructional hour by discipline. Tuition Revenue per instructional hour less costs by instructional hour. It only uses factors that are influenced by faculty, assistant deans, and deans. It helps balance fiscal bottom line with mission bottom line.



Unit Cost Discipline Success

We saw disciplines moving in the right direction from declining to stable or to positive.

Average Unit Cost



Unit Cost Examples

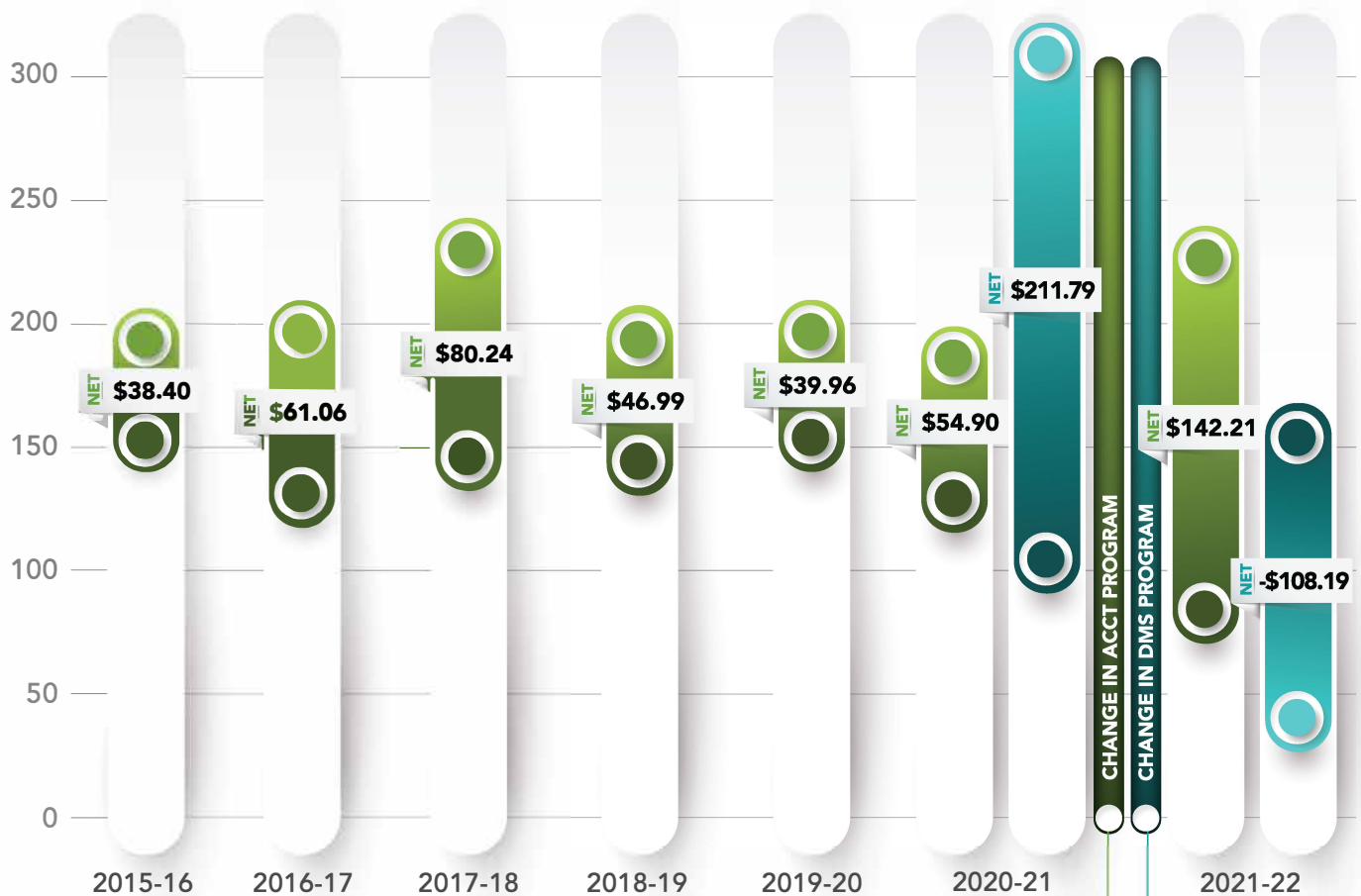
Accounting & Diagnostic Medical Sonography Programs

