Spring registration begins November 1st, 2012 for currently enrolled students!

Students will have a specific “appointment” date & time assigned in CampusConnection. This appointment tells you exactly the date and time you can begin to register for Spring 2013 classes. Here’s a step-by-step guide to ensure you start your Spring semester SUCCESSFULLY!

**1. LOG ON TO CAMPUS CONNECTION**
If you have forgot or misplaced your User ID & Password: Stop at the Help Desk at Schafer Hall (must have photo ID), call the NDUS Help Desk 866-457-6387 or click on “Forgot my Password” and/or “What is my User ID?” on the CampusConnection portal under “Menu”.

**2. VERIFY YOUR REGISTRATION DATE/TIME**
Your individual appointment date/time will be available to view approximately one week before registration begins.
- Log in to CampusConnection, and click on Student Center.

**A. DETERMINE ENROLLMENT APPOINTMENT DATE**
- The “Enrollment Dates” box will indicate the date of the beginning of your Enrollment period.
- Select “Details”.

**B. VIEW ENROLLMENT APPOINTMENT DETAILS**
The “Enrollment Appointments” window will appear. This window displays the Appointment begin date/time and Appointment end date/time of your registration window.

The “Appointment Ends” date indicates the date that all other students are eligible to register for classes. As a current student, you are given the opportunity to be the first to enroll in the classes that you want!
3. VIEW/PRINT COURSE PLANNING TOOLS
The two planning tools listed below are essential to the registration process and tracking your degree progress.

A. ACADEMIC REQUIREMENTS REPORT
This tool provides an electronic method for viewing your degree progress based on your active program of study.
- Log into CampusConnection
- Select “Academic Requirements” from the drop-down
- In the middle, under “Academics”, select
- Click “Print”

To learn more about the Academic Requirements report, please visit our Web site at: bismarckstate.edu/current/records/degreeaudit/

What if your report doesn’t work for you? Contact Academic Records at 701-224-2608.
What if my program is wrong? Complete the program/advisor change form, located at bismarckstate.edu/currentstudentstudentrecords/forms

B. STUDENT PLANNING WORKSHEETS AND CURRICULUM GUIDES
These hardcopy tools provide a list of suggested courses based on your program of study and can be printed from the BSC website.

Here’s how to find them:
- Go online to bismarckstate.edu
- Click “Academics”
- Click the desired program from the list (choose Liberal Arts if undecided)
- Curriculum Guides and Student Planning Worksheets are located at the bottom of the page.

4. MEET WITH YOUR ADVISOR
Each student is assigned an advisor/faculty member within their program of study. They are here to help you with selecting courses, ensuring graduation requirements are met and act as your go-to person with course related questions you have as a BSC student.

Not sure who your advisor is?
- Log into CampusConnection
- View your advisor’s name and office phone number in the “Advisor” box.
- Select “Details” to send your advisor an email.

To locate additional contact information for your advisor or any BSC faculty or staff, go to the employee directory: bismarckstate.edu/staff/directory
5. REGISTER FOR CLASSES
As a current student, you should be familiar with how to add a class! In case you forgot, we have put the CampusConnection Quick Guide online! This guide will walk you through how to search, add & drop as well as provide you the many more functionalities that CampusConnection can do! Go to bismarckstate.edu/connection/

A. VIEW YOUR HOLDS AND TO-DO’S

Outstanding “HOLDS” and “TO-DO’s” could prevent you from registering!
If you have a hold or a to do on your account it may hold you up for registering for classes. Please check your holds and to do’s in CampusConnection to ensure you are ready for next semester registration. Holds listed may be applied by any North Dakota University System Institution attended, current or previous.
- Log in to CampusConnection.

- Select **Details** in the “Holds” box to show which institution/department applied the hold.
- Select **Details** in the “To Do’s” box to identify outstanding items to be completed for a specific office.

6. PRINT YOUR CLASS SCHEDULE
It is very important to print your class schedule as it is a **requirement** that you have a copy of your schedule to purchase textbooks. If you forgot how to print your class schedule through CampusConnection, check out the Quick Guide for the step by step process.

7. VIEW THE IMPORTANT DATES AND DEADLINES
You need to know “Dates & Deadlines!” BSC has outlined specific dates for adding, dropping and withdrawing from classes. Not abiding by these dates could not only impact your GPA but your wallet as well!!

**Dates and Deadlines Schedule is online**
bismarckstate.edu/current/records/calendarsdeadlines

8. APPLICATION FOR DEGREE
If Spring 2013 is your last semester at BSC, we recommend that you review the degree requirements found on our website at bismarckstate.edu/uploads/resources/548/graduation.pdf or in the BSC Catalog and make sure you meet all requirements for your degree.

**The Spring Graduation application deadline is January 18, 2013.**
- Complete the Application for Degree at bismarckstate.edu/uploads/resources/778/application-for-degree-(jan-2012).pdf
- Visit with your Advisor to review your requirements.
- Return the completed Application for Degree to the Academic Records Office.
- For more information please visit our Graduation page at: bismarckstate.edu/current/records/graduation/graduationapplication/