

CampusConnection Helpsheet

Swap a Class

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

Who Am I? ⚙️ ▼

You are signed in as GUEST on NDCSPRD

CampusConnection Signin ⚙️ ▼

User ID:

Password:

Sign In

If you have trouble signing in with your mobile device, use the following link: [Campus Connection Sign-In Page](#)

On your Student Center under Academics:

3. Select **[Enroll]**.

Student Center

Nicole's Student Center

Academics

Search Deadlines URL ISBN

Enroll [www.academics](#)

Grades ▶▶

This Week's Schedule

Class	Schedule
BUSN 120-01 LEC (19555)	MoWeFr 9:00AM - 9:50AM Schafer Hall, Rm 309
CSCI 160-01 LEC (19369)	MoTuWeTh 11:00AM - 11:50AM Jack Science Center, Rm 112

[weekly schedule ▶](#)
[enrollment shopping cart ▶](#)

SEARCH FOR CLASSES

Holds

Financial Obligation Agreement
Student in Collections
Account Sent to Collections
Student Finance Global SrvInd
Financial Aid Disqualification
Financial Aid Probation

[details ▶](#)

To Do List

[Degree Audit Sent - NDSU email](#)

[more ▶](#)

Milestones

No Milestones

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor
Deborah Shipman
701/224-2458

[details ▶](#)

Student Communications

Has Communications
[▶ Details](#)

Finances

My Account

[Account Inquiry](#)
[Account Summary](#)

[Pay Online Now](#)
[Student Account Detail](#)
[View 1098-T Info](#)
[Financial Obligation Agreement](#)

Financial Aid

[View Financial Aid](#)
[Accept/Decline Awards](#)
[Report Other Financial Aid](#)

other financial... ▶▶

Account Summary

You owe 2,446.70.

- Due Now 2,446.70
- Future Due 0.00

**** You have a past due balance of 2,446.70. ****

Currency used is US Dollar.

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)

other personal... ▶▶

Contact Information

Home Address	Address 2
1500 Mystic Ian Blvd Bismarck, ND 58503 Burleigh	
Home Phone	Home E-mail Address
701/224-2423	loadtest@mail.und.nodak.edu

4. Select **[Swap]** from the menu at the top of the page.



If prompted, select the appropriate term, then click **[Continue]**.

5. Select the class you wish to swap.
The course you would like to drop and replace with another course.

Swap a Class

1. Select a class to swap

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

2016 Summer | Undergraduate | Bismarck State College

Swap This Class

Select from your schedule: MATH 210: Elementary Statistics

With This Class

Search for Class: Class Search [search]

Enter Class Nbr: [enter]

My 2016 Summer Class Schedule

Enrolled (green check), Dropped (blue X), Wait Listed (yellow triangle)

Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 200-01 (11698)	Elements of Accounting I (Lecture)		BSC ONLINE	S. Wilson	3.00	Dropped (blue X)
MATH 210-01 (11691)	Elementary Statistics (Lecture)	MoTuWeTh 10:00AM - 11:15AM	Jack Science Center, Rm 127	M. Kern	3.00	Enrolled (green check)

6. Select the class you would like to add.

There are two different ways to add a course.

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

A. Click **[Search]**.

Swap a Class

1. Select a class to swap

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

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Swap This Class

Select from your schedule MATH 210: Elementary Statistics

With This Class

Search for Class Class Search search

Enter Class Nbr enter

B. Select the **[Subject]** from the drop-down menu. Enter **[Course Number]** if known. Click **[Search]**.

- To search open and closed courses remove the "Show Open Classes Only" check mark.
- Click [Additional Search Criteria] for a detailed search.

Search for Classes

Bismarck State College | 2016 Summer

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject Accounting

Course Number is exactly 200

Course Career Undergraduate

Class Nbr

Show Open Classes Only

Additional Search Criteria

Return to Add Classes CLEAR SEARCH

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

Click **[Select]**.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	ISBN	Status
11698	01-LEC Regular	TBA	BSC ONLINE	Shirley Wilson	05/16/2016 - 08/05/2016		<input type="button" value="select"/>
11728	02-LEC Regular	TBA	BSC ONLINE	Shirley Wilson	05/16/2016 - 08/05/2016		<input type="button" value="select"/>

You do know the class number code and want register using it.

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

Click **[Enter]**.

Swap a Class

1. Select a class to swap

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

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Swap This Class

Select from your schedule MATH 210: Elementary Statistics

With This Class

Search for Class Class Search search

Enter Class Nbr enter

7. Once the desired course is identified, click on the **[Next]** button.

Swap a Class 1

1. Select a class to swap - Enrollment Preference

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CJ 201 - Intro to Criminal Justice

Class Preferences

CJ 201-01 Lecture ● Open **Grading** Graded

Units 3.00

Session 4th wk, 8 wks

Career Undergraduate

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture		BSC ONLINE	Mike Wardzinski	06/06/2016 - 07/31/2016

8. Confirm that these are the classes you would like to swap. Click **[Finish Swapping]**.

Swap a Class 1

2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

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You are replacing this class

Enrolled
 Dropped
 Wait Listed



Class	Description	Days/Times	Room	Instructor	Units	Status
MATH 210-01 (11691)	Elementary Statistics (Lecture)	MoTuWeTh 10:00AM - 11:15AM	Jack Science Center, Rm 127	M. Kern	3.00	✔

With this class

ISBN Number
 Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
CJ 201-01 (11693)	Intro to Criminal Justice (Lecture)		BSC ONLINE	M. Wardzinski	3.00	●

CANCEL **FINISH SWAPPING**

9. 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 a Class 1 2 3

3. View results

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

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✔ Success: Classes were swapped
 ✘ Error: Unable to swap class

Class	Message	Status
Swap MATH 210 with CJ 201	Success: This class has been replaced.	✔

[MY CLASS SCHEDULE](#)

10. Click **[My Class Schedule]** to view.

✔ Success: enrolled
 ✘ Error: unable to add class

Class	Message	Status
ACCT 200	Success: This class has been added to your schedule.	✔
THEA 161	Error: You cannot add this class due to a time conflict with class 22483. Select another class.	✘

[MY CLASS SCHEDULE](#)
[ADD ANOTHER CLASS](#)

Class Schedule Filter Options

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes
 [filter](#)

ACCT 200 - Elements of Accounting I

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	ISBN
11698	01	Lecture		BSC ONLINE	Shirley Wilson	05/16/2016 - 08/05/2016	

MATH 210 - Elementary Statistics

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	ISBN
11691	01	Lecture	MoTuWeTh 10:00AM - 11:15AM	Jack Science Center, Rm 127	Michael Kern	06/06/2016 - 07/31/2016	

[Printer Friendly Page](#)

Class Schedule