Fall registration begins April 2, 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 are eligible to register for Fall 2012 classes. Here’s a step-by-step guide to ensure you start your Fall 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?” in CampusConnection.

2. CHECK YOUR APPOINTMENT DATE/TIME
Your individual appointment date/time will be available to view approximately one week before registration begins. While in CampusConnection, click on Student Center. On the right side of the page you will see the following:

   Click “details” to determine what time your appointment begins!

“Details” will display the following screen:

The begin date/time indicates your opportunity to enroll in classes. 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
Student Planning Worksheets & Curriculum Guides are essential when planning your educational goals. As a current student, you should already have these! However, if not, you will want to print them out! (Step 4 is Meeting with your Advisor: you need to bring these guides to your meeting!)

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.

Electronic degree audit - check your degree progress online!

Log into CampusConnection
Click on “Student Center” In the middle, under Academics, select “Academic Requirements” from the drop-down and click ≥.

Your Academic Requirements report should appear. If there seems to be a problem with the report, please contact the Academic Records office at 224-2608.

To learn more about the Academic Requirements report and electronic degree audit, please visit our Web site at: bismarckstate.edu/current/records/degreeaudit/
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
Click on “Student Center” On the right side of the page your advisor’s name & office phone number will be displayed:
You can send your advisor an email by clicking on details then click on the advisor’s name!!

To locate additional contact information regarding 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/

Outstanding “HOLDS” and “TO-DO’s” could prevent you from registering! Check CampusConnection!!

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 online Quick Guide for the step-by-step process!

7. IMPORTANT DATES & DEADLINES
This is one of the most important steps when registering for classes. You need to know “Dates & Deadlines!” BSC has outlined specific dates as to when you can add, drop and withdraw from classes. Not abiding by these dates could not only impact your GPA but your wallet as well!!

Example:
*Want to drop a class with a W but it’s past the deadline?*
You will receive the grade you currently have in the class!

*Want to swap a class but it’s past the deadline to drop the one you're currently in?*
You’ll end up paying tuition for BOTH!!

*The above example is used to illustrate the importance of knowing your Dates & Deadlines and not necessarily factual.*

“Dates & Deadlines” schedule is online:
bismarckstate.edu/current/records/calendarsdeadlines/

8. APPLICATION FOR DEGREE
If Fall 2012 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.

2. Visit with your Advisor to review your requirements.
3. 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/