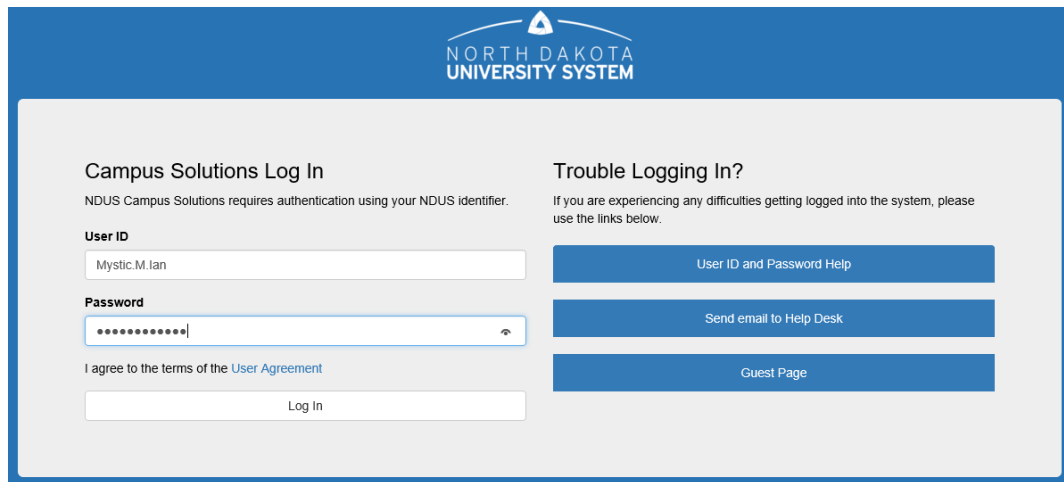


## CampusConnection Helpsheet Swap a Class

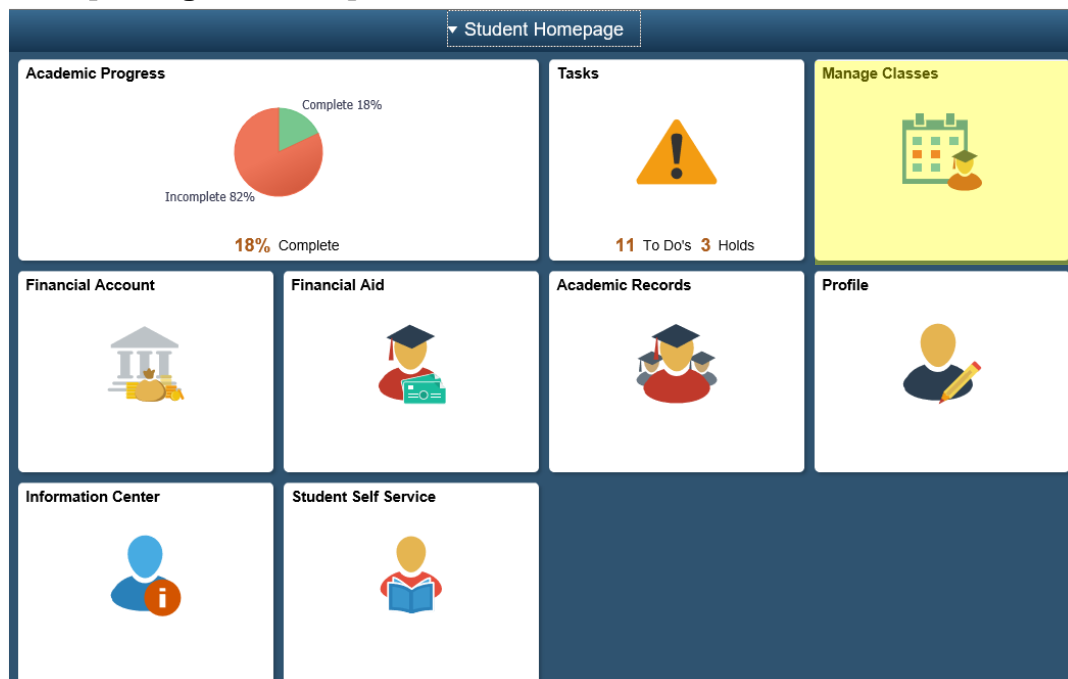
1. Access [CampusConnection](#).
2. Enter CampusConnection UserID and Password. Click **[Log In]**.



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.lan') 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:

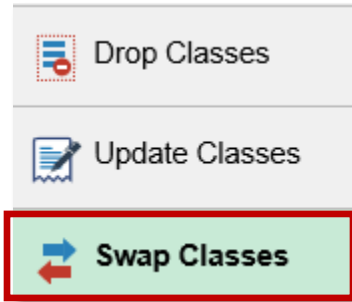
3. Click **[Manage Classes]** tile.



The screenshot displays a student's homepage dashboard with a dark blue header and a grid of white tiles. The 'Student Homepage' header is visible. 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 an information icon; and 'Student Self Service' with a person reading icon.

On the left-side menu:

4. Select [**Swap Classes**].



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



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]**.

The screenshot shows the 'Swap Classes' form. It has a 'Search' button in the top right corner. Below the title, it says 'Select the class you wish to swap then select the class you wish to replace it with.' There are two sections: 'Swap This Class' and 'With This Class'. The 'Swap This Class' section has a dropdown menu with 'ACCT 200: Elements of Accounting I' selected. The 'With This Class' section has a 'Search for Classes' dropdown menu with 'Class Search' selected. Below this is an 'Or' section with an 'Enter Class Number' text input field.

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

The screenshot shows a search bar titled 'Search For Classes' with an information icon. The search bar contains the text 'RELIGION' and a '>>' button. Below the search bar is a link that says 'Additional ways to search'.

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

The screenshot shows search results for religion courses. There are three results listed, each with a right-pointing arrow:

- RELS 120  
Religion in America  
1 Class Option Available
- RELS 203  
World Religions  
2 Class Options Available
- RELS 220  
Old Testament  
1 Class Option Available

D. Choose the section you wish to add.

Option	Status	Session	Class
1	Open	Regular Academic Session	Lecture - Class 11789
2	Open	Regular Academic Session	Lecture - Class 11791

### 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]**.

The screenshot shows the 'Swap Classes' form. It has a 'Search' button in the top right corner. Below the title, it says 'Select the class you wish to swap then select the class you wish to replace it with.' There are two sections: 'Swap This Class' and 'With This Class'. The 'Swap This Class' section has a dropdown menu with 'RELS 203: World Religions' selected. The 'With This Class' section has a 'Search for Classes' dropdown menu with 'Class Search' selected. Below this is an 'Or' section with an 'Enter Class Number' text input field containing the number '11789'.

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

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 11791	Regular Academic Session	08/26/2019 - 12/20/2019	Tuesday Thursday 10:30AM to 11:45AM	Open Seats 27 of 30

**Next >**

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**

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 11619	Regular Academic Session	08/26/2019 - 12/20/2019	Tuesday Thursday 9:00AM to 10:15AM	Open Seats 23 of 25

**With this Class**

**RELS 203 World Religions**

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 11791	Regular Academic Session	08/26/2019 - 12/20/2019	Tuesday Thursday 10:30AM to 11:45AM	Open Seats 27 of 30



**Submit**


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.