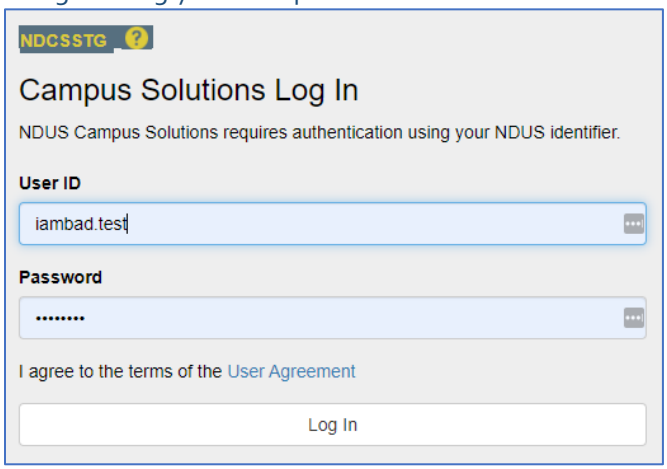
College Scheduler: Student Usage

Campus Solutions Training Guide

Registering in Schedule Planner

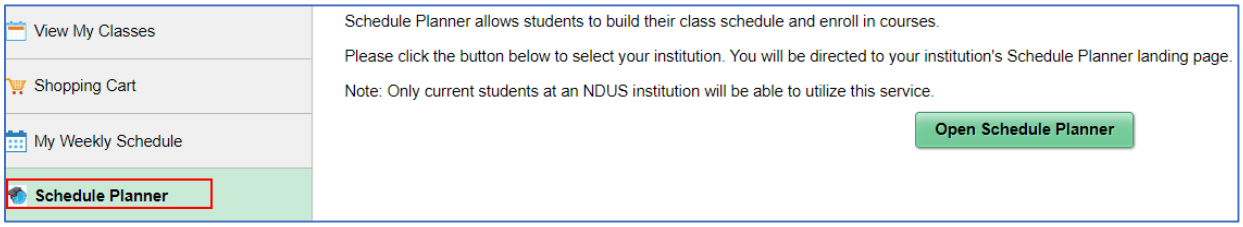
Campus Connection Login: https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/?cmd=login

1-Log in using your Campus Connection credentials.



2- Manage Classes Tile > Schedule Planner.

3- Students will click the 'Open Schedule Planner' button to open a new window.



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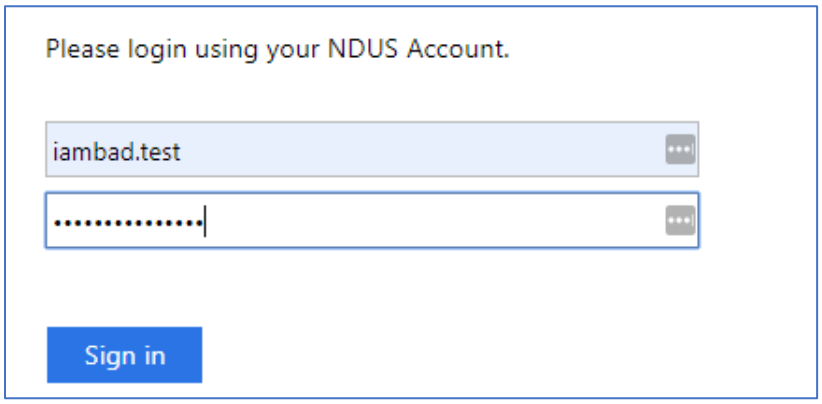
4- You will then be prompted to authenticate. Your log in with the credentials will be the same as Campus Connection.



5- All students will be prompted with the multi-institution selection page. **You will be able to choose any institution however if you are not term activated at that institution, you cannot enroll.**

Need Assistance?