ACCT

Revenue
Expense

DMS

Revenue
Expense



ACCT

Faculty Retires

DMS

Invested in new faculty to grow program

2016-17				2017-18				2018-19				2019-20				2020-21				2021-22			
Discipline	Unit Revenue	Unit Cost	Unit Rev-Cost	Discipline	Unit Revenue	Unit Cost	Unit Rev-Cost	Discipline	Unit Revenue	Unit Cost	Unit Rev-Cost	Discipline	Unit Revenue	Unit Cost	Unit Rev-Cost	Discipline	Unit Revenue	Unit Cost	Unit Rev-Cost	Discipline	Unit Revenue	Unit Cost	Unit Rev-Cost
ABOD	100.36	302.62	(202.26)	ABOD	105.71	280.79	(175.08)	ABOD	113.18	298.07	(184.89)	ABOD	170.42	310.16	(139.74)	ABOD	133.94	299.32	(165.38)	ABOD	174.91	315.97	(141.07)
ACCT	198.50	137.44	61.06	ACCT	227.56	147.32	80.24	ACCT	193.34	146.35	46.99	ACCT	195.41	155.45	39.96	ACCT	181.03	126.13	54.90	ACCT	224.52	82.30	142.21
AGEC	141.40	222.37	(80.97)	AGEC	140.25	197.10	(56.85)	AGEC	166.99	199.78	(32.79)	AGEC	152.67	231.45	(78.78)	AGEC	193.35	215.24	(21.89)	AGEC	184.81	223.89	(39.08)
AGRI	144.65	383.38	(238.73)	AGRI	134.79	379.02	(244.23)	AGRI	122.50	294.52	(172.02)	AGRI	122.21	317.75	(195.54)	AGRI	167.48	402.72	(235.24)	AGRI	126.99	263.47	(136.49)
ANSC	145.77	250.62	(104.85)	ANSC	135.28	222.62	(87.34)	ANSC	174.66	219.41	(44.75)	ANSC	165.51	233.42	(67.91)	ANSC	160.90	185.73	(24.83)	ANSC	216.89	250.95	(34.06)
								ANTH	60.27	54.34	5.93	ANTH	51.87	53.65	(1.78)	ANTH	65.22	54.65	10.57				
ART	82.59	225.46	(142.87)	ART	81.95	196.21	(114.26)	ART	91.47	197.52	(106.05)	ART	108.54	219.17	(110.63)	ART	104.84	229.36	(124.52)	ART	127.67	215.98	(88.30)
ASC	130.29	149.96	(19.67)	ASC	131.64	113.49	18.15	ASC	133.72	114.01	19.71	ASC	123.63	125.06	(1.43)	ASC	138.98	125.15	13.83	ASC	128.58	131.40	(2.82)
ASM	131.51	163.07	(31.56)	ASM	119.58	106.29	13.29	ASM	97.17	79.36	17.81	ASM	130.00	126.50	3.50	ASM	106.22	120.84	(14.62)	ASM	121.69	120.49	1.20
ASTR	117.20	51.24	65.96	ASTR	78.97	70.11	8.86	ASTR	136.08	79.96	56.12	ASTR	127.03	59.71	67.32	ASTR	143.28	60.00	83.28	ASTR	117.40	54.66	62.74
AUTO	82.77	254.07	(171.30)	AUTO	87.54	279.52	(191.98)	AUTO	123.99	290.49	(166.50)	AUTO	110.59	298.24	(187.65)	AUTO	112.61	295.45	(182.84)	AUTO	143.09	290.76	(147.68)
BADM	232.07	124.81	107.26	BADM	238.92	108.20	130.72	BADM	249.15	153.59	95.56	BADM	229.16	110.95	118.21	BADM	198.42	101.22	97.20	BADM	207.19	114.62	92.57
BIOL	170.07	192.39	(22.32)	BIOL	161.96	219.81	(57.85)	BIOL	166.56	217.35	(50.79)	BIOL	174.24	213.75	(39.51)	BIOL	174.29	186.05	(11.76)	BIOL	169.31	168.45	0.85
BOT	56.95	192.81	(135.86)																				
BOTE	84.16	117.13	(32.97)	BOTE	111.22	112.54	(1.32)	BOTE	89.95	100.50	(10.55)	BOTE	84.17	97.55	(13.38)	BOTE	112.35	93.13	19.22	BOTE	127.37	91.92	35.44
