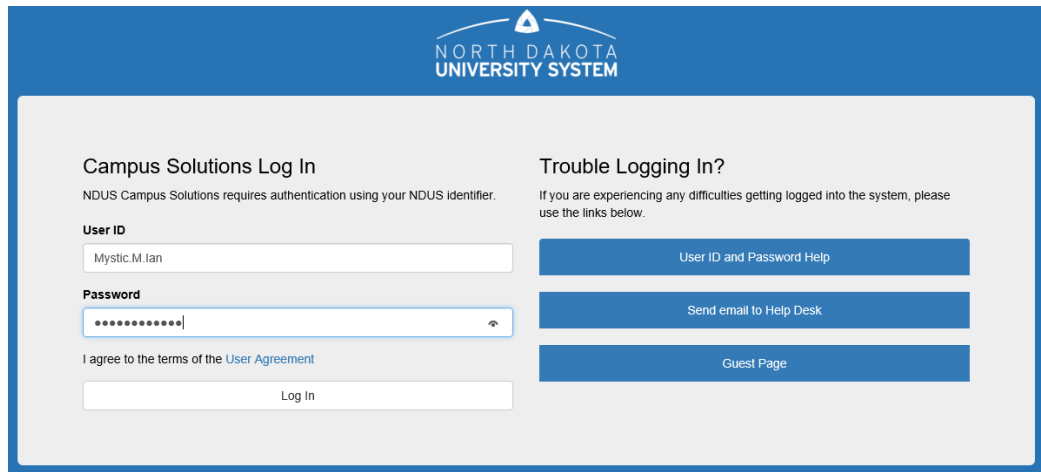


CampusConnection Helpsheet

Add a Class using Class Search and Enroll

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



The screenshot shows the 'Campus Solutions Log In' page for the North Dakota University System. It features a 'User ID' field with the text 'Mystic.M.Ian', a 'Password' field with masked characters, and a 'Log In' button. To the right, there is a 'Trouble Logging In?' section with three buttons: 'User ID and Password Help', 'Send email to Help Desk', and 'Guest Page'. A checkbox for 'I agree to the terms of the User Agreement' is also present.

On your Student Homepage:

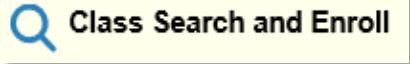
3. Click **[Manage Classes]** tile.



The screenshot displays a 'Student Homepage' dashboard with a grid of tiles. The 'Manage Classes' tile is highlighted in yellow. Other tiles include 'Academic Progress' (18% Complete, 82% Incomplete), 'Tasks' (11 To Do's, 3 Holds), 'Financial Account', 'Financial Aid', 'Academic Records', 'Profile', 'Information Center', and 'Student Self Service'.

On your left-side menu:

4. Select **[Class Search and Enroll]**.



5. Select the appropriate **[term]** and **[campus]**

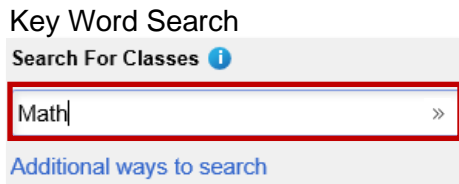


6. Identify the class you would like to register for by searching. Search by keyword, class number, subject or instructor. Select one of the methods.

Keyword or Class Number Search

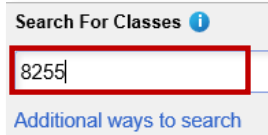
Search using keywords or class number.

- A. Enter a key word or class number. Click **[>>]**.



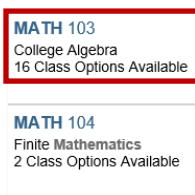
After completing key word search, continue to step B below.

Class Number Search



After completing class number search, continue to step C below.

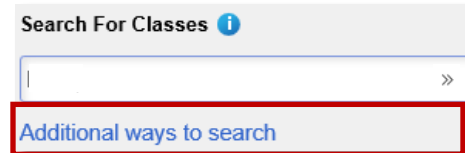
- B. From class search results, select **[the course]** you wish to add to your schedule.



