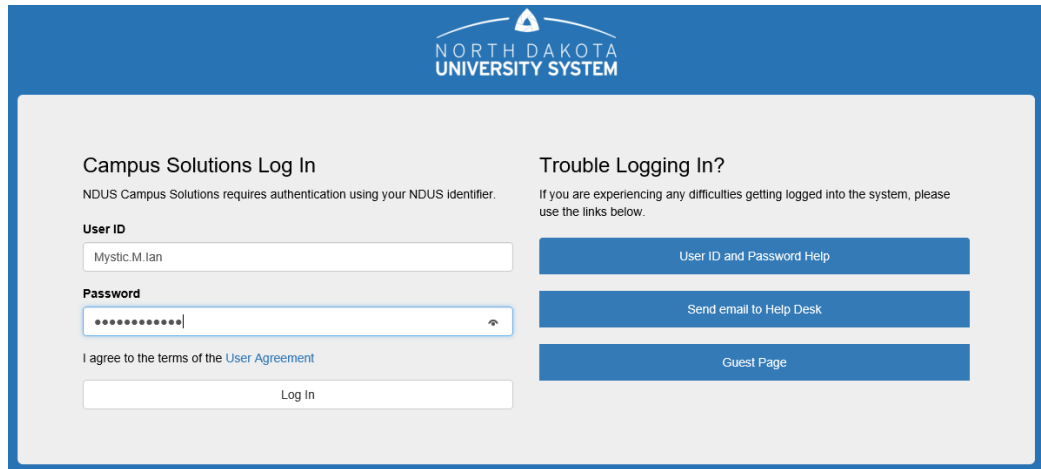


CampusConnection Helpsheet

Drop a Class

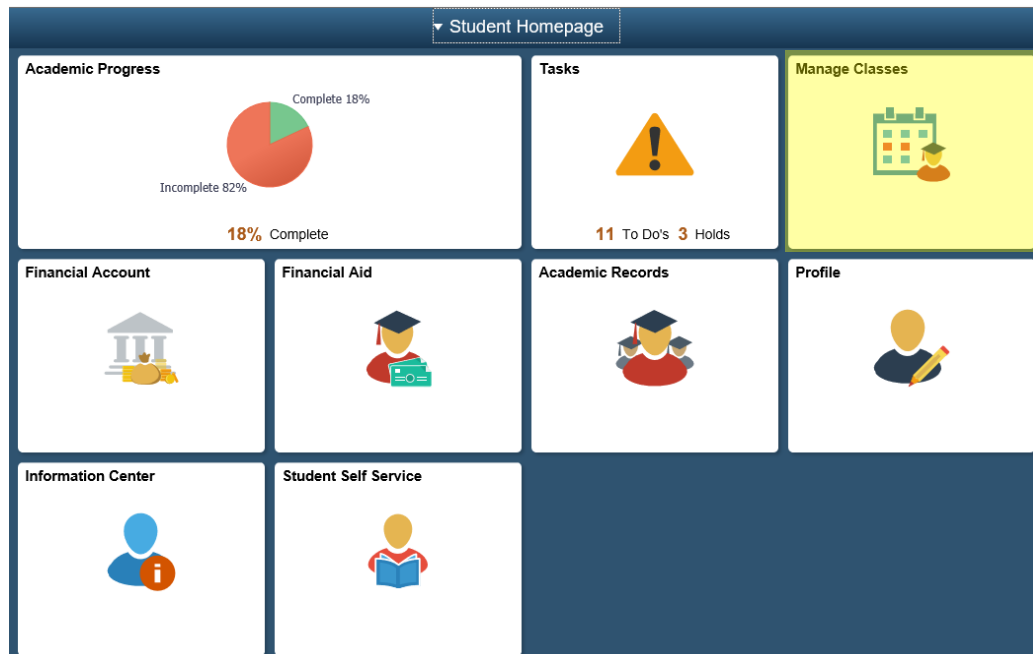
1. Access [CampusConnection](#).
2. Enter CampusConnection UserID and Password. Click **[Log In]**.



The screenshot shows the CampusConnection login interface for the North Dakota University System. It features a blue header with the university logo. The main content area is divided into two sections: 'Campus Solutions Log In' and 'Trouble Logging In?'. The 'Log In' section includes fields for 'User ID' (containing 'Mystic.M.Ian') and 'Password' (masked with dots), a 'Log In' button, and a checkbox for 'I agree to the terms of the User Agreement'. The 'Trouble Logging In?' section provides links for 'User ID and Password Help', 'Send email to Help Desk', and 'Guest Page'.

