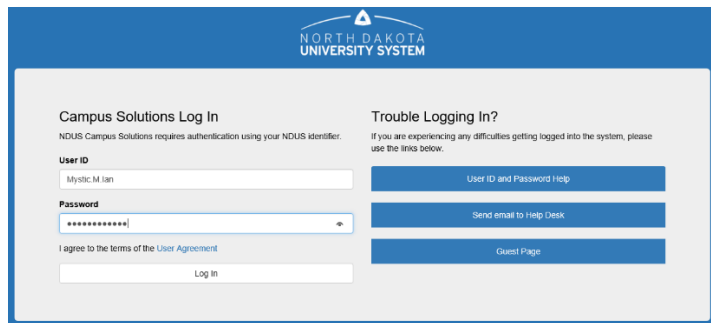


CampusConnection Helpsheet

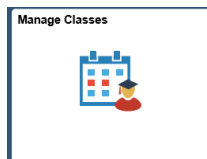
Drop a Waitlist Course using Schedule Planner

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



On your Student Homepage:

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

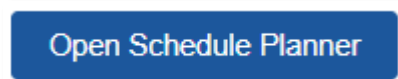


On your left-side menu:

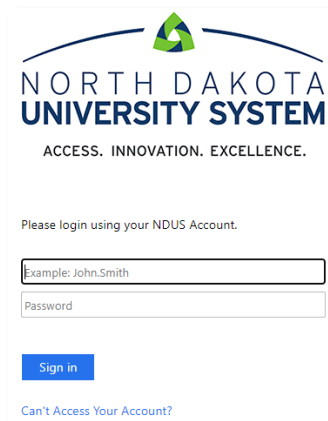
4. Select **[Schedule Planner]**.



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

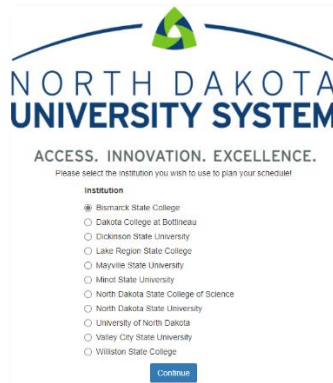


6. Enter CampusConnection User ID and Password, then click **[Sign In]**.



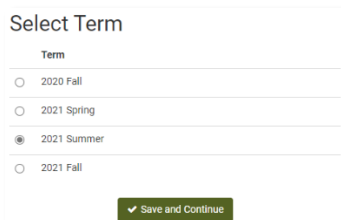
The image shows the login page for the North Dakota University System. At the top is the logo with the text "NORTH DAKOTA UNIVERSITY SYSTEM" and the tagline "ACCESS. INNOVATION. EXCELLENCE.". Below the logo, it says "Please login using your NDUS Account." There are two input fields: the first is labeled "Example: John.Smith" and the second is labeled "Password". A blue "Sign in" button is located below the password field. At the bottom, there is a link that says "Can't Access Your Account?"

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



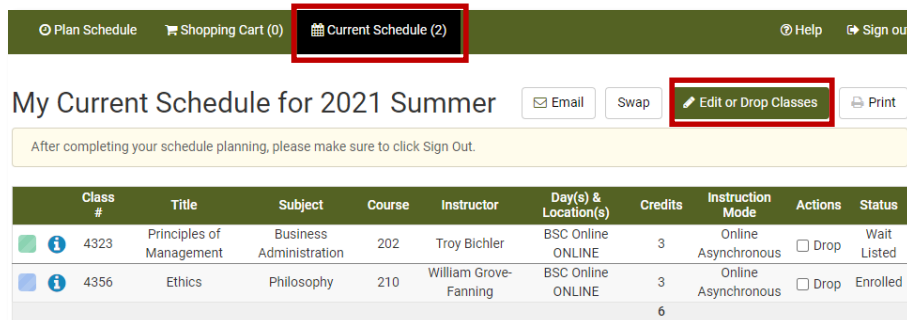
The image shows the institution selection page. It features the same logo and tagline as the login page. Below the logo, it says "Please select the institution you wish to use to plan your schedule!". Under the heading "Institution", there is a list of institutions with radio buttons next to each name. "Bismarck State College" is selected with a blue dot. A blue "Continue" button is at the bottom right.

8. Select registration **[term]**, then click **[Save and Continue]**.



The image shows a "Select Term" form. It has a title "Select Term" and a sub-header "Term". There are four radio button options: "2020 Fall", "2021 Spring", "2021 Summer" (which is selected), and "2021 Fall". A green "Save and Continue" button is at the bottom right.

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



The image shows a screenshot of a web application interface. At the top, there is a navigation bar with links for "Plan Schedule", "Shopping Cart (0)", "Current Schedule (2)", "Help", and "Sign out". The "Current Schedule (2)" link is highlighted with a red box. Below the navigation bar, the page title is "My Current Schedule for 2021 Summer". There are three buttons: "Email", "Swap", and "Edit or Drop Classes" (highlighted with a red box), and a "Print" button. Below the buttons is a yellow message box that says "After completing your schedule planning, please make sure to click Sign Out.". At the bottom, there is a table with the following data:

Class #	Title	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Instruction Mode	Actions	Status
4323	Principles of Management	Business Administration	202	Troy Bichler	BSC Online ONLINE	3	Online Asynchronous	<input type="checkbox"/> Drop	Wait Listed
4356	Ethics	Philosophy	210	William Grove-Fanning	BSC Online ONLINE	3	Online Asynchronous	<input type="checkbox"/> Drop	Enrolled

At the bottom of the table, the number "6" is displayed.

10. Select the class(es) to drop from Waitlist by placing a checkmark in the actions box next to the class, then click **[Save]**.

Edit or Drop Classes for 2021 Summer

Cancel **Save**


Class #	Title	Course	Section	Instructor	Day(s) & Location(s)	Credits	Instruction Mode	Actions
4323	Principles of Management	Business Administration-202	01	Troy Bichler	BSC Online ONLINE	3	Online Asynchronous	<input checked="" type="checkbox"/> Drop
4356	Ethics	Philosophy-210	02	William Grove-Fanning	BSC Online ONLINE	3	Online Asynchronous	<input type="checkbox"/> Drop

11. Confirm, then click **[Save]**.

12. Review registration results of waitlisted course.

- Class successfully waitlisted are marked with a 


Registration Results

 You have successfully made changes for the following courses.

Business Administration-202, 01, Troy Bichler

- Success: This class has been removed from your schedule.

OK

- Classes NOT waitlisted are marked with an .

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