Registering in Schedule Planner

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

1- Log in using your Campus Connection credentials.

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Campus Solutions Log In

NDUS Campus Solutions requires authentication using your NDUS identifier.

User ID

Password

[Type password]

I agree to the terms of the User Agreement

Log In
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2 - Manage Classes Tile > Schedule Planner.

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

   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.
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.
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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