REGISTERING IN SCHEDULE PLANNER

1. Go to und.edu and click on LOGINS and then CAMPUS CONNECTION.

2. Log in using your UND username and password.

3. First, take care of holds by clicking on the TASKS section before your registration date and time. Then, click on MANAGE CLASSES.

Note: Every semester you need to sign the FINANCIAL OBLIGATION AGREEMENT.
4. After holds are taken care of and your financial obligation agreement is signed, click on SCHEDULE PLANNER, then click OPEN SCHEDULE PLANNER.

5. When schedule planner opens, select the TERM you are registering for and then click on SAVE AND CONTINUE.

6. Change COURSE STATUS to OPEN CLASSES ONLY.

7. Please be aware of the different manners in which courses are delivered, also known as INSTRUCTION MODES. Click the CHANGE button next to instruction modes to view the different types, which are defined in the yellow box. Be sure to select the instruction modes that fit within your preferences (not all courses offer all types of instruction modes).

   For example, if you are an online student, only select ONLINE SYNCHRONOUS and/or ONLINE ASYNCHRONOUS.
8. Click ADD COURSE to add each course into your enrollment queue. Once your courses are added, click PLAN SCHEDULE. If you have specific times during the day that you need to block from scheduling classes, use the ADD BREAK feature.

9. To add a particular section of a class, click on OPTIONS next to the class.

Then, UNCHECK all available section options.

Lastly, CHECK the particular section that you were instructed to enroll in.
10. Next, click on GENERATE SCHEDULES. Multiple schedules will pop up for you to look through.

![Schedules](image)

11. COMPARE up to 4 schedules at a time. Use the SHUFFLE feature to mix up schedules and add more variety of class times and days.

![Compare](image)

12. When selecting a schedule, keep in mind the START and END times of your days as well as TRAVEL time between back-to-back classes. Click on OPEN next to your desired schedule.

![Open Schedule](image)
Then, click on **VALIDATE**. This will check to see if you need any permission numbers or if you are missing any prerequisites.

Double-check the number of **CREDITS** you are enrolled in and the **DAY** and **LOCATION** column to confirm these are the correct courses. Click on the “i” button to view course details.

Click **SEND TO SHOPPING CART** and then **NEXT** on all courses. If you were given a permission number, please enter it. Not all courses require a number, but the permission number box may be an option.
If you are unable to get into any recommended classes, contact your academic advisor. Click REGISTER.

If you are enrolling in a part-term course you may click on the week the course STARTS to view the course in your weekly schedule.

Look at the REGISTRATION RESULTS to confirm you are successfully enrolled in each course.

When you log back into Campus Connection, view your classes and weekly schedule by using the navigation tabs on the left side of MANAGE CLASSES.