BSC BISMARCK STATE COLLEGE

CampusConnection Helpsheet
Add a Class

1. Access CampusConnection.

2. Enter CampusConnection UserID and Password. Click **[Sign In]**.

On your Student Center under Academics:

3. Select **[Enroll].** If prompted, select appropriate term.

4. Identify the class you would like to add.
   There are two different ways to search for classes.

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

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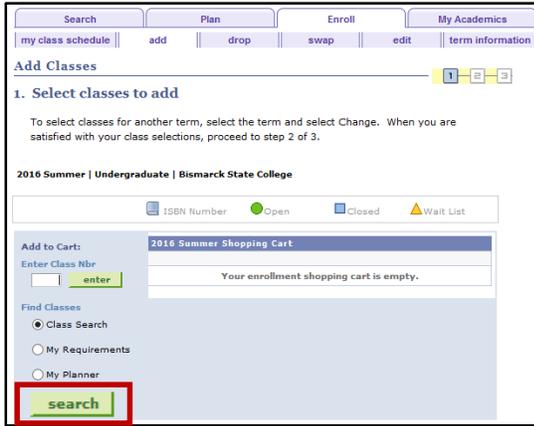
B. Select the **[Subject]** from the drop-down menu.
   Enter **[Course Number]** if known.
   Click **[Search].**

   - To search open and closed courses remove the "Show Open Classes Only" check mark.
   - Click [Additional Search Criteria] for a detailed search.
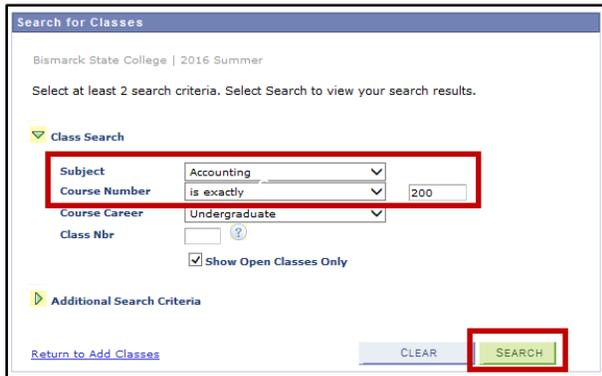
C. Choose the course section you wish to add to your schedule from the search options.

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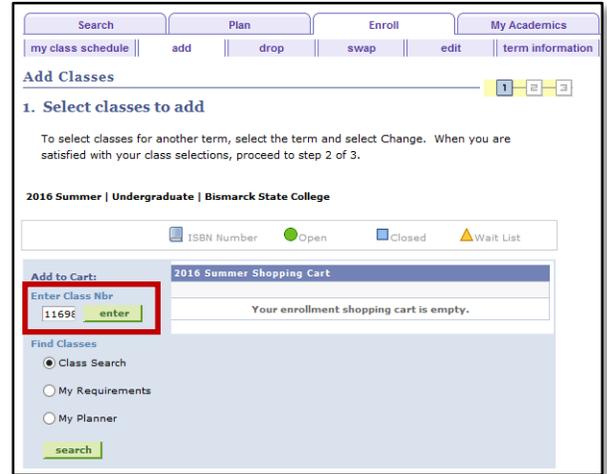
5. Once the desired course is identified, click on the **[Next]** button.

    This will add the selected course to your shopping cart.

6. To add more classes to your shopping cart repeat steps 4 & 5.
    Do this process until all classes have been selected.

    When you are satisfied with your class selections, click **[Proceed to Step 2 of 3]** to complete registration.

7. Confirm that these are the classes you would like to add.   Click **[Finish Enrolling]**.

8. Once the enroll process is complete, review the status report.

   Courses added are marked with a ✔

   Courses NOT added are marked with an ✖ .

   Note: CampusConnection will not allow registrations to be processed if:

   • Multiple registrations in the same course are attempted
   • Time conflicts exist
   • Course requirements are not met (Prerequisites)
   • A "HOLD" appears your student account

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

Class Schedule