CampusConnection Help sheet
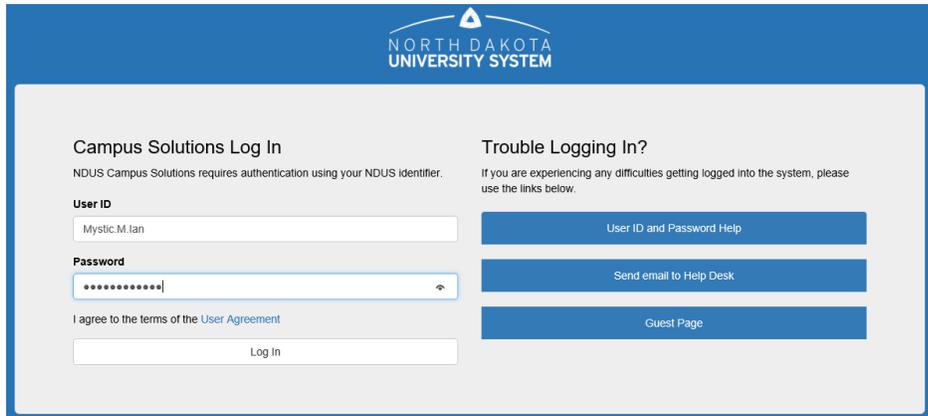### Add a Class using Schedule Planner
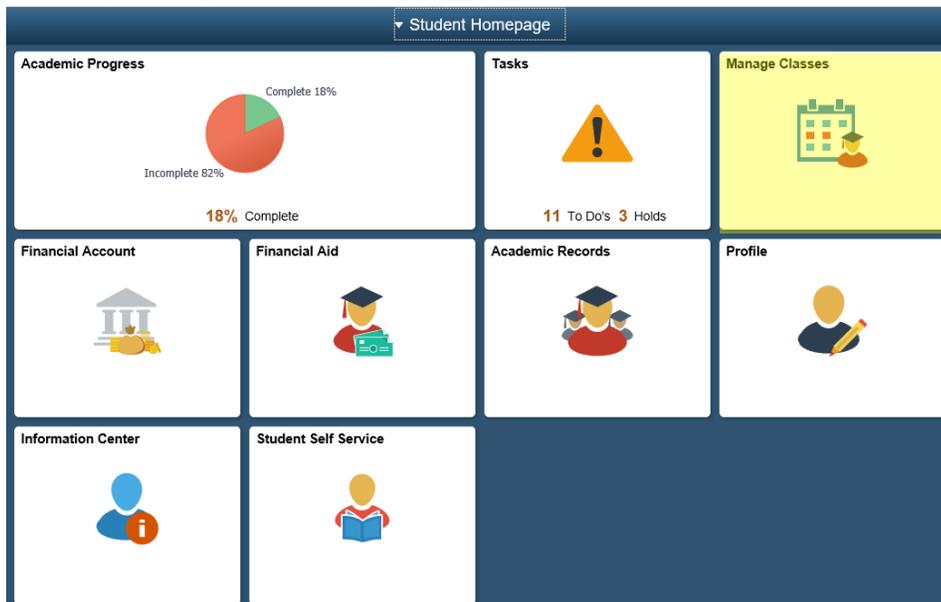
1. Access CampusConnection.

2. Enter CampusConnection UserID and Password. Click **[Log In]**.

On your Student Homepage:

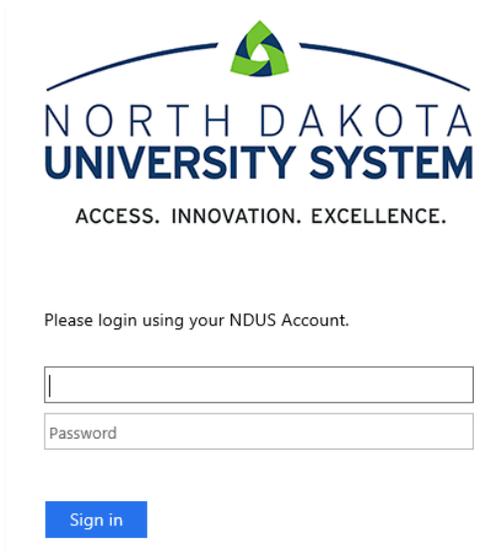3. Click **[Manage Classes]** tile.