Contact the NDUS Help Desk:
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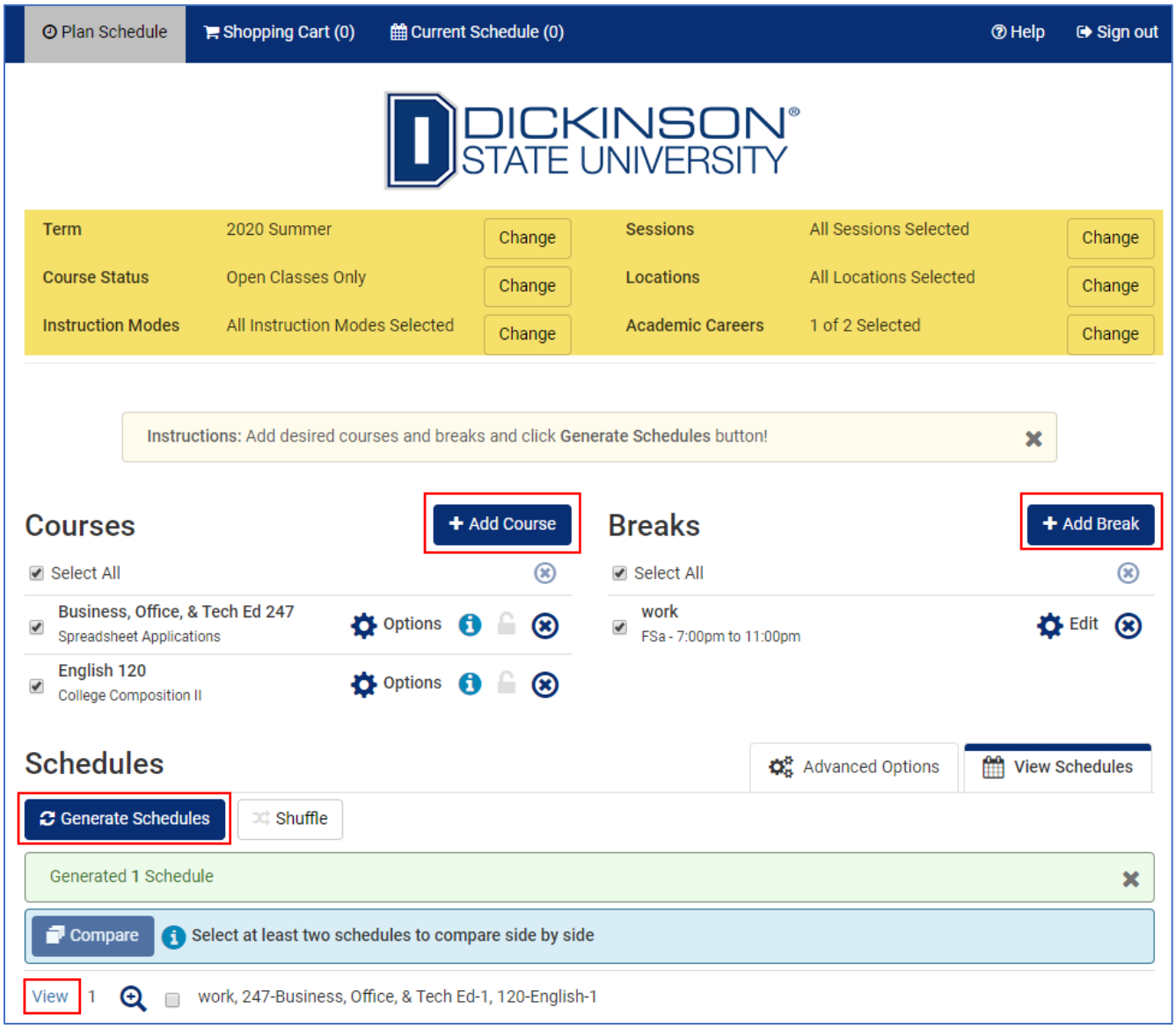
https://helpdesk.ndus.edu

6- Students can filter their course selections by location, session, instruction mode, etc. They will choose courses in the **'Courses'** area and add schedule conflicts (work, practice, etc) in the **'Breaks'** area.

