This feature will allow full-time faculty to give students access to enroll in a closed class or class in which requisites apply, using CampusConnection Student Center. This will eliminate the need to complete paper override slips or forward emails to the Academic Records Office. It will also allow you to monitor the use of the overrides.

The “Student Specific Permission” function must be activated in the schedule of classes prior to being assigned by the faculty member. This permission should be automatically be activated by the Administrative Assistant to the Associate VP when the schedule is created. If not activated, contact the Administrative Assistant at 701-224-2429.

1. From Internet Explorer, key in the web address – www.bismarckstate.edu
2. Click on CampusConnection
3. Click on
4. Enter NDUS User ID (Ex. Sara.Doe)
5. Enter Password (Setup during the Claiming Account process)
6. Click [Sign In]

From the menu on the left...  
7. Click Records & Enrollment
8. Click Term Processing
9. Click Class Permissions
10. Enter the appropriate information:
    a. Academic Institution: BSC01
    b. Term: (Searchable)
    c. Subject Area: (Ex. Engl)
    d. Catalog Nbr: (Ex. 110)
11. Click [Search]
12. Locate the correct course section using the Class Nbr.

Under the Permission Tab:

13. Enter students EMPLID in an open field at the bottom of the page.

14. Check the permission reason.
   a. Closed Class
   b. Requisites Not Met

To add multiple EMPLID's, click the + to generate a new row.

Under the Comments Tab:

15. Enter your first and last name in the comments field. (allows us to track who granted the permission)

16. Click Save

General Info Tab:
Allows faculty to keep track of which permissions have been used.

*Please note* – Once a student permission has been assigned, the student will need to log into their CampusConnection Student Center and register for the class. If the class is closed, it will still show up as such in CampusConnection, but the student will be able to enroll in it.