BUSN	220.93	224.33	(3.40)	BUSN	233.34	170.37	62.97	BUSN	191.05	169.40	21.65	BUSN	195.80	167.20	28.60	BUSN	174.63	182.71	(8.08)	BUSN	231.32	176.36	54.97
CAD	109.35	196.58	(87.23)	CAD	87.70	150.85	(63.15)	CAD	82.17	179.16	(96.99)	CAD	60.06	193.67	(133.61)	CAD	88.83	195.71	(106.88)	CAD	78.27	181.53	(103.27)
CARP	113.90	317.16	(203.26)	CARP	66.89	228.92	(162.03)	CARP	165.00	336.84	(171.84)	CARP	149.15	309.41	(160.26)	CARP	200.66	332.25	(131.59)	CARP	235.39	316.82	(81.43)
CHEM	141.84	178.68	(36.84)	CHEM	138.04	186.54	(48.50)	CHEM	134.63	182.11	(47.48)	CHEM	174.77	195.14	(20.37)	CHEM	179.62	173.47	6.15	CHEM	161.33	181.78	(20.44)
CIS	76.40	117.18	(40.78)	CIS	88.95	119.52	(30.57)	CIS	114.95	151.73	(36.78)	CIS	135.50	145.72	(10.22)	CIS	166.22	170.76	(4.54)	CIS	153.70	143.31	10.38
								CIT	80.00	166.41	(86.41)	CIT	80.00	166.41	(86.41)	CIT	167.93	274.33	(106.40)	CIT	152.22	133.85	18.36
CJ	185.58	105.04	80.54	CJ	193.05	143.77	49.28	CJ	188.65	153.98	34.67	CJ	207.59	171.20	36.39	CJ	192.61	179.46	13.15	CJ	160.50	141.53	18.97
COMM	91.75	126.23	(34.48)	COMM	94.18	113.99	(19.81)	COMM	96.27	123.22	(26.95)	COMM	100.84	141.67	(40.83)	COMM	107.97	154.58	(46.61)	COMM	92.89	85.73	7.16
CSCI	129.43	114.74	14.69	CSCI	143.02	157.83	(14.81)	CSCI	161.69	146.95	14.74	CSCI	168.43	202.24	(33.81)	CSCI	160.55	190.06	(29.51)	CSCI	189.70	182.18	7.52
CT	52.65	248.77	(196.12)	CT	86.43	181.88	(95.45)	CT	66.67	166.65	(99.98)	CT	77.00	157.95	(80.95)	CT	83.63	167.04	(83.41)	CT	97.15	153.83	(56.68)
ECON	239.09	137.34	101.75	ECON	250.23	185.22	65.01	ECON	255.34	129.66	125.68	ECON	238.36	113.45	124.91	ECON	313.82	102.03	211.79	DMS	46.70	154.88	(108.19)
EDUC	124.41	132.01	(7.60)	EDUC	132.77	133.93	(1.16)	EDUC	151.25	133.19	18.06	EDUC	166.72	140.99	25.73	EDUC	230.32	119.81	110.51	ECON	263.18	138.55	124.63
EE	22.78	86.98	(64.20)	EE	23.69	77.04	(53.35)	EE	39.61	102.51	(62.90)	EE				EE	143.13	154.48	(11.35)	EDUC	124.90	123.30	1.60
ELEC	94.47	207.82	(113.35)	ELEC	102.62	187.25	(84.63)	ELEC	111.72	188.79	(77.07)	ELEC	143.52	202.18	(58.66)	ELEC	146.51	216.43	(69.92)	ELEC	110.16	179.61	(69.45)
ELPW	250.43	188.63	61.80	ELPW	249.06	132.45	116.61	ELPW	317.19	117.67	199.52	ELPW	303.29	116.31	186.98	ELPW	296.20	202.36	93.84	ELPW	300.34	174.32	126.02
EMS	86.20	239.91	(153.71)	EMS	76.65	251.63	(174.98)	EMS	88.25	218.72	(130.47)	EMS	134.20	328.28	(194.08)	EMS	134.92	270.83	(135.91)	EMS	202.26	308.24	(105.98)
ENGL	126.59	120.78	5.81	ENGL	140.37	120.60	19.77	ENGL	142.73	137.96	4.77	ENGL	148.11	134.18	13.93	ENGL	139.91	134.11	5.80	ENGL	139.53	123.22	16.31
ENGR	88.63	190.21	(101.58)	ENGR	81.72	181.35	(99.63)	ENGR	89.06	165.54	(76.48)	ENGR	102.66	157.69	(55.03)	ENGR	84.46	135.73	(51.27)	ENGR	60.18	115.87	(55.69)
ENRG	282.29	160.79	121.50	ENRG	289.89	114.19	175.70	ENRG	305.16	142.96	162.20	ENRG	296.09	137.81	158.28	ENRG	258.77	212.05	46.72	ENRG	348.01	235.92	112.08
