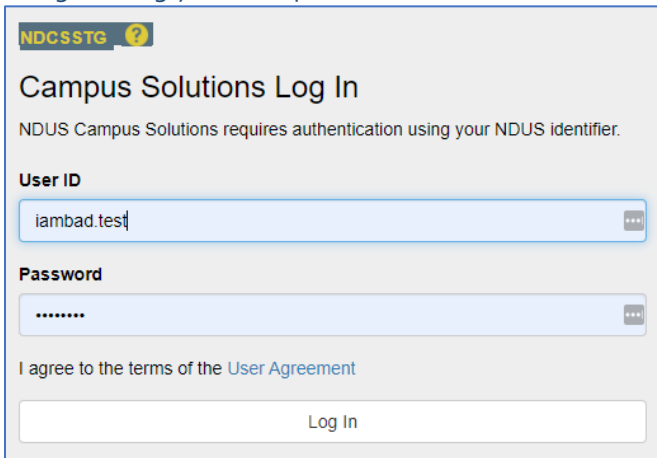


College Scheduler: Student Usage

Registering in Schedule Planner

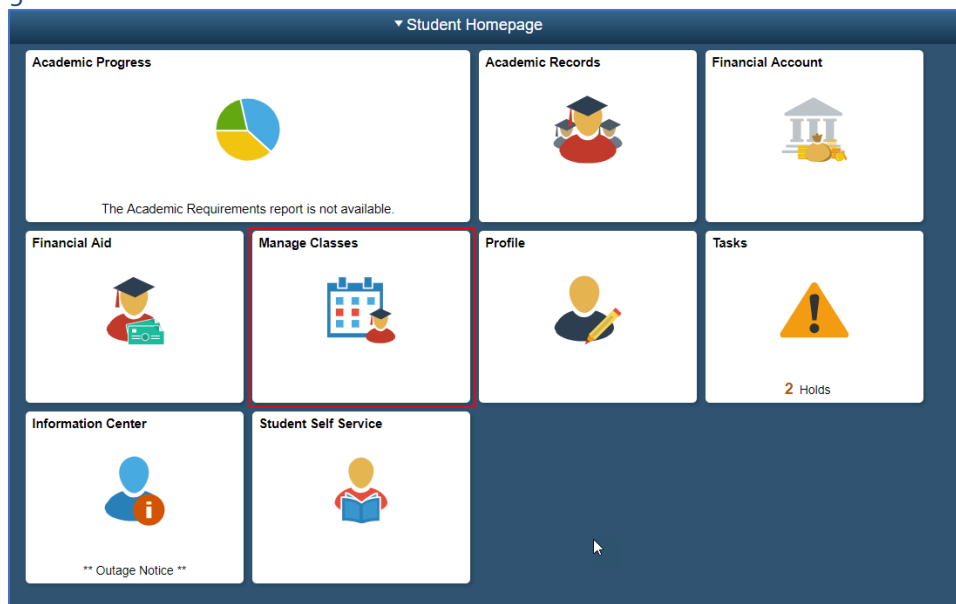
Campus Connection Login: <https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/?cmd=login>

1-Log in using your Campus Connection credentials.

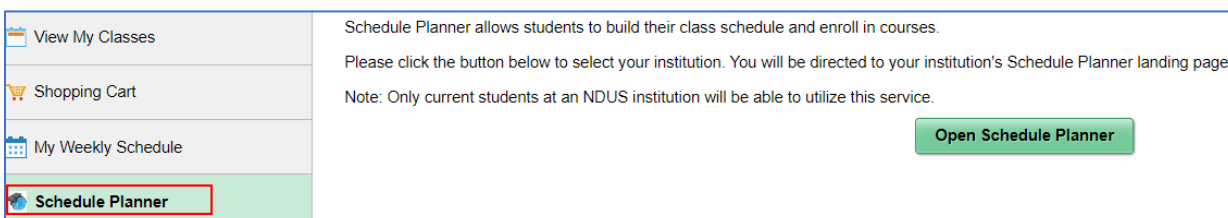


The screenshot shows a login form titled "Campus Solutions Log In" with the subtext "NDUS Campus Solutions requires authentication using your NDUS identifier." It includes a "User ID" field containing "iambad.test", a "Password" field with masked characters, a checkbox for "I agree to the terms of the User Agreement", and a "Log In" button.

2- Manage Classes Tile > Schedule Planner.



