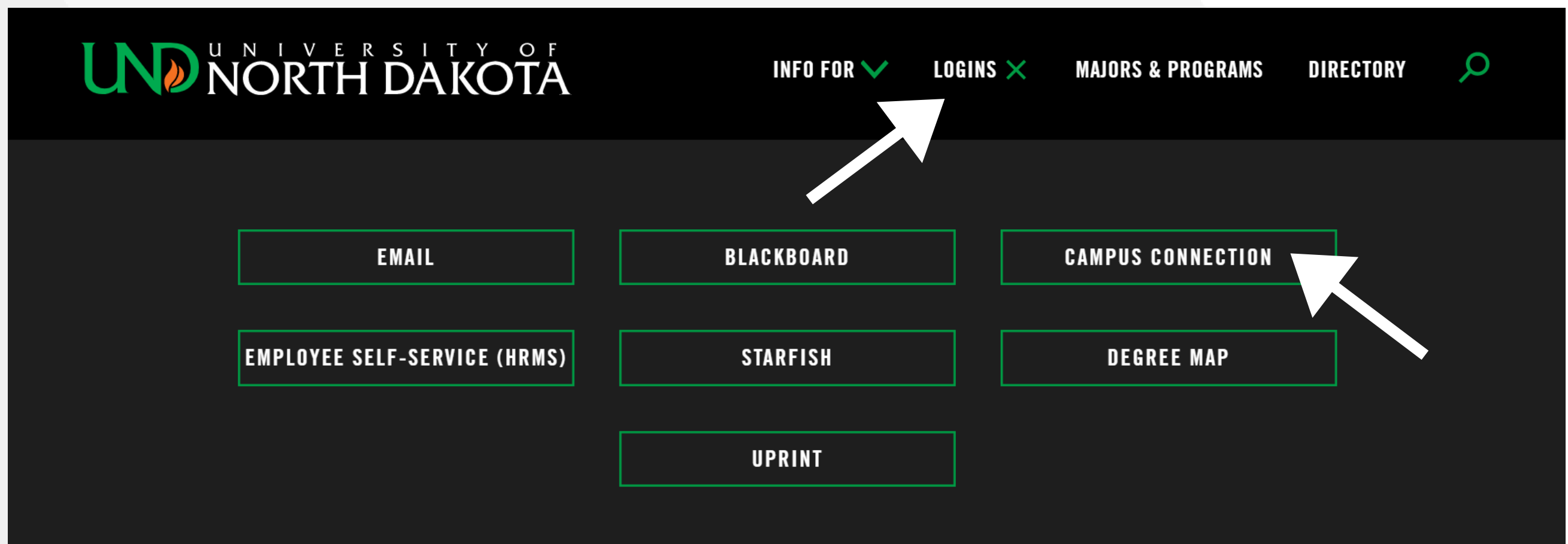


# Registering in Schedule Planner

1

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



2

Log in using your UND username and password.

## Campus Solutions Log In

NDUS Campus Solutions requires authentication using your NDUS identifier.