ENRT	240.13	219.65	20.48	ENRT	236.76	201.95	34.81	ENRT	242.71	223.68	19.03	ENRT	246.41	229.61	16.80	ENRT	217.59	254.68	(37.09)	ENRT	248.92	318.79	(69.86)
ESRE	73.06	178.28	(105.22)	ESRE	92.94	156.43	(63.49)	ESRE	60.17	182.64	(122.47)	ESRE	100.69	164.79	(64.10)	ESRE	103.25	255.14	(151.89)	ESRE	115.68	271.80	(156.12)
ETST	214.51	129.63	84.88	ETST	206.83	109.04	97.79	ETST	275.86	141.36	134.50	ETST	253.07	144.06	109.01	ETST	306.01	229.78	76.23	ETST	263.59	189.92	73.66
FYE	112.44	138.04	(25.60)																				
GDES	108.36	191.35	(82.99)	GDES	93.77	194.46	(100.69)	GDES	72.64	185.91	(113.27)	GDES	80.59	195.19	(114.60)	GDES	84.76	213.32	(128.56)	GDES	92.83	143.26	(50.43)
GEOG	169.52	155.00	14.52	GEOG	142.95	137.86	5.09	GEOG	111.99	129.77	(17.78)	GEOG	160.21	145.10	15.11	GEOG	161.90	150.46	11.44	GEOG	153.53	188.89	(35.36)
GEOL	94.68	86.75	7.93	GEOL	92.79	98.52	(5.73)	GEOL	58.19	66.57	(8.38)	GEOL	69.17	67.66	1.51	GEOL	97.83	73.20	24.63	GEOL	83.49	69.26	14.22
GIS	64.23	161.31	(97.08)	GIS	97.00	94.89	2.11	GIS	100.50	80.50	20.00	GIS	84.50	90.37	(5.87)	GIS	133.63	123.51	10.12	GIS	77.28	111.94	(34.65)
H&CE	120.29	112.70	7.59	H&CE	168.78	113.06	55.72	H&CE	140.77	201.89	(61.12)	H&CE	186.33	220.90	(34.57)	H&CE	205.45	192.39	13.06	H&CE	210.71	233.21	(22.50)
HIST	191.77	164.18	27.59	HIST	190.01	103.55	86.46	HIST	172.21	104.77	67.44	HIST	159.80	113.61	46.19	HIST	149.72	135.47	14.25	HIST	166.74	139.20	27.55
HMSV	94.39	67.41	26.98	HMSV	102.05	66.89	35.16	HMSV	96.14	66.22	29.92	HMSV	98.67	74.50	24.17	HMSV	113.51	125.02	(11.51)	HMSV	88.70	88.00	0.70
HPER	119.68	334.23	(214.55)	HPER	154.98	300.90	(145.92)	HPER	155.44	315.31	(159.87)	HPER	135.11	338.42	(203.31)	HPER	137.93	460.16	(322.23)	HPER	139.86	425.84	(285.98)
HUMS	146.41	128.15	18.26	HUMS	113.47	104.21	9.26	HUMS	124.76	123.84	0.92	HUMS	134.68	137.27	(2.59)	HUMS	114.76	144.71	(29.95)	HUMS	163.49	154.78	8.71
HVAC	121.49	185.26	(63.77)	HVAC	109.93	180.87	(70.94)	HVAC	120.00	201.29	(81.29)	HVAC	150.80	201.08	(50.28)	HVAC	142.00	136.38	5.62	HVAC	177.72	160.32	17.40
ICTL	84.81	220.60	(135.79)	ICTL	84.81	208.72	(123.91)	ICTL	130.66	194.64	(63.98)	ICTL	142.47	231.17	(88.70)	ICTL	159.55	314.36	(154.81)	ICTL	109.56	172.07	(62.51)
LNWK	298.52	531.70	(233.18)	LNWK	329.59	595.41	(265.82)	LNWK	401.35	631.78	(230.43)	LNWK	415.69	617.84	(202.15)	LNWK	532.47	692.50	(160.03)	LNWK	486.37	605.49	(119.12)
MATH	102.61	92.52	10.09	MATH	102.23	95.68	6.55	MATH	106.85	103.96	2.89	MATH	105.25	107.45	(2.20)	MATH	99.09	107.54	(8.45)	MATH	95.93	104.42	(8.49)
MICR	199.34	219.47	(20.13)	MICR	179.94	220.88	(40.94)	MICR	180.53	222.91	(42.38)	MICR	209.31	228.09	(18.78)	M							