On your left-side menu:

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

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

Open Schedule Planner

6. Enter CampusConnection User ID and Password

NORTH DAKOTA UNIVERSITY SYSTEM

ACCESS. INNOVATION. EXCELLENCE.

Please login using your NDUS Account.

Password

Sign in

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

NORTH DAKOTA UNIVERSITY SYSTEM

ACCESS. INNOVATION. EXCELLENCE.

Please select the institution you wish to use to plan your schedule!

Institution

- ⦿ Bismarck State College
- ○ Dakota College at Bottineau
- ○ Dickinson State University
- ○ Lake Region State College
- ○ Mayville State University
- ○ Minot State University
- ○ North Dakota State College of Science
- ○ North Dakota State University
- ○ University of North Dakota
- ○ Valley City State University
- ○ Williston State College

Continue

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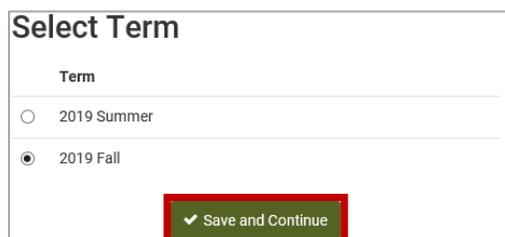
Select Term

	Term
○	2019 Summer
⦿	2019 Fall

✔ Save and Continue

9. Adjust filters to reflect scheduling preferences. (optional)

- **Course Status** – Searches for open classes only or open/full classes
- **Instruction Mode** – Searches for different methods of instruction, such as on campus face to face which are classes taught in the classroom or online asynchronous, classes taught online via Blackboard.
- **Sessions** – Searches for a class with a specific start/end date, such as a class that starts mid-semester.

10. Choose the course(s) you would like to register for.
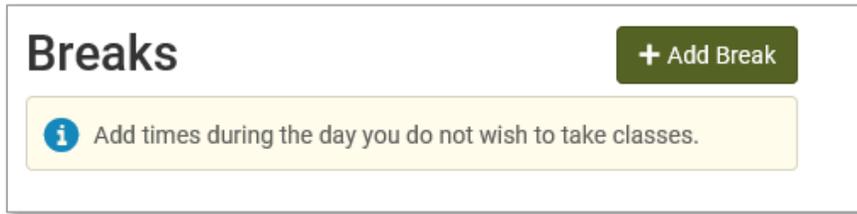
a. Select **[Add Course]**.

b. Select the **[Subject]** and **[Course]**. Then select **[Add Course]**.
The selected course will display on the right side of the page under courses.

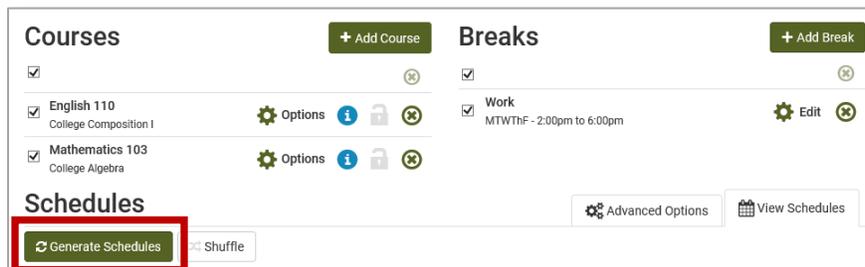Repeat this step until all courses have been added. Then select **[Done].**
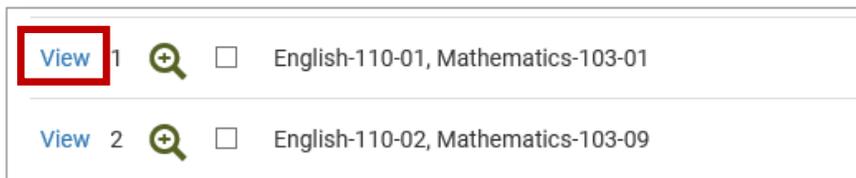
11. Select **[Add Breaks]**. (optional)
    Block off times you cannot take class due to work or scheduling conflicts.