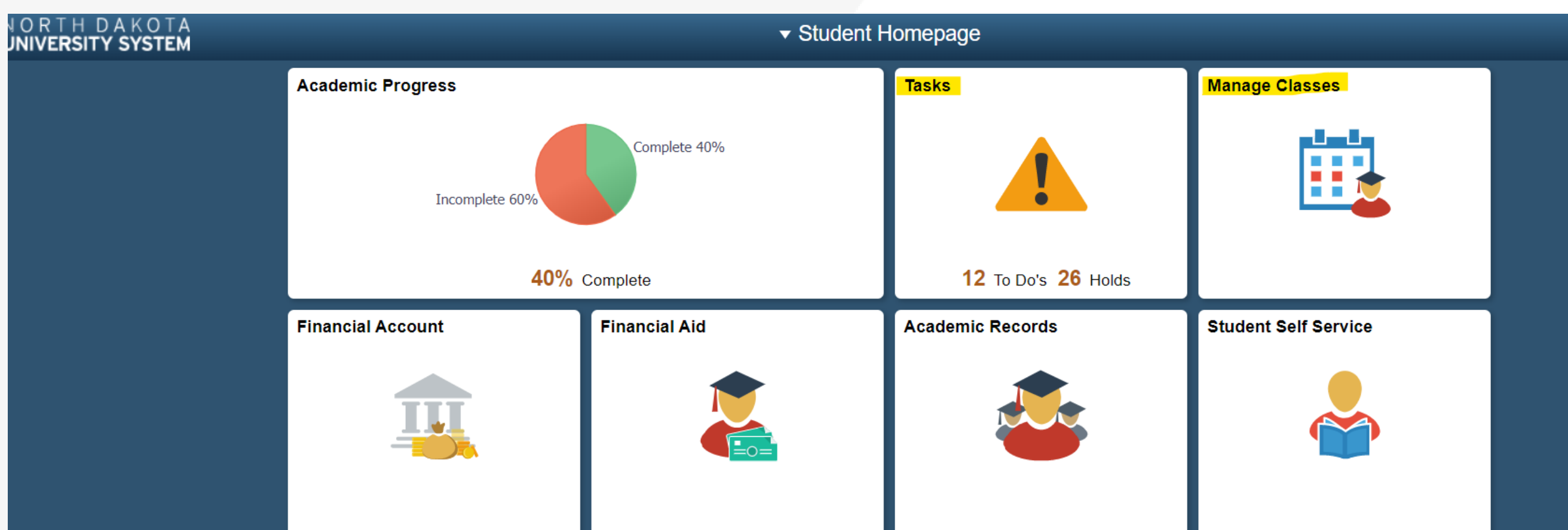
User ID

Password

I agree to the terms of the [User Agreement](#)

3

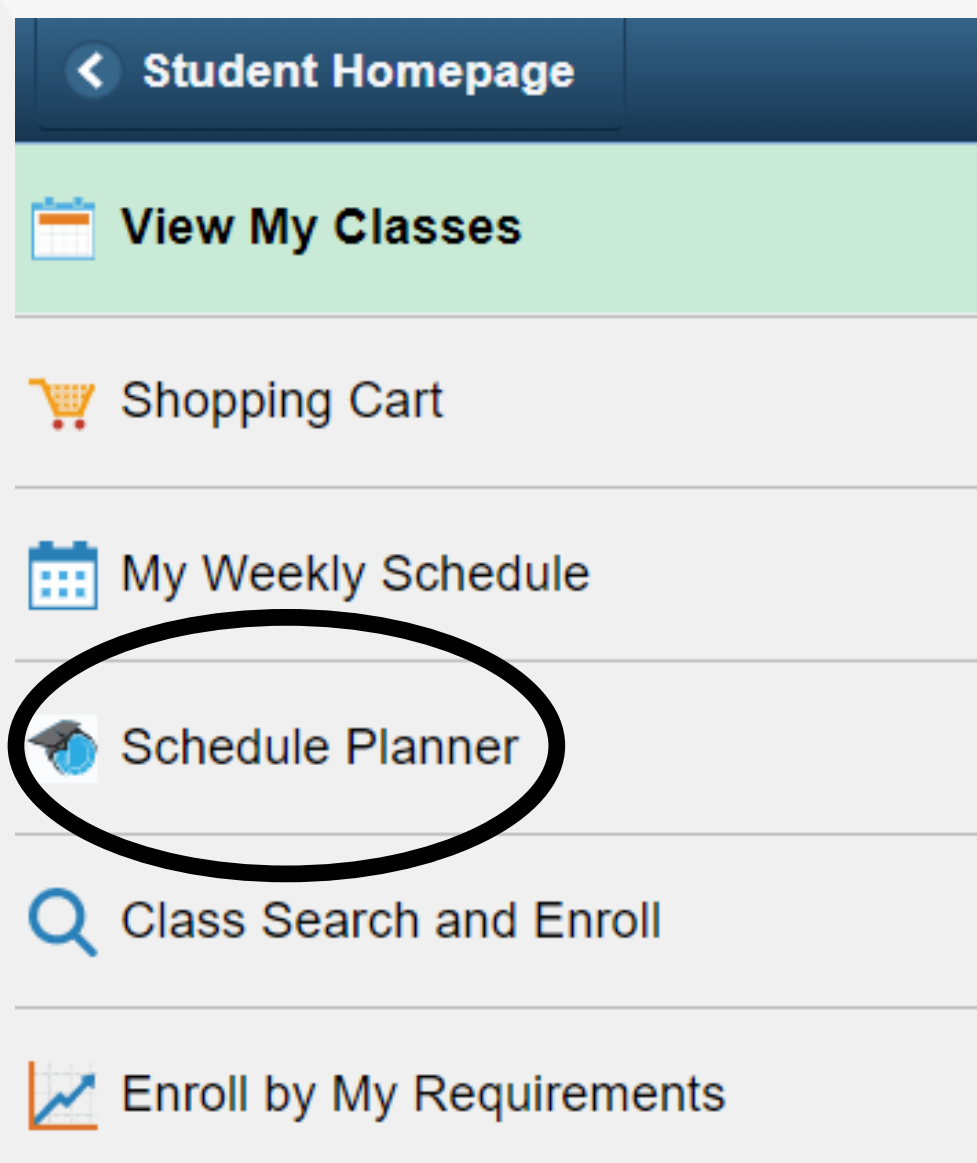
First, take care of any holds (located under the "tasks" section) prior to your registration date and time. Then, click on "manage classes."