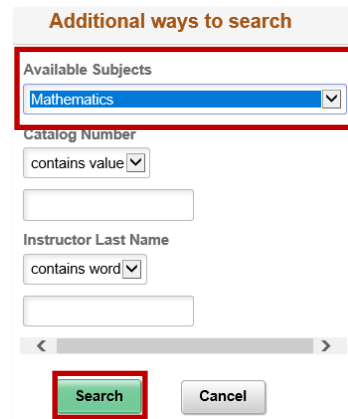
Subject or Instructor Search

Search by selecting course subject or instructor.

- A. Select **[Additional ways to Search]**.



- B. Select course subject from list, then click **[Search]**.



C. Choose the **[course section]** you wish to add to your schedule from the search options.

Option	Status	Session	Class
1	Open	Regular Academic Session	Lecture - Class 12169
2	Open	Regular Academic Session	Lecture - Class 12170

C. From class search results, select **[the course]** you wish to add to your schedule.

MATH 103
College Algebra
16 Class Options Available

MATH 104
Finite Mathematics
2 Class Options Available

MATH 105
Trigonometry
2 Class Options Available

D. Choose the **[course section]** you wish to add to your schedule from the search options.

Option	Status	Session	Class
1	Open	Regular Academic Session	Lecture - Class 12169
2	Open	Regular Academic Session	Lecture - Class 12170

7. Click **[Next]**.

Step 1 of 3: Review Class Selection **Next** >

You have selected

MATH 103 College Algebra

Option Status Open

Class	Session	Meeting Dates
Lecture - Class 12169	Regular Academic Session	08/26/2019 - 12/20/2019

8. To enroll in one course, click **[Enroll]**.
To enroll in multiple courses, click **[Add to Shopping Cart]**.
Then click **[Next]**.

Step 2 of 3: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

Enroll

Add to Shopping Cart

9. Click **[Submit]**.

Step 3 of 3: Review and Submit **Submit**

You have selected to enroll in



MATH 103 College Algebra


Class	Session	Meeting Dates
Lecture - Class 12169	Regular Academic Session	08/26/2019 - 12/20/2019

10. Click **[Yes]**.

Are you sure you want to submit?

11. If **[Enroll]** was chosen:


- Review the status of the added class.
Courses added are marked with a 
Courses NOT added are marked with an .

 **MATH 103 - College Algebra**
This class has been added to your schedule.

If **[Add to Shopping Cart]** was chosen:

- Click **[Return to Keyword Search Page]**.






- Repeat steps 6 – 10 until all classes have been added to your shopping cart.
- Click **[Shopping Cart]**  **Shopping Cart**
- Select the appropriate **[Term]** and **[Campus]**
- Select the class(es) to add by placing a checkmark in the select box next to the class.

[Enroll](#) [Delete](#) [Validate](#)

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - Class 12010	CHEM 115 Introductory Chemistry	Regular Academic Session	Monday Tuesday Wednesday Friday 11:00AM to 11:50AM	Jack Science Center, Rm 310	S. Srinivasan	4.00	Open Seats 28 of 30	Change Preferences
<input checked="" type="checkbox"/>	Open	Lecture - Class 11690	CIS 105 Microcomputer Spreadsheets	Regular Academic Session	Monday Wednesday Friday 10:00AM to 10:50AM	BSC Tech. Center, Rm 128	V. Volk	3.00	Open Seats 14 of 18	Change Preferences
<input checked="" type="checkbox"/>	Open	Lecture - Class 12046	HIST 220 North Dakota History	Regular Academic Session	Tuesday Thursday 9:00AM to 10:15AM	Schafer Hall, Rm 220	P. Hombacher	3.00	Open Seats 29 of 30	Change Preferences

- Click **[Enroll]**.
- Click **[Yes]**.
- Review the status of the added class.
Courses added are marked with a 
Courses NOT added are marked with an .

 **MATH 103 - College Algebra**
This class has been added to your schedule.

Note: CampusConnection will not allow registrations to be processed if:

- Multiple registrations in the same course are attempted
- Time conflicts exist
- Course requirements are not met (Prerequisites)
- A “HOLD” appears your student account

On the left-side menu:

12. Click **[View my Classes]** to view or **[My List View Schedule]** or **[My Weekly Schedule]** to view or print.

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