1. Access CampusConnection.

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

3. On your Student Homepage:

   3.1. Click [Manage Classes] tile.
On the left-side menu:

4. Select [Drop Classes].

5. If prompted, select appropriate [Term] and [Campus].

   2019 Fall
   Undergraduate
   Bismarck State College

   2019 Fall
   Undergraduate
   Valley City State University

6. Select the class(es) to drop by placing a checkmark in the select box next to the class.

   ![Step 1 of 2: Select Classes to Drop](image)

7. Click [Next Step].

8. Review classes to drop. Click [Drop Classes].

   ![Step 2 of 2: Review Classes to Drop](image)

9. Click [Yes] to confirm.

   ![Confirm that the following class(es) are to be dropped](image)
10. View the results.

- ART 130 - Drawing I
  This class has been dropped.

- Courses dropped successfully are marked with a ✓.
- Courses NOT dropped are marked with an ✗.

Note: Students receiving the following error and are withdrawing to zero credits for the semester must complete the Withdraw to Zero Credits form located on the BSC website. Withdrawing should not be completed within CampusConnection.

Complete the Withdraw to Zero Credits process.

Note: Students receiving the following message are dropping during the dates and deadlines period of “With Transcript Record” will receive the following message. This means that a grade of “W – Withdraw” has been associated with the class. “W” grades do not affect your G.P.A, but may negatively affect Financial Aid.

- ART 130 - Drawing I
  This class has been dropped and a penalty grade has been assigned. You have been given a grade of W for this class.

Print Updated Schedule

On the left-side menu:

1. Select [My Weekly Schedule].

2. If multiple semesters and or colleges are listed, select appropriate college and semester.

- 2019 Summer
  Undergraduate
  Bismarck State College

- 2019 Fall
  Undergraduate
  Valley City State University
3. Switch to the list view, select [List View] at the top of the page.

4. Select appropriate college and semester, then click [Continue].

5. To filter dropped classes, remove the check mark from [Show Dropped Classes], then click [Filter].

6. Select [Printer Friendly Page], then click the print button on your browser toolbar.