7- After choosing their courses, they will click **'Generate Schedules'** to show a list of available schedules within their filters.



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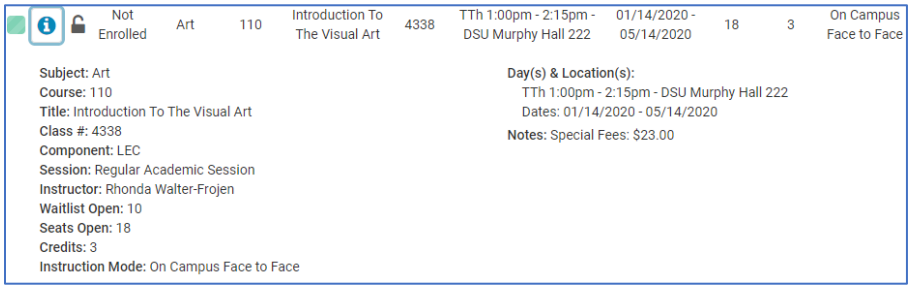
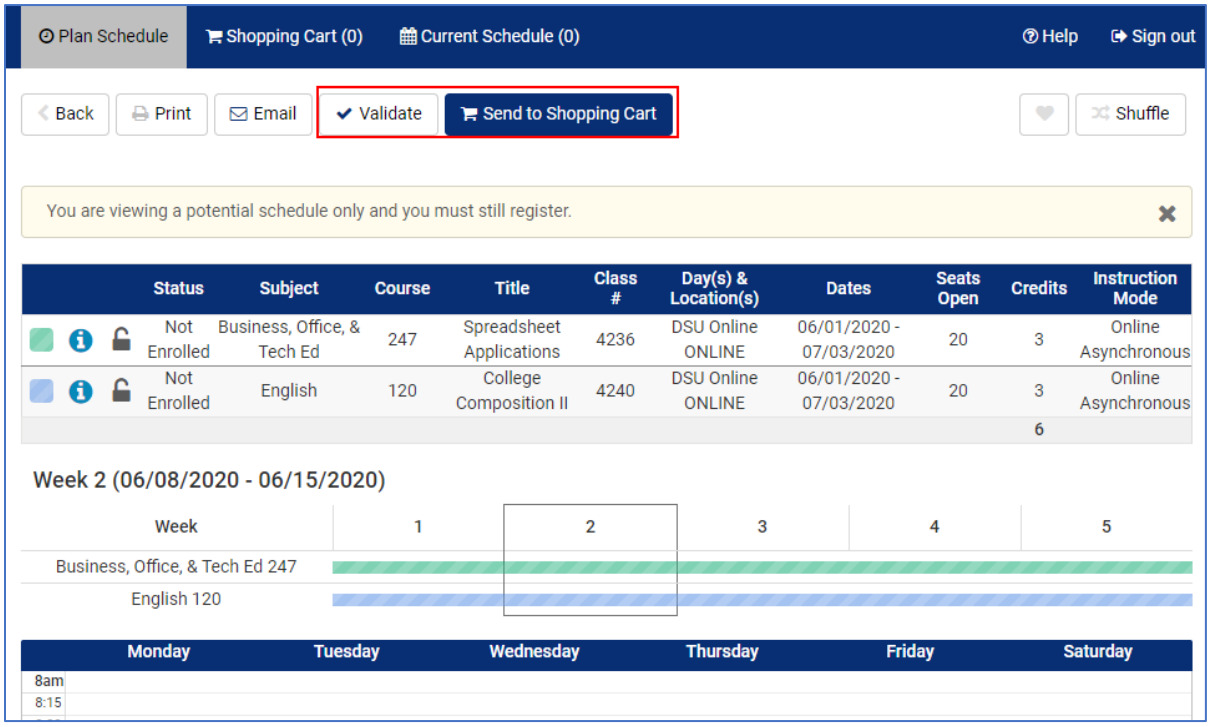
8- Students will choose their classes.