2016-17				2017-18				2018-19				2019-20				2020-21				2021-22																			
Discipline	Unit Revenue	Unit Cost	Unit Rev-Cost	Discipline	Unit Revenue	Unit Cost	Unit Rev-Cost	Discipline	Unit Revenue	Unit Cost	Unit Rev-Cost	Discipline	Unit Revenue	Unit Cost	Unit Rev-Cost	Discipline	Unit Revenue	Unit Cost	Unit Rev-Cost	Discipline	Unit Revenue	Unit Cost	Unit Rev-Cost																
RNG	136.68	246.41	(109.73)	RNG	95.71	200.52	(104.81)	RNG	145.00	201.89	(56.89)	RNG	62.40	181.22	(118.82)	RNG	120.70	304.96	(184.26)	RNG	69.05	109.66	(40.61)																
SCNC	127.33	169.38	(42.05)	SCNC	164.01	219.98	(55.97)	SCNC	146.75	209.27	(62.52)	SCNC	121.28	171.58	(50.30)	SCNC	155.94	188.44	(32.50)	SCNC	151.32	226.73	(75.41)																
SMTL	121.49	185.26	(63.77)	SMTL	117.82	184.80	(66.98)	SMTL	121.76	202.19	(80.43)	SMTL	161.20	205.12	(43.92)	SMTL	139.87	148.47	(8.60)	SMTL	225.98	170.94	55.03																
SOC	207.51	115.35	92.16	SOC	195.31	96.96	98.35	SOC	164.22	103.60	60.62	SOC	169.60	91.52	78.08	SOC	158.55	97.37	61.18	SOC	202.05	130.98	71.07																
SOIL	98.95	221.55	(122.60)	SOIL	119.72	242.79	(123.07)	SOIL	171.18	281.63	(110.45)	SOIL	102.78	274.28	(171.50)	SOIL	160.88	275.83	(114.95)	SOIL	155.56	296.73	(141.18)																
SPAN	104.52	122.35	(17.83)	SPAN	90.17	119.32	(29.15)	SPAN	91.71	118.91	(27.20)	SPAN	86.35	130.11	(43.76)	SPAN	112.52	148.09	(35.57)	SPAN	116.25	147.26	(31.01)																
SRGT	60.75	285.92	(225.17)	SRGT	63.58	280.20	(216.62)	SRGT	77.29	274.68	(197.39)	SRGT	84.04	284.29	(200.25)	SRGT	98.46	253.13	(154.67)	SRGT	78.84	253.96	(175.12)																
SWK	164.12	101.74	62.38	SWK	148.79	118.93	29.86	SWK	166.34	126.33	40.01	SWK	163.75	121.23	42.52	SWK	155.52	130.94	24.58	SWK	166.97	144.00	22.97																
THEA	52.10	300.29	(248.19)	THEA	41.23	316.99	(275.76)	THEA	67.08	396.55	(329.47)	THEA	47.96	386.25	(338.29)	THEA	57.46	349.75	(292.29)	THEA	58.21	318.34	(260.13)																
UNIV																UNIV	20.07	142.94	(122.87)	UNIV	17.39	139.54	(122.15)																
VETS	195.62	250.07	(54.45)	VETS	218.75	219.89	(1.14)	VETS	179.13	207.72	(28.59)	VETS	225.39	224.07	1.32	VETS	234.16	277.36	(43.20)	VETS	174.58	161.28	13.30																
WATR	119.00	194.40	(75.40)	WATR	92.62	144.61	(51.99)	WATR	78.27	164.70	(86.43)	WATR	29.71	62.95	(33.24)	WATR	71.21	76.01	(4.80)	WATR	31.39	60.18	(28.80)																
WELD	87.68	232.07	(144.39)	WELD	84.96	182.98	(98.02)	WELD	76.53	183.77	(107.24)	WELD	94.89	174.63	(79.74)	WELD	123.65	188.87	(65.22)	WELD	149.23	189.69	(40.46)																
Avg. Unit Cost			(56.41)				(35.14)				(35.70)				(42.33)				(38.56)				(30.79)																
Year-over-year Improvement (Decline)							56.41								(0.56)								(6.63)								3.77								7.77