12. Select **[Generate Schedules]**, to load all open and conflict free schedule options.

13. Click **[View]** next to a schedule to preview the details.

Review each schedule option by using the arrows on the top right corner.
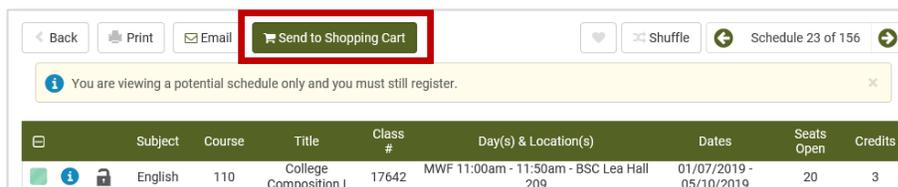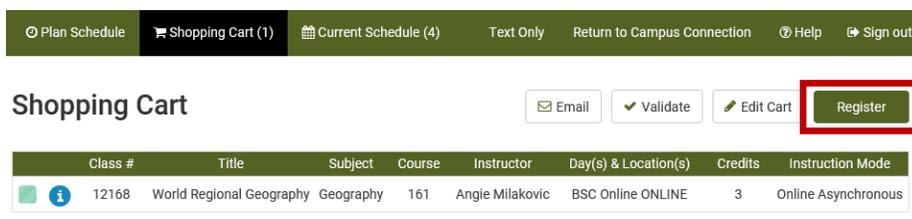

14. Once you find your ideal schedule,
    a. Click **[Validate].** (optional)
        I. This will verify whether you will have no problem registering for selected classes or if you may not be able to register.
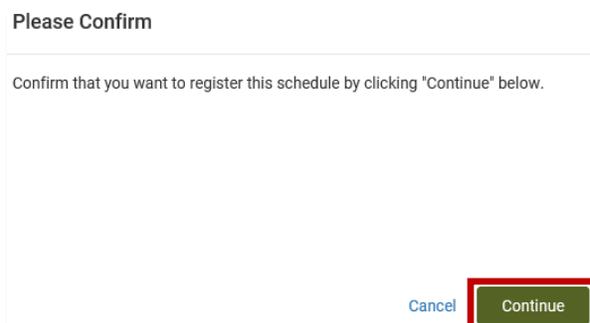
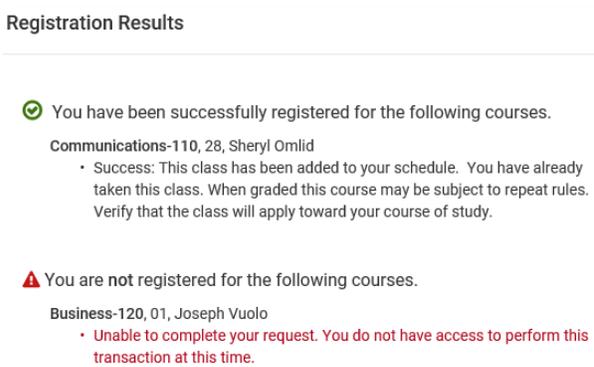   b. Click **[Send to Shopping Cart].**

c. Click **[Register]**.

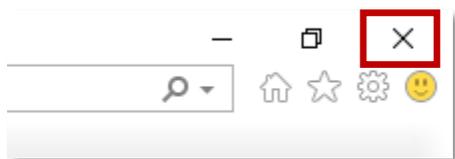d. Click **[Continue]** to confirm you want to register.

e. Once the enroll process is complete, review the registration results of each course.

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

16. When finished with your CampusConnection session you **<u>must</u>** close your browser entirely to end the session.

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