Registering in Schedule Planner

1. Visit und.edu and click on "LOGINS" and then click on "Campus Connection."

2. Log in using your UND username and password.

3. First, take care of any holds (located under the "tasks" section) prior to your registration date and time. Then, click on "manage classes."

Note: Every semester you will need to sign the "Financial Obligation Agreement."
After your holds are taken care of and your financial obligation agreement is signed, click on “Schedule Planner,” then click on the green button “Open Schedule Planner.”

When schedule planner opens, select the term in which you are registering and click on “Save and Continue.”

Change “course status” to “open classes only.”

*If a course you are advised to register for is not showing up, you may change the “course status” to “open + full with waitlist open.”

- If you are an on-campus student, please take a look at the “instruction modes” and uncheck BOTH online options if you wish to only take on-campus classes.
- If you are an online student, please click on “change” next to “instruction mode” and only select the “online asynchronous” and “online synchronous” options.
Click “add course” to add each course into your enrollment queue. If you have specific times during the day that you need to block from scheduling classes, use the “add break” feature.

Keep in mind, some classes may only have one or two set times for the specific course you need to take, so you may need to adjust the breaks if a course doesn’t show up on your schedule.

To add a particular section of a class, click on “options” next to the class.
Once your courses are added, click on the green “Plan Schedule.” Then, click “Generate Schedules.” Multiple schedules will pop up for you to look through.

Then, uncheck all available section options.

Lastly, check the particular section that you were instructed to enroll in.
Click on the blue “i” button to view course details (start/end dates, pre-req’s, instructor, day/ time, location, and class notes).

Click on “view” next to your desired schedule. Then, click on “Validate.” This process will check to see if you need any permission numbers or if you are missing any pre-requisites for your courses.

Double check the number of credits you are enrolled in and the day(s) and location(s) column to confirm these are the correct courses.
Click “send to shopping cart” and then “next” on all courses—if you need a permission number, please insert at this time. Not all courses require a permission, though the permission number box will always be an option.

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 your “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.