ENROLLMENT DATA



FALL 2022 – BSC 4TH Week Enrollment

Enrollment Status	Fall 2018	Fall 2019	Fall 2020	Fall 2022	2021-22 Change	2021-22 % Change
PT Headcount	1738	1706	1761	1950	227	13.2%
FT Headcount	2040	2033	1955	1821	-5	-0.3%
Total Headcount	3788	3779	3716	3771	222	6.3%
FTE	2645	2598	2558	2466	76	3.2%
Total Credit Hours	39,167	38,971	38,372	36,997	1,150	3.2%

Fall 2022 >>> ENROLLMENT

ENROLLMENT BY PROGRAMS

Program	Fall 2022	Percent
Liberal Arts	1018	27.0%
Technical	1318	35.0%
BAS	217	5.8%
Non-Degree		
Early Entry	1014	26.9%
Other	204	5.3%

Fall 2022 >>> ENROLLMENT

ENROLLMENT BY MODE OF EDUCATION

Mode	Fall 2022	Percent
Face-to-Face	1,565	41.5%
Blended	912	24.2%
Distance/Online		
In-State	794	21.0%
Out-of-State	500	13.3%

Fall 2022 ENROLLMENT

FINANCIAL AID

Type of Aid	Number of Students
Offered Aid	3,637
Any Federal Aid	1,850
Pell Grant	500
Supplemental Grant	186
Federal Loan	1,164
Indian Scholarship/Tribal Grant	29
Other ND Grant/Scholarship	974
BSC Scholarship	371
Other Grant/Scholarship	328
Other Loan	85



COMMERCIAL DRIVING (CDL)



What is a Class A CDL?

A Class A Commercial Driver's License is required to operate any combination of vehicles with a gross combination weight rating (GVWR) of 26,001 or more pounds. Driving a Commercial Motor Vehicle (CMV) requires a higher level of knowledge, experience, skills, and physical abilities than that required to drive a non-commercial vehicle. In order to obtain a Commercial Driver's License (CDL), an applicant must pass both skills and knowledge testing geared to these higher standards.

Students will have the opportunity to learn from an experienced instructor both in the classroom and behind the wheel. Students will learn key commercial driving skills with hours of driving practice over the road, on the backing range, and in various driving conditions.

This course meets the requirements for both Entry Level Driver Training and Hazardous Material Endorsement Theory set by the FMCSA.

A Certificate of Completion will be provided to students upon completion of the Commercial Driving (CDL) course.

A growing industry with high demands for drivers!

Train to earn your Commercial Driver's License (CDL) and prepare for a career in the trucking industry, one of the fastest-growing industries in the country. With over 300,000 truck driving jobs available in the United States, this course is designed for students with little or no commercial driving experience to gain a basic understanding of the trucking industry and behind the wheel experience.

Course Outcomes

The Commercial Driving (CDL) course offered through TrainND Southwest is a combination of classroom theory instruction and hands-on training. Content delivery is provided in multiple formats including lecture, class discussion, audiovisual material, independent assignments, hands-on or behind-the-wheel demonstrations, and student participation. Hands-on demonstrations include behind-the-wheel driving on local, county and highway routes. Backing maneuvers to include alley dock, offset, and straight line. Students will also complete pre-trip inspections, coupling and uncoupling, chain installation, and demonstrate proficiency in the hazardous material theory required by the FMCSA.

Upon successful completion, students will be eligible to complete the ND State Drive Test and Hazardous Material Knowledge Test to obtain the H endorsement. It consists of three (3) categories: on-the-road driving skills test, three (3) back maneuvers, and the pre-trip inspection. Students are limited to two (2) testing attempts. Upon instructor availability, TrainND Southwest can provide two (2) additional hours of practice time if a student fails the initial test. It is the student's responsibility to utilize allotted hours at the time of their scheduled make-up session. After two (2) unsuccessful attempts, a fee will be required for an additional two (2) hours of practice time and for the TrainND Southwest truck use to retest.

