1. Access CampusConnection.

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

3. On your Student Homepage:
   
   Click [Manage Classes] tile.
On the left-side menu:

4. Select [Swap 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 you wish to swap.
   The course you would like to drop and replace with another course.

   **Swap Classes**
   Select the class you wish to swap then select the class you wish to replace it with.

   **Swap This Class**
   Select from your schedule
   - ACCT 200: Elements of Accounting I

   **With This Class**
   Search for Classes
   - Class Search

   Or
   Enter Class Number
7. Select the class you would like to add. Select one of the methods.

**Course Search**

*You don't know the 4 or 5-digit class number and need to do a general course search.*

A. Click [Search].

B. Enter key words for the course to add. Click [ ].

C. Choose the course you wish to add to your schedule from the search options.

D. Choose the section you wish to add.

**Class Number**

*You do know the 4 or 5 digit class number and want to register using it.*

A. Enter the 4 or 5-digit class number in Class Nbr field.

Click [Search].
8. Once the desired course is identified, click on the [Next] button.

Step 1 of 2: Review Class Selection
You have selected
RELS 203  World Religions
Option Status: Open

<table>
<thead>
<tr>
<th>Class</th>
<th>Meeting Dates</th>
<th>Days and Times</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture - Class 11701</td>
<td>06/26/2019 - 12/20/2019</td>
<td>Tuesday Thursday 10:30AM to 11:45AM</td>
<td>Open Seats 27 of 30</td>
</tr>
</tbody>
</table>

9. Confirm that these are the classes you would like to swap. Click [Submit].

Step 2 of 2: Confirm Class Swap
You are replacing this Class
ACCT 200  Elements of Accounting I

With this Class
RELS 203  World Religions
Option Status: Open

<table>
<thead>
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</table>

10. Click [Yes].

Are you sure you want to submit?

Yes  No

11. Once the swap process is complete, review the status report.

- Courses swapped successfully are marked with a 
- Courses NOT swapped successfully are marked with an 

Swap ACCT 200 - Elements of Accounting I with RELS 203 - World Religions
This class has been added to your schedule.

On the left-side menu:

12. Click [View my Classes] to view or [My Weekly Schedule] to view or print.

For questions, contact Academic Records at (701)224-5420.