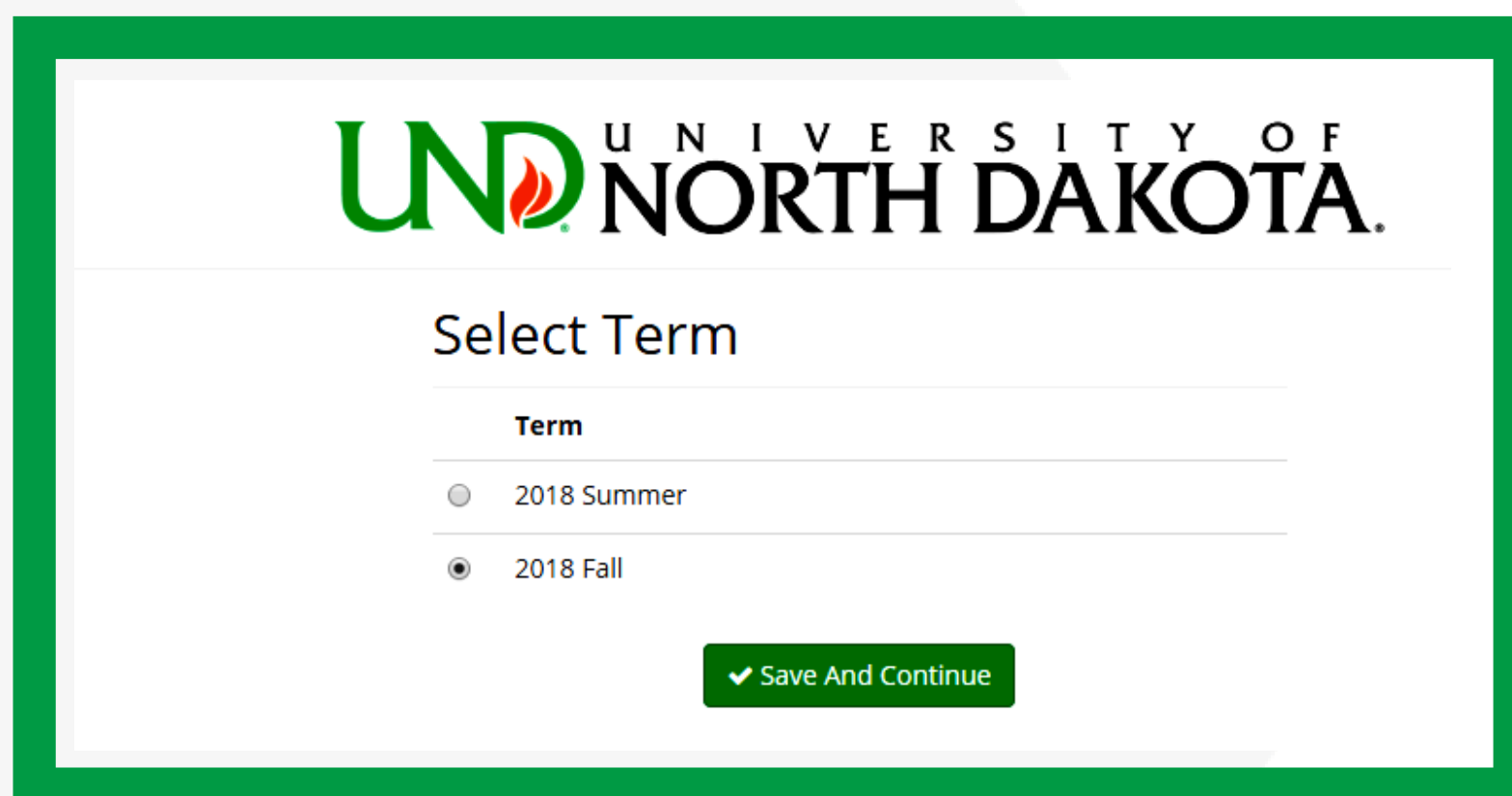
**Note:** Every semester you will need to sign the "Financial Obligation Agreement."