Course Commitment

Commercial Driving (CDL) is a three-week, 120-hour course. Missed classroom and/or behind-the-wheel time by the student as part of the TrainND Southwest Commercial Driving (CDL) course for any reason, may result in additional fees and separate scheduled time for make-up time should completion of the course be desired or an unsuccessful completion of the course.

Course Investment

\$5,495 tuition includes all classroom materials, truck use, drug screen, MVR, and scheduling of the ND State Drive Test. A non-refundable deposit of \$300 is required to reserve a seat. The remaining tuition amount is due ten (10) business days before the course start date. Failure to provide payment will result in transferring the registration to the next available start date. Students will be allowed one (1) transfer before registration is dropped and will need to complete the application process again. Lodging and travel expenses are the financial responsibility of the student.

Commercial Driving (CDL) is a short-term, non-credit program; therefore, TrainND Southwest does not offer financial aid or tuition assistance. **Students may qualify for funding from state and federal agencies. Go to bismarckstate.edu/drive to learn more.**

Refund Policy

A \$300 deposit paid upon registration is required to reserve a seat and is non-refundable. Students must contact the BSC Continuing Education office at least ten (10) business days prior to the course start date to request a refund on the remaining paid balance at (701) 224-5600. If a student cancels less than ten (10) business days prior to the start of the course, the entire registration fee is forfeited. Full refunds are guaranteed if BSC Continuing Education cancels a course.

All approved refunds are made by mail unless paid with a credit card or electronic check in which case the card or account is credited. Please allow three (3) weeks to process refunds.

Transfer Policy

Students must contact the BSC Continuing Education office at least ten (10) business days prior to the start of course to request a transfer at (701) 224-5600. If a participant requests a transfer less than ten (10) business days prior to the start of the course, the entire registration fee is forfeited. Students will be allowed one (1) transfer before registration is dropped requiring the student to complete the application process again.

Course Prerequisites

The following is required for course registration and to operate a commercial motor vehicle:

- Must be at least 18 years old, however, the required age for operating with a Commercial Driver's License (CDL) outside of state lines is 21 years of age
- Be able to read, write, and speak English well enough to speak with the public, understand highway traffic, signs and signals, respond to official inquiries, and make entries on reports and records
- Current Driver's License
- Medical Examiner's Certificate from a Department of Transportation (DOT) Physical within 24 months prior to the course start date and includes the CLP/CDL designation
- Current Class A Commercial Learner's Permit through the State of North Dakota (passing of the general knowledge, airbrake and combination tests)
- DOT Drug screen dated within ten (10) business days of the course start date
- Motor Vehicle Report (MVR) for each state of residency in the last two (2) years

Registration Requirements

1. Complete an application (available at bismarckstate.edu/commercialdriving) and submit it in-person at Bismarck State College National Energy Center of Excellence, 1200 Schafer Street, Room 107 or online to bsc.training@bismarckstate.edu*
2. Remit a non-refundable \$300 deposit to hold a seat either in-person or by calling (701) 224-5600*
3. Upon receipt of the application form and deposit, students will receive an email from bsc.training@bismarckstate.edu detailing how to create an online account with CastleBranch. CastleBranch will be used to complete the previously-referenced prerequisites.*
4. The remaining tuition, less the deposit, is due ten (10) business days prior to course start date*

*These items must be completed no later than ten (10) business days prior to the course start date. Failure to provide these documents and remaining tuition balance will delay registration and may result in being transferred to the next available course.

Course Size

Each course is limited to 4 students per instructor to allow for the maximum learning experience. Enrollment is based on a first-come, first-served basis. Waiting lists are established once classes have met maximum enrollment.

Course Schedule

This course is 120 hours which includes theory, simulation and drive time. Contact TrainND Southwest for course availability or visit us online at bismarckstate.edu/drive.

2022 Course Start Dates

April 18	July 11	October 3
May 16	August 8	November TBD
June 13	September 6	December TBD

Contact Us



In-Person

National Energy Center of Excellence
1200 Schafer Street, Room 107, Bismarck
Phone: (701) 224-5600 or (877) 846-9387



Mail

BSC Continuing Education & TrainND
PO Box 5587, Bismarck, ND 58506-5587



Online

bismarckstate.edu/drive

trainND
SOUTHWEST

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