CampusConnection Helpsheet
Add a Class using Class Search and Enroll

1. Access CampusConnection.
2. Enter CampusConnection UserID and Password. Click [Log In].
3. On your Student Homepage:
   3.1. Click [Manage Classes] tile.
On your left-side menu:

4. Select [Class Search and Enroll].

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

   - 2019 Fall
     Mayville State University
   - 2019 Fall
     Bismarck State College
   - 2019 Fall
     Dakota College at Bottineau

6. Identify the class you would like to add by searching. Select one of the methods.

   - **Keyword Search**
     *Search using keywords relating to the course.*
     
     A. Enter key words. Click [ » ].

     **Search For Classes**

     | Subject | Available Courses | Options Available |
     |---------|------------------|-------------------|
     | Math    | 16               |                   |

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

   **Additional ways to search**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Available Courses</th>
<th>Options Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>2</td>
<td></td>
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   **Subject or Instructor Search**

   *Search by selecting course subject or instructor.*

   A. Select [Additional ways to Search].

   **Search For Classes**

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   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.

<table>
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<th>Class</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>Regular Academic Session</td>
<td>Lecture - Class 12169</td>
</tr>
<tr>
<td>2</td>
<td>Open</td>
<td>Regular Academic Session</td>
<td>Lecture - Class 12170</td>
</tr>
</tbody>
</table>

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

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<tbody>
<tr>
<td>MATH 103</td>
<td>College Algebra</td>
<td>10 Class Options Available</td>
<td></td>
</tr>
<tr>
<td>MATH 104</td>
<td>Finite Mathematics</td>
<td>2 Class Options Available</td>
<td></td>
</tr>
<tr>
<td>MATH 105</td>
<td>Trigonometry</td>
<td>2 Class Options Available</td>
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D. Choose the [course section] you wish to add to your schedule from the search options.

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7. Click [Next].

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

9. Click [Submit].
10. Click [Yes].

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]

   - Select the appropriate [Term] and [Campus]
   - Select the class(es) to add by placing a checkmark in the select box next to the class.

   - Click [Enroll].
   - Click [Yes].
   - Review the status of the added class.

   ✓ 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 Weekly Schedule] to view or print.

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