All students who are currently enrolled will need to be made eligible to register for the next semester. This process, which is run by the Academic Records Office 1-2 weeks prior to registration, will assign every currently enrolled student a specific registration appointment. The appointments may be viewed by the student or the advisor. Appointments are assigned based on academic level, with sophomores getting first preference, then freshmen.

Each student will have an "Appointment Begins Date/Time" and an "Appointment Ends Date/Time". The begin Date/Time is the very first time a student can register for courses using CampusConnection.

The End Date/Time indicates that all appointments have been opened and students will be automatically eligible for what is called "Open Enrollment", which will allow them to continue to use the portal for registration until the last day to add a course for a particular semester.

1. From Internet Explorer, key in the web address – www.bismarckstate.edu
2. Click on CampusConnection
3. Click on

   ![CampusConnection Logo]

4. Enter NDUS User ID (Ex. Sara.Doe)
5. Enter Password (Setup during the Claiming Account process)
6. Click Sign In
7. Click Self-Service
8. Click Advisor Center
9. Click My Advisees
10. Click View Student Details for a specific student.

11. To view an appointment click “Details” on the Student Center tab.

12. Select the Term

This student would be able to register for classes on April 2 starting at 10:00AM.