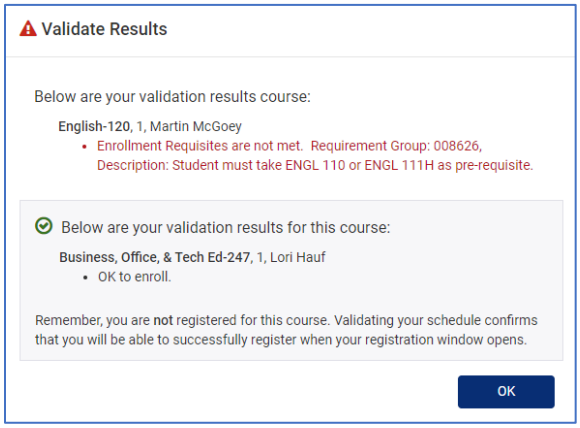
a. Clicking 'View' next to a schedule will open a calendar view to show the student days/times of their chosen classes. Students can use the arrows in the right corner to switch between schedule options.

b. Clicking the ℹ button will provide additional details on the class:



Clicking **'Validate'** will check to see if the student has any holds, doesn't meet course requisites, or if they have previously taken a course. Any holds will have to be reviewed in Campus Connection before enrolling.





9- If the student doesn't have any holds or pre-requisite issues, they can click **'Send to Shopping Cart'** and send the classes their cart for enrollment.

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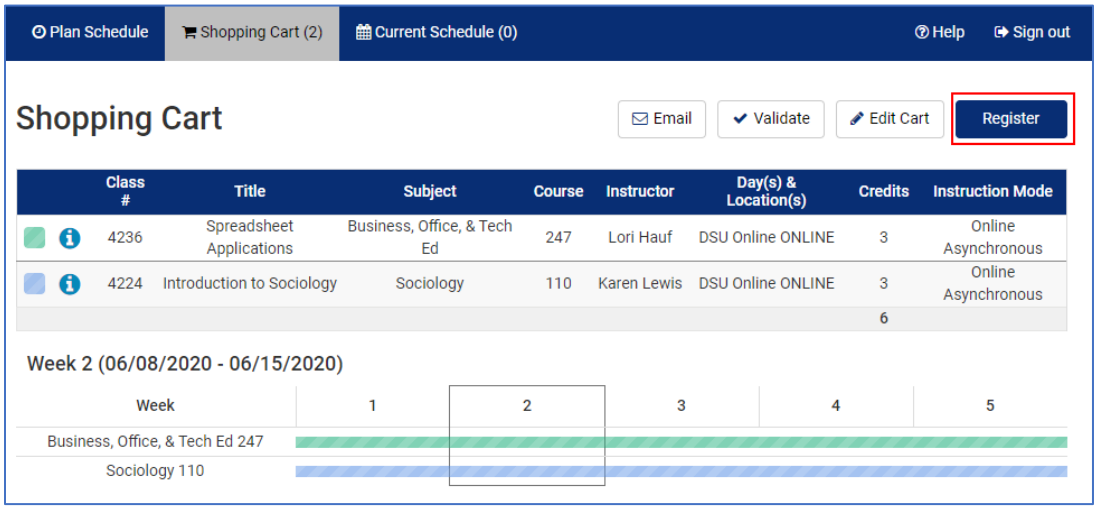
10- They will be prompted for permission numbers, instructor selection, credit selection, etc. if necessary, for the course(s).

11- Once ready, students click 'Register' and will be enrolled in the courses selected.



- If the registration is successful, the student will receive a notice indication successful enrollment into the course(s).
    - Classes will show on the student's schedule in Schedule Planner and in the Manage Classes tile in Campus Connection.

Note: Students MUST click 'Sign Out' at the top-right hand corner of the page once they complete their planning in Schedule Planner.

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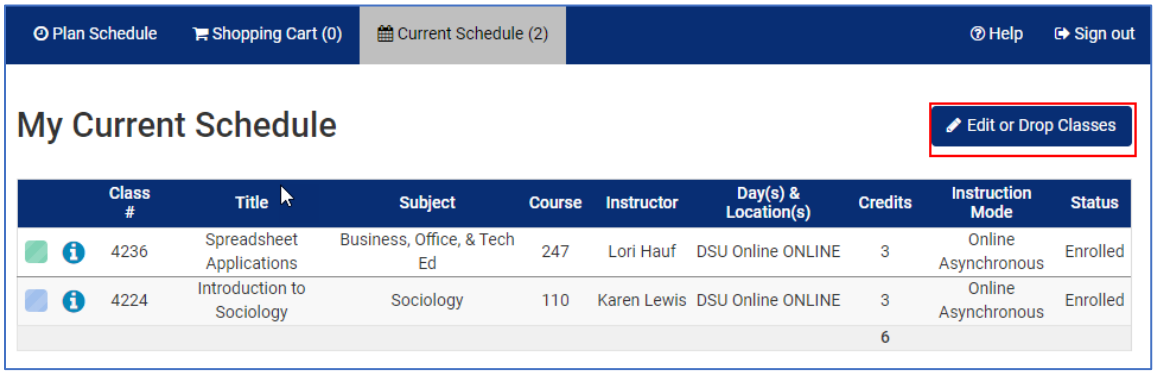
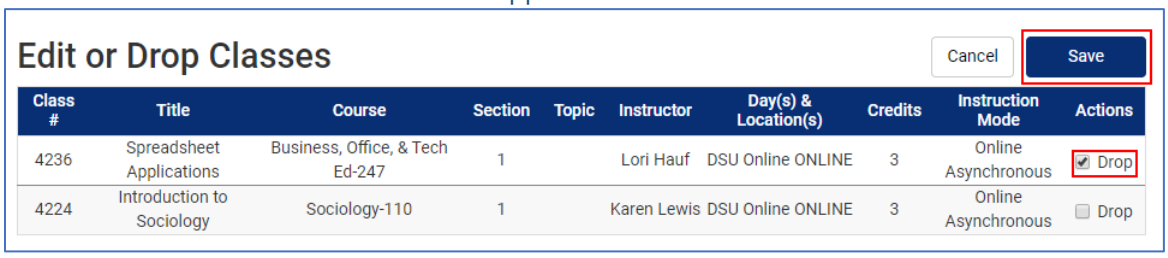
Dropping Courses in Schedule Planner

Students can also make class drops in Schedule Planner.

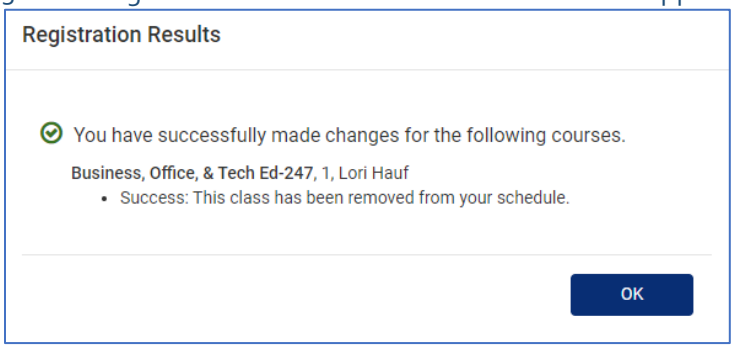
1-On the 'Current Schedule' tab in Schedule Planner, click 'Edit or Drop Classes'.



2- Choose the classes that needs to be dropped. Click **Save.**



3-You will get a confirmation of which classes were dropped.



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