



CampusConnection Help sheet Drop a Class using Schedule Planner

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

A screenshot of the 'Campus Solutions Log In' page. The page has a blue header with the 'NORTH DAKOTA UNIVERSITY SYSTEM' logo. Below the header, there are two columns. The left column is titled 'Campus Solutions Log In' and contains a 'User ID' field with the text 'Mystic.M.Ian', a 'Password' field with masked characters, a 'Log In' button, and a link to the 'User Agreement'. The right column is titled 'Trouble Logging In?' and contains three buttons: 'User ID and Password Help', 'Send email to Help Desk', and 'Guest Page'.

Campus Solutions Log In
NDUS Campus Solutions requires authentication using your NDUS identifier.

User ID
Mystic.M.Ian

Password
[Masked]

I agree to the terms of the [User Agreement](#)

Log In

Trouble Logging In?
If you are experiencing any difficulties getting logged into the system, please use the links below.

User ID and Password Help

Send email to Help Desk

Guest Page

On your Student Homepage:

3. Click **[Manage Classes]** tile.

A screenshot of a student's homepage dashboard. The dashboard is titled 'Student Homepage' and features several tiles. The 'Academic Progress' tile shows a pie chart with 'Complete 18%' and 'Incomplete 82%', and a summary '18% Complete'. The 'Tasks' tile shows a warning icon and '11 To Do's 3 Holds'. The 'Manage Classes' tile is highlighted in yellow and shows a calendar icon. Other tiles include 'Financial Account', 'Financial Aid', 'Academic Records', 'Profile', 'Information Center', and 'Student Self Service', each with an icon representing its function.

Student Homepage

Academic Progress
Complete 18%
Incomplete 82%
18% Complete

Tasks
11 To Do's 3 Holds

Manage Classes

Financial Account

Financial Aid

Academic Records

Profile

Information Center

Student Self Service

On your left-side menu:

4. Select **[Schedule Planner]**.



5. Select **[Open Schedule Planner]**.



6. Enter CampusConnection User ID and Password

The screenshot shows the login page for the North Dakota University System. At the top is the logo, which consists of a stylized green and blue triangle above the text "NORTH DAKOTA UNIVERSITY SYSTEM" and the tagline "ACCESS. INNOVATION. EXCELLENCE." Below the logo, the text "Please login using your NDUS Account." is displayed. There are two input fields: the first is for the user ID and the second is labeled "Password". A blue "Sign in" button is located at the bottom of the form.

7. Select **[Bismarck State College]**, then click **[Continue]**.

The screenshot shows the institution selection page for the North Dakota University System. It features the same logo as the previous page. Below the logo, the text "Please select the institution you wish to use to plan your schedule!" is displayed. Underneath, there is a list of institutions with radio buttons next to each name. "Bismarck State College" is selected, indicated by a filled radio button. At the bottom of the list is a blue "Continue" button.

8. Select **[Current Schedule]** then select **[Edit or Drop Classes]**

Class #	Title	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Instruction Mode	Actions	Status
14018	Fundamentals of Business	Business	120	Joseph Vuolo	BSC Online ONLINE	3	Online Asynchronous	<input type="checkbox"/> Drop	Enrolled
14610	Western Civilization I	History	101	David Terry	TTh 9:00am - 10:15am - BSC Schafer Hall 214	3	On Campus Face to Face	<input type="checkbox"/> Drop	Enrolled
						6			

9. Select the **[class you want to drop]**, then select **[Save]**.

Class #	Title	Course	Section	Instructor	Day(s) & Location(s)	Credits	Instruction Mode	Actions
14018	Fundamentals of Business	Business-120	01	Joseph Vuolo	BSC Online ONLINE	3	Online Asynchronous	<input checked="" type="checkbox"/> Drop
14610	Western Civilization I	History-101	02	David Terry	TTh 9:00am - 10:15am - BSC Schafer Hall 214	3	On Campus Face to Face	<input type="checkbox"/> Drop

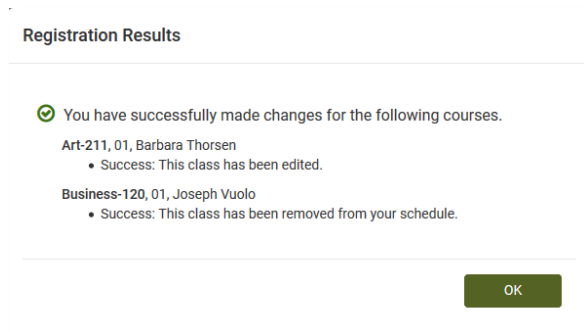
10. When prompted to confirm, select **[Save]** again.

Please Confirm

Confirm that you want to save these changes by clicking "Save" below.

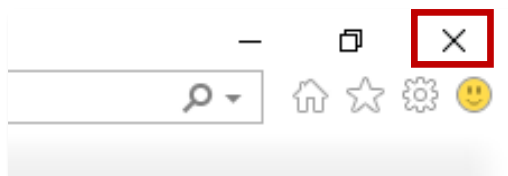
[Cancel](#) [Save](#)

11. Review the Registration Results, select **[Okay]**.



12. Return to CampusConnection tab. Click **[View my Classes]** or **[My Weekly Schedule]** to print your schedule.

13. When finished with your CampusConnection session you **must** close your browser entirely to end the session.



14. For questions, contact Academic Records at (701)224-5420.