

## CampusConnection Helpsheet Add a Class using Schedule Planner

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

NORTH DAKOTA UNIVERSITY SYSTEM

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

User ID

Password

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

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

*On your Student Center under Academics:*

3. Select **[Schedule Planner]**.

Student Center

**Landon's Student Center**

**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)  
**Schedule Planner**  
[enrollment shopping cart ▶](#)

other academic... ▼ ▶▶

**Finances**

**My Account**  
[Account Inquiry](#)  
[Account Summary](#)  
[Enroll in Direct Deposit](#)  
[Pay Online Now](#)  
[Student Account Detail](#)  
[View 1098-T Info](#)  
[Financial Obligation Agreement](#)

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)  
[Report Other Financial Aid](#)

other financial... ▼ ▶▶

**SEARCH FOR CLASSES**

**Holds**  
Financial Obligation Agreement  
[details ▶](#)

**To Do List**  
No To Do's.

**Milestones**  
No Milestones

**Enrollment Dates**  
[Open Enrollment Dates](#)

**Advisor**  
**Program Advisor**  
None Assigned

4. Select **[Open Schedule Planner]**. Then select **[Term]**, if prompted.

**Schedule Planner**

**i** The Schedule Planner helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Planner.

**Instructions:**

1. **OPEN SCHEDULE PLANNER** to open the Schedule Planner in a pop-up window.
2. Return to this window after clicking 'Send Schedule to Shopping Cart'
3. Visit the **COURSE ENROLLMENT** page from your Student Center to continue with course enrollment; click the 'Import Cart' button (see diagram).

5. 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 started mid-semester.

Term	2019 Spring	Sessions	All Sessions Selected	Change	
Course Status	Open Classes Only	Change	Locations	4 of 6 Selected	Change
Instruction Modes	All Instruction Modes Selected	Change			

**i** Instructions: Add desired courses and breaks and click Generate Schedules button!

**Courses** **+ Add Course**

**i** Add the courses you wish to take for the upcoming term.

**Breaks** **+ Add Break**

**i** Add times during the day you do not wish to take classes.

**Schedules** **Advanced Options** **View Schedules**

**Generate Schedules**

6. Choose the course(s) you would like to register for.

a. Select **[Add Course]**.

**Courses** **+ Add Course**

**i** Add the courses you wish to take for the upcoming term.

**Breaks** **+ Add Break**

**i** Add times during the day you do not wish to take classes.

**Schedules** **Advanced Options** **View Schedules**

**Generate Schedules**

- 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]**.

7. Select **[Add Breaks]**. (optional)  
*Block off times you cannot take class due to work or scheduling conflicts.*

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

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

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

10. Once you find your ideal schedule, click **[Send to Shopping Cart]**.

The screenshot shows a web interface for a course schedule. At the top, there are navigation buttons: Back, Print, Email, and **Send to Shopping Cart** (highlighted with a red box). To the right are a heart icon, a Shuffle button, and a 'Schedule 23 of 156' indicator. Below the buttons is a yellow information banner: 'You are viewing a potential schedule only and you must still register.' The main content is a table with columns: Subject, Course, Title, Class #, Day(s) & Location(s), Dates, Seats Open, and Credits. Two rows are visible: English 110 (College Composition I) and Mathematics 103 (College Algebra). Below the table is a weekly grid for 'Week 2 (01/14/2019 - 01/20/2019)' with days 1 through 18. The English 110 row is highlighted in green, and the Mathematics 103 row is highlighted in blue.

Click **[OK]**, to transfer your classes to the CampusConnection shopping cart.

This dialog box contains the text: 'This schedule will now be transferred to the Shopping Cart and the Schedule Planner will close. Do you want to continue?' At the bottom right, there are two buttons: 'Cancel' and 'OK' (highlighted with a green border).

11. Close this window on your web browser.

The screenshot shows a confirmation page with a green header containing a checkmark and the text: 'Thank you. Your schedule is now ready to be imported. Follow the instructions below.' Below this are three numbered instructions: 1. Please close this window, 2. Click "Course Enrollment" Button, and 3. Click "Import Cart". A blue 'Instructions' section follows, stating: 'Visit the "Enrollment" page in Student Center to continue with enrollment. Click the "Import Cart" button.' Below this is a white box titled 'Add Classes' with a close button. It contains the instruction: '1. Select classes to add' and a note: 'To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.' A blue information banner reads: 'You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.' Below the banner, it says 'Click here to import cart' with a red arrow pointing to a yellow button labeled 'import cart'. The final instruction is: 'Click import cart to continue with registration.'

12. Select **[Course Enrollment]**.

**Schedule Planner**

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**Instructions:**

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2. Return to this window after clicking 'Send Schedule to Shopping Cart'
3. Visit the **COURSE ENROLLMENT** page from your Student Center to continue with course enrollment.

13. Select **[Import Cart]**.

**Add Classes**

1. **Select classes to add**

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

**i** You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

Click **Import Cart** to continue with registration.

2019 Spring | Undergraduate | Bismarck State College

ISBN Number  Open  Closed  Wait List

**Add to Cart:** 2019 Spring Shopping Cart

Enter Class Nbr

Your enrollment shopping cart is empty.

**Find Classes**

Class Search  
 My Requirements  
 My Planner

15. Click on the **[Next]** button for each course.

*This will add the selected course to your shopping cart.*

**Add Classes**

1. **Select classes to add - Enrollment Preferences**

2019 Spring | Undergraduate | Bismarck State College

**ENGL 110 - College Composition I**

**Class Preferences**

<b>ENGL 110-14</b>	<b>Lecture</b> <input checked="" type="radio"/> Open	<b>Grading</b>	Graded
<b>Session</b>	Regular Academic Session	<b>Units</b>	3.00
<b>Career</b>	Undergraduate		

**Enrollment Information**

- To enroll into ENGL 110, students must obtain a qualifying placement score, be currently enrolled, or have previously successfully completed ASC 96. See details at bismarckstate.edu by searching for "Placement Testing".

16. Click **[Proceed to Step 2 of 3]** to complete registration.

2019 Spring Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">ENGL 110-14 (17642)</a>	MoWeFr 11:00AM - 11:50AM	Library, English & Art, Rm 209	V. Fossum	3.00	
	<a href="#">MATH 103-06 (15958)</a>	MoTuWeFr 12:00PM - 12:50PM	Jack Science Center, Rm 116	J. Skibicki	4.00	

**PROCEED TO STEP 2 OF 3**

17. Click **[Finish Enrolling]**.

### 2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

2019 Spring | Undergraduate | Bismarck State College

Class	Description	Days/Times	Room	Instructor	Units	Status
ENGL 110-14 (17642)	College Composition I (Lecture)	MoWeFr 11:00AM - 11:50AM	Library, English & Art, Rm 209	V. Fossum	3.00	
MATH 103-06 (15958)	College Algebra (Lecture)	MoTuWeFr 12:00PM - 12:50PM	Jack Science Center, Rm 116	J. Skibicki	4.00	

**FINISH ENROLLING**

18. Once the enroll process is complete, review the status report.

- Courses added are marked with a
- Courses NOT added are marked with an

19. Click **[My Class Schedule]** to view.

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