4

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.”



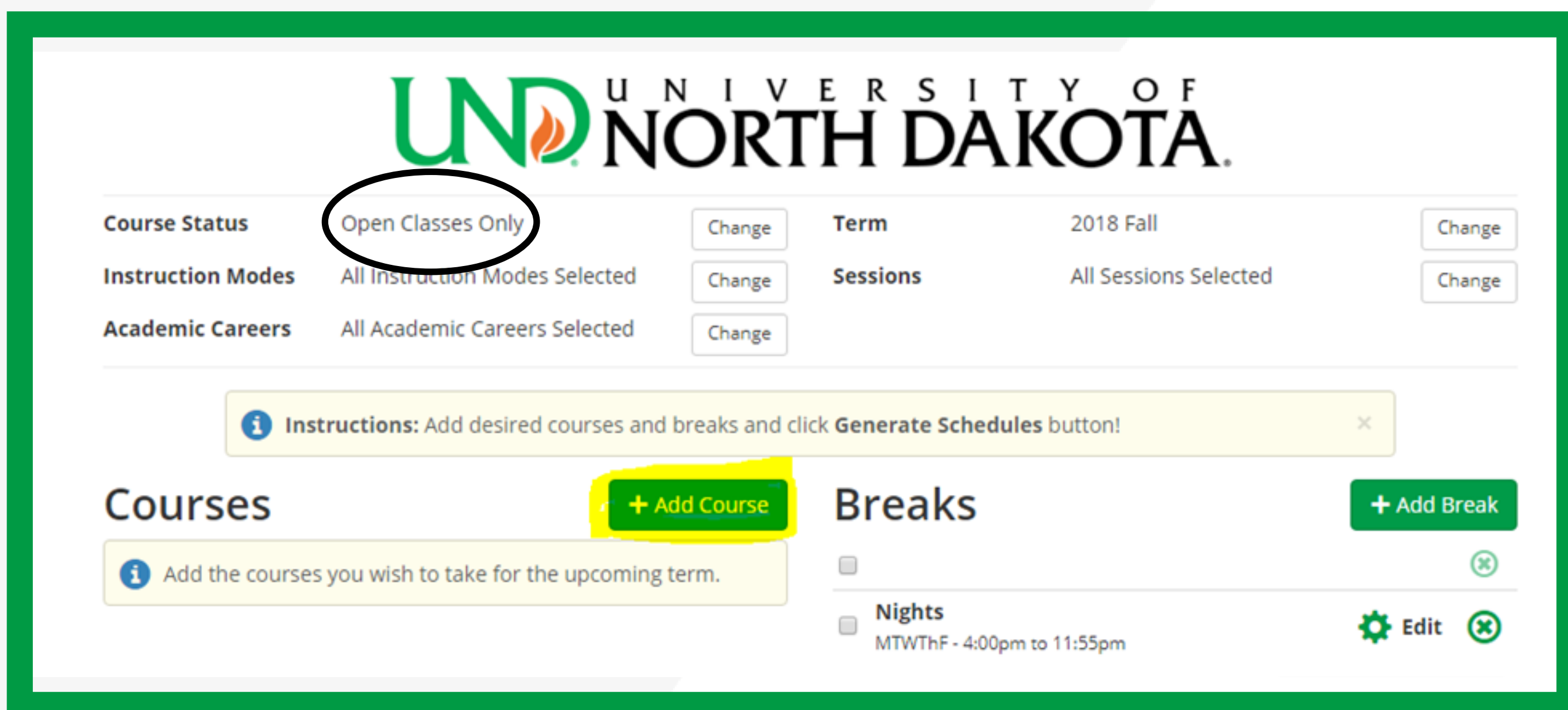
When schedule planner opens, select the term in which you are registering and click on “Save and Continue.”