On your Student Homepage:

3. Click **[Manage Classes]** tile.



The screenshot displays a student homepage dashboard with a dark blue header and a grid of white tiles. The 'Student Homepage' dropdown menu is open. The tiles include: 'Academic Progress' with a pie chart showing 18% Complete and 82% Incomplete; 'Tasks' with a warning icon and 11 To Do's and 3 Holds; 'Manage Classes' (highlighted in yellow) with a calendar icon; 'Financial Account' with a building icon; 'Financial Aid' with a graduation cap icon; 'Academic Records' with a graduation cap icon; 'Profile' with a person icon; 'Information Center' with a person and information icon; and 'Student Self Service' with a person and book icon.

On the left-side menu:

4. Select **[Drop Classes]**.



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



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

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input type="checkbox"/>	Lecture - Class 11619	ACCT 200 Elements of Accounting I	Tuesday Thursday 9:00AM to 10:15AM	Schafer Hall, Rm 316	J. Vuolo	3.00	Enrolled
<input checked="" type="checkbox"/>	Lecture - Class 12114	ART 130 Drawing I	Monday Wednesday Friday 9:00AM to 10:50AM	Library, English & Art, Rm 323	D. Lewellyn	3.00	Enrolled

7. Click **[Next >]**.

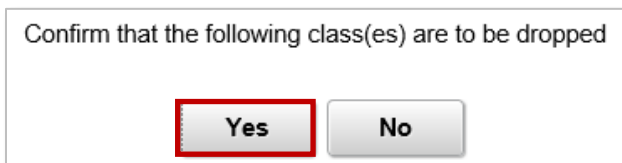
8. Review classes to drop. Click **[Drop Classes]**.

Step 2 of 2: Review Classes to Drop


Class	Description	Days and Times	Room	Instructor	Units	Status
Lecture - Class 12114	ART 130 Drawing I	Monday Wednesday Friday 9:00AM to 10:50AM	Library, English & Art, Rm 323	D. Lewellyn	3.00	Enrolled



Drop Classes

9. Click **[Yes]** to confirm.



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.

 **CSCI 101 - Introduction to Computers**
Action Required - Transaction Unsuccessful
You are still enrolled.
Contact the Academic Records/Registrar's Office on your campus for assistance.


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]**.

 **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.

The screenshot shows the 'My Class Schedule' interface. At the top, there are two radio buttons for 'Select Display Option': 'List View' (which is selected and highlighted with a red box) and 'Weekly Calendar View'. Below this, there are navigation buttons for '<< Previous Week', 'Week of 6/3/2019 - 6/9/2019', and 'Next Week >>'. Further down, there are fields for 'Show Week of' (06/07/2019), 'Start Time' (8:00AM), 'End Time' (6:00PM), and a 'Refresh Calendar' button. The main content is a table titled 'Schedule' with columns for days of the week (Monday Jun 3 to Sunday Jun 9) and rows for time slots (8:00AM, 9:00AM, 10:00AM, 11:00AM). The 10:00AM and 11:00AM slots for Monday through Thursday are filled with class information for ENGL 110 - 01 Lecture.

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

The screenshot shows the 'My Class Schedule' interface with a selection screen. The heading is 'Select a term then select Continue.' Below this is a table with three columns: 'Term', 'Career', and 'Institution'. The rows are:

Term	Career	Institution
<input checked="" type="radio"/> 2019 Summer	Undergraduate	Bismarck State College
<input type="radio"/> 2019 Fall	Undergraduate	Bismarck State College
<input type="radio"/> 2019 Fall	Undergraduate	Valley City State University

 Below the table is a 'Continue' button, which is highlighted with a red box.

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

The screenshot shows a filter options section with three checkboxes: 'Show Enrolled Classes' (checked), 'Show Dropped Classes' (unchecked and highlighted with a red box), and 'Show Waitlisted Classes' (checked). Below the checkboxes is a 'Filter' button.

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

The screenshot shows the details for two classes. The top section is for 'ART 110 - Intro to the Visual Arts'. It shows 'Status: Enrolled', 'Units: 3.00', 'Grading: Graded', and 'Grade:'. Below this is a table with columns: Class Nbr, Section, Component, Days & Times, Room, Instructor, Start/End Date, and ISBN. The row shows: 8039, 01, Lecture, MoTuWeTh 10:00AM - 11:15AM, BSC ONLINE, Barbara Thorsen, 06/03/2019 - 07/28/2019. The bottom section is for 'ENGL 110 - College Composition I'. It shows 'Status: Enrolled', 'Units: 3.00', 'Grading: Graded', and 'Grade:'. Below this is a table with columns: Class Nbr, Section, Component, Days & Times, Room, Instructor, Start/End Date, and ISBN. The row shows: 8010, 01, Lecture, MoTuWeTh 10:00AM - 11:15AM, Library, English & Art, Rm 305, Kathryn Dunlap, 06/03/2019 - 07/28/2019. At the bottom right, there is a 'Printer Friendly Page' button, which is highlighted with a red box.