

## REGISTRATION INSTRUCTIONS FOR CAMPUS CONNECTION

<http://www.und.edu/dept/registrar/>

The CampusConnection registration system has been created for your convenience. This system will allow you to register for classes, check for open courses, view and print your schedule, view and print your grades, and drop and add courses anywhere you have access to the web. There are many more options available, so check it out.

**Know your password and keep it secure.** In order for you to take advantage of CampusConnection you will need your UserID and password. To obtain your userID and password you will need to go to: [www.und.edu](http://www.und.edu), click on Current Students then click on CampusConnection:

1. To Find out User ID
  - a. Click on What is my user ID
  - b. Enter requested information
  - c. Click Submit
  - d. Your user ID will be displayed
2. To Find out Password
  - a. Click on Forgot my password
  - b. Enter UserID
  - c. Answer the password hint- the default question will be the date of your birth
  - d. Your Password will be emailed to the Email Address listed

**\*\*\* If you have any questions or problems, contact the NDUS Help Desk at (866) 457-6387 \*\*\***

### Viewing Schedule of Classes:

1. Go to: [www.und.edu](http://www.und.edu), click on Current Students then click on CampusConnection.
2. Enter you User ID and password
3. Click on Class Search
4. Select the University of North Dakota for the Institution
5. Select the term (semester) for the schedule of classes you would like to view
6. To view an entire department, select the Subject and select the career. It is also helpful to “un-check” the Open Classes Only box. This will enable you to see all courses including closed courses. To view a specific course, select Subject and Catalog Number (103, 146, etc). Click Search.
7. To view more detail on the course, click on the sections blue link. Included in the class detail will be the enrollment requirements, special fee’s, special permission if required and various other class details.

### Adding or Dropping Classes on ConnectND:

1. Go to: [www.und.edu](http://www.und.edu), click on Current Students then click on CampusConnection.
2. Enter you User ID and password
3. Click Student Center
4. Click on Enroll
5. Select the term (semester) for which you need to add or drop a class.
6. Click continue.

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**Adding a Class:**

1. Enter class number if known. If unsure of class number, select class search. Click search
  - a. Select the Subject.
  - b. Click Search
  - c. Find the required class and click select class.
    - i. Check the "Wait list" box to be placed on the wait list if the course is full
    - ii. If the course is Special Permission, enter permission number. The special permission number is obtained from the academic department or instructor
    - iii. If registering for a variable credit course, enter the amount of credits under Units.
  - d. Click next
  - e. Proceed to Step 2 or 3
  - f. Finish enrolling
2. If an error message is received, read message as to why the class was not added ( i.e. missing requisites, course closed)
3. To add more classes, repeat step 1.

**Dropping a Class**

1. Click on Student Center
2. Click Enroll Link
3. Click on Drop Tab at the top of the page
4. Select the term (semester) for which you would like to drop a class
5. Click continue
6. Select class you wish to drop
7. Click Drop selected classes
8. If an error message is received, read message as to why the class was not dropped

**\*\*\*\*\*Important: When using PeopleSoft, please use the return link at the bottom of each page. Do not use the browser back and forward toolbar!**

**Viewing Holds:**

1. Click on Student Center
2. Click Holds (top right side of page)

**Viewing assigned Advisor**

1. Click on Student Center
2. Click Advisors (bottom right side of page)

**Changing Your Address:**

1. Campus Personal Information
2. Addresses
3. Click the EDIT button to the right of the address you wish to change
4. Make the changes and then click the OK button, review your changes. Click save
5. Then click Return to Current Addressed to return to the listing of addresses.

**\*\*\*\*\*Important: The "Home" address should be kept current and where you currently reside. This is the address the University of North Dakota uses for all official mailings.**