5

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.

6

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.

**Courses** **+ Add Course**

**Breaks** **+ Add Break**

☒ Select All

☒ Practice  
MTWThF - 8:00am to 10:00am

☒ Edit

**Plan Schedule** **Shopping Cart (4)** **Current Schedule (0)** **Text Only** **Degree Map** **Help** **Sign out**

### Add Course

**By Subject and Course** **Essential Studies** **Search By Instructor**

Subject: FA - Fine Arts

Course: 150 Introduction to Fine Arts

**< Back** **+ Add Course**

**Desired Courses** **Shopping Cart**

- ACCT 200**  
Elements of Accounting I
- ECON 201**  
Principles of Microeconomics
- FA 150**  
Introduction to Fine Arts

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.

7

To add a particular section of a class, click on “options” next to the class.

**UND UNIVERSITY OF NORTH DAKOTA**

**Course Status** Open Classes Only **Change** **Term** 2020 Spring **Change**

**Instruction Modes** 2 of 6 Selected **Change** **Sessions** All Sessions Selected **Change**

**Academic Careers** 1 of 3 Selected **Change**

**Instructions:** Add desired courses and breaks and click Generate Schedules button!

**Courses** **+ Add Course**

☒ Select All

☒ **COMM 110**  
Fundamentals Public Speaking **Options** **Info** **Lock** **Remove**

**Breaks** **+ Add Break**

☒ Select All

☒ Practice  
MTWThF - 8:00am to 9:00am **Edit** **Remove**



Then, uncheck all available section options.

Communications 110  
Fundamentals Public Speaking

Please select the classes you wish to include.

Enabled (10 of 10)		Disabled (6)						Advanced Filters	
<input checked="" type="checkbox"/>		Class #	Section	Subject	Component	Instructor	Day(s) & Location(s)		
<input checked="" type="checkbox"/>		10891	02	COMM	LEC	Brad Serber Max Seippel	M 2:00pm - 2:50pm - Columbia Hall, 1350 TTh 3:30pm - 4:20pm - Columbia Hall, 2300A		
<input checked="" type="checkbox"/>		10892	03	COMM	LEC	Brad Serber Emily Gibbens-Buteau	T 11:00am - 11:50am - Columbia Hall, 1350 TTh 2:00pm - 2:50pm - Columbia Hall, 2300B		
<input checked="" type="checkbox"/>		10893	04	COMM	LEC	Brad Serber Patricia Queen Jordheim	T 11:00am - 11:50am - Columbia Hall, 1350 T 4:00pm - 5:40pm - Columbia Hall, 2300C		
<input checked="" type="checkbox"/>		10897	08	COMM	LEC	Brad Serber Allyson Marie Bento	T 11:00am - 11:50am - Columbia Hall, 1350 TTh 3:30pm - 4:20pm - Columbia Hall, B320B		
<input checked="" type="checkbox"/>		10898	09	COMM	LEC	Brad Serber Patricia Queen Jordheim	T 11:00am - 11:50am - Columbia Hall, 1350 TTh 12:30pm - 1:20pm - UND O'Kelly Hall, Rm 1		
<input checked="" type="checkbox"/>		10899	10	COMM	LEC	Brad Serber Allyson Marie Bento	M 2:00pm - 2:50pm - Columbia Hall, 1350 MW 3:00pm - 3:50pm - Columbia Hall, 2300C		
<input checked="" type="checkbox"/>		10937	11	COMM	LEC	Brad Serber Max Seippel	M 2:00pm - 2:50pm - Columbia Hall, 1350 WF 12:00pm - 12:50pm - Columbia Hall, 2300B		
<input checked="" type="checkbox"/>		10900	12	COMM	LEC	Brad Serber Allyson Marie Bento	T 11:00am - 11:50am - Columbia Hall, 1350 MW 11:00am - 11:50am - Columbia Hall, 2300B		
<input checked="" type="checkbox"/>		10901	13	COMM	LEC	Brad Serber Patricia Queen Jordheim	M 2:00pm - 2:50pm - Columbia Hall, 1350 TTh 11:00am - 11:50am - UND O'Kelly Hall, Rm 1		
<input checked="" type="checkbox"/>		10902	14	COMM	LEC	Brad Serber Max Seippel	M 2:00pm - 2:50pm - Columbia Hall, 1350 WF 10:00am - 10:50am - Columbia Hall, 2300C		

Back

Save & Close

Communications 110  
Fundamentals Public Speaking

Please select the classes you wish to include.

Enabled (1 of 10)		Disabled (6)						Advanced Filters	
		Class #	Section	Subject	Component	Instructor	Day(s) & Location(s)		
		10891	02	COMM	LEC	Brad Serber Max Seippel	M 2:00pm - 2:50pm - Columbia Hall, 1350 TTh 3:30pm - 4:20pm - Columbia Hall, 2300A		
		10892	03	COMM	LEC	Brad Serber Emily Gibbens-Buteau	T 11:00am - 11:50am - Columbia Hall, 1350 TTh 2:00pm - 2:50pm - Columbia Hall, 2300B		
		10893	04	COMM	LEC	Brad Serber Patricia Queen Jordheim	T 11:00am - 11:50am - Columbia Hall, 1350 T 4:00pm - 5:40pm - Columbia Hall, 2300C		
		10897	08	COMM	LEC	Brad Serber Allyson Marie Bento	T 11:00am - 11:50am - Columbia Hall, 1350 TTh 3:30pm - 4:20pm - Columbia Hall, B320B		
		10898	09	COMM	LEC	Brad Serber Patricia Queen Jordheim	T 11:00am - 11:50am - Columbia Hall, 1350 TTh 12:30pm - 1:20pm - UND O'Kelly Hall, Rm 1		
		10899	10	COMM	LEC	Brad Serber Allyson Marie Bento	M 2:00pm - 2:50pm - Columbia Hall, 1350 MW 3:00pm - 3:50pm - Columbia Hall, 2300C		
		10937	11	COMM	LEC	Brad Serber Max Seippel	M 2:00pm - 2:50pm - Columbia Hall, 1350 WF 12:00pm - 12:50pm - Columbia Hall, 2300B		
		10900	12	COMM	LEC	Brad Serber Allyson Marie Bento	T 11:00am - 11:50am - Columbia Hall, 1350 MW 11:00am - 11:50am - Columbia Hall, 2300B		
		10901	13	COMM	LEC	Brad Serber Patricia Queen Jordheim	M 2:00pm - 2:50pm - Columbia Hall, 1350 TTh 11:00am - 11:50am - UND O'Kelly Hall, Rm 1		
		10902	14	COMM	LEC	Brad Serber Max Seippel	M 2:00pm - 2:50pm - Columbia Hall, 1350 WF 10:00am - 10:50am - Columbia Hall, 2300C		

Back

Save & Close

Lastly, check the particular section that you were instructed to enroll in.

8

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.

Plan ScheduleShopping Cart (0)Current Schedule (0)Text OnlyDegree MapHelpSign out

Term changed to 2020 Spring

UNIVERSITY OF NORTH DAKOTA

Course StatusOpen Classes OnlyChange

Term2020 SpringChange

Instruction Modes4 of 6 SelectedChange

SessionsAll Sessions SelectedChange

Academic CareersAll Academic Careers SelectedChange

Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses

☒ Select All

ACCT 200  
Elements of Accounting I

Options

ECON 201  
Principles of Microeconomics

Options

FA 150  
Introduction to Fine Arts

Options

Breaks

☐ Select All

Practice  
MTWThF - 8:00am to 10:00am

Edit

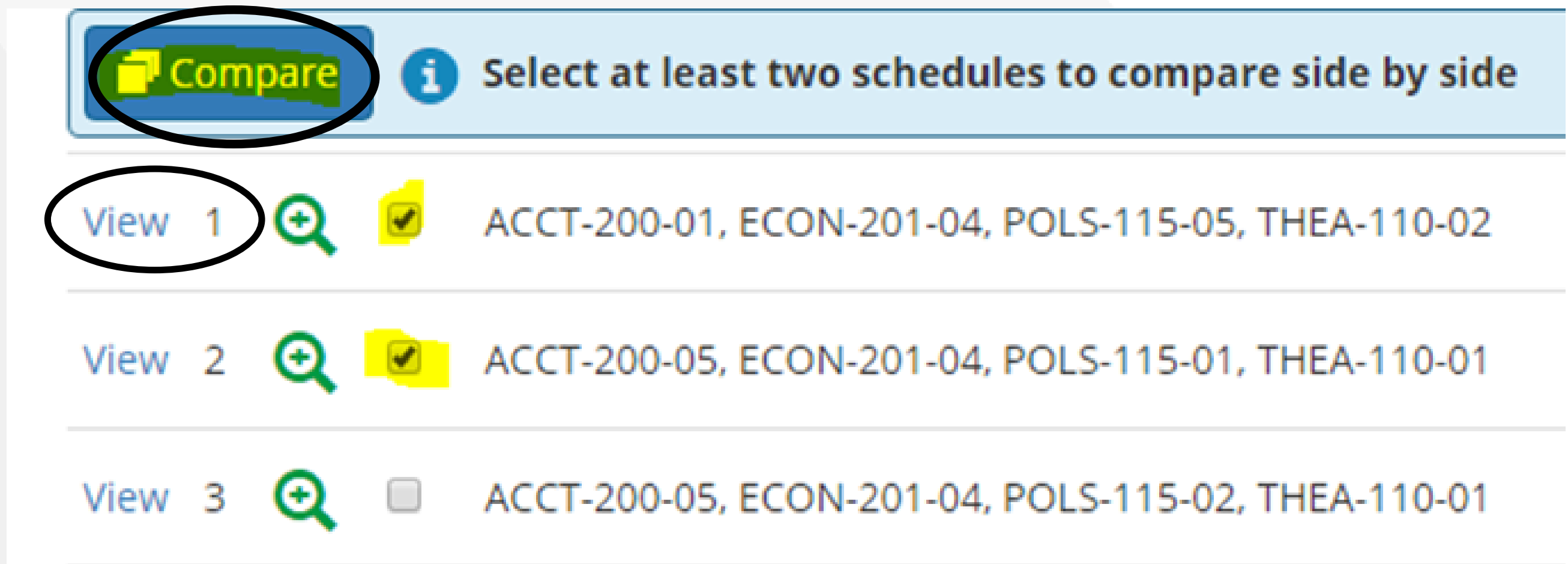
Schedules

Advanced OptionsView Schedules

Generate Schedules

9