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



The screenshot shows a sidebar with navigation options: "View My Classes", "Shopping Cart", "My Weekly Schedule", and "Schedule Planner" (highlighted with a red border). The main content area contains text explaining the Schedule Planner service and a green "Open Schedule Planner" button.

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

Please login using your NDUS Account.

iambad.test

.....

Sign in

- 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.**



**NORTH DAKOTA
UNIVERSITY SYSTEM**

ACCESS. INNOVATION. EXCELLENCE.

Please select the institution you wish to use to plan your schedule!

Institution

- Bismarck State College
- Dakota College at Bottineau
- Dickinson State University
- Lake Region State College
- Mayville State University
- Minot State University
- North Dakota State College of Science
- North Dakota State University
- University of North Dakota
- Valley City State University
- Williston State College

Continue

Need Assistance?


Contact the NDUS Help Desk:
NDUS.HelpDesk@ndus.edu (email)
<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.

Need Assistance?

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 NDUS.HelpDesk@ndus.edu (email)
<https://helpdesk.ndus.edu>

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  button will provide additional details on the class:

Not Enrolled

Subject: Art

Course: 110

Title: Introduction To The Visual Art

Class #: 4338

Component: LEC

Session: Regular Academic Session

Instructor: Rhonda Walter-Frojen

Waitlist Open: 10

Seats Open: 18

Credits: 3

Instruction Mode: On Campus Face to Face

Introduction To The Visual Art 4338

TTh 1:00pm - 2:15pm - DSU Murphy Hall 222

01/14/2020 - 05/14/2020

18 3

On Campus Face to Face

Day(s) & Location(s):
TTh 1:00pm - 2:15pm - DSU Murphy Hall 222

Dates: 01/14/2020 - 05/14/2020

Notes: Special Fees: \$23.00

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.





Plan Schedule
Shopping Cart (0)
Current Schedule (0)
Help
Sign out

Back
Print
Email

✓ Validate
Send to Shopping Cart

Shuffle

You are viewing a potential schedule only and you must still register. ✕

Status	Subject	Course	Title	Class #	Day(s) & Location(s)	Dates	Seats Open	Credits	Instruction Mode	
 	Not Enrolled	Business, Office, & Tech Ed	247	Spreadsheet Applications	4236	DSU Online ONLINE	06/01/2020 - 07/03/2020	20	3	Online Asynchronous
 	Not Enrolled	English	120	College Composition II	4240	DSU Online ONLINE	06/01/2020 - 07/03/2020	20	3	Online Asynchronous
								6		

Week 2 (06/08/2020 - 06/15/2020)


Week	1	2	3	4	5
Business, Office, & Tech Ed 247					
English 120					

⚠ Validate Results

Below are your validation results course:

English-120, 1, Martin McGoey

- Enrollment Requisites are not met. Requirement Group: 008626, Description: Student must take ENGL 110 or ENGL 111H as pre-requisite.

 Below are your validation results for this course:

Business, Office, & Tech Ed-247, 1, Lori Hauf

- OK to enroll.

Remember, you are not registered for this course. Validating your schedule confirms that you will be able to successfully register when your registration window opens.

OK

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.

Need Assistance?

Contact the NDUS Help Desk:
 NDUS.HelpDesk@ndus.edu (email)
<https://helpdesk.ndus.edu>

- 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 indicating 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.

Need Assistance?
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<https://helpdesk.ndus.edu>

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'.

Class #	Title	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Instruction Mode	Status
4236	Spreadsheet Applications	Business, Office, & Tech Ed	247	Lori Hauf	DSU Online ONLINE	3	Online Asynchronous	Enrolled
4224	Introduction to Sociology	Sociology	110	Karen Lewis	DSU Online ONLINE	3	Online Asynchronous	Enrolled
						6		

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

Class #	Title	Course	Section	Topic	Instructor	Day(s) & Location(s)	Credits	Instruction Mode	Actions
4236	Spreadsheet Applications	Business, Office, & Tech Ed-247	1		Lori Hauf	DSU Online ONLINE	3	Online Asynchronous	<input checked="" type="checkbox"/> Drop
4224	Introduction to Sociology	Sociology-110	1		Karen Lewis	DSU Online ONLINE	3	Online Asynchronous	<input type="checkbox"/> Drop

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

Registration Results

✔ You have successfully made changes for the following courses.

Business, Office, & Tech Ed-247, 1, Lori Hauf

- Success: This class has been removed from your schedule.

OK

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

Need Assistance?

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NDUS.HelpDesk@ndus.edu (email)
<https://helpdesk.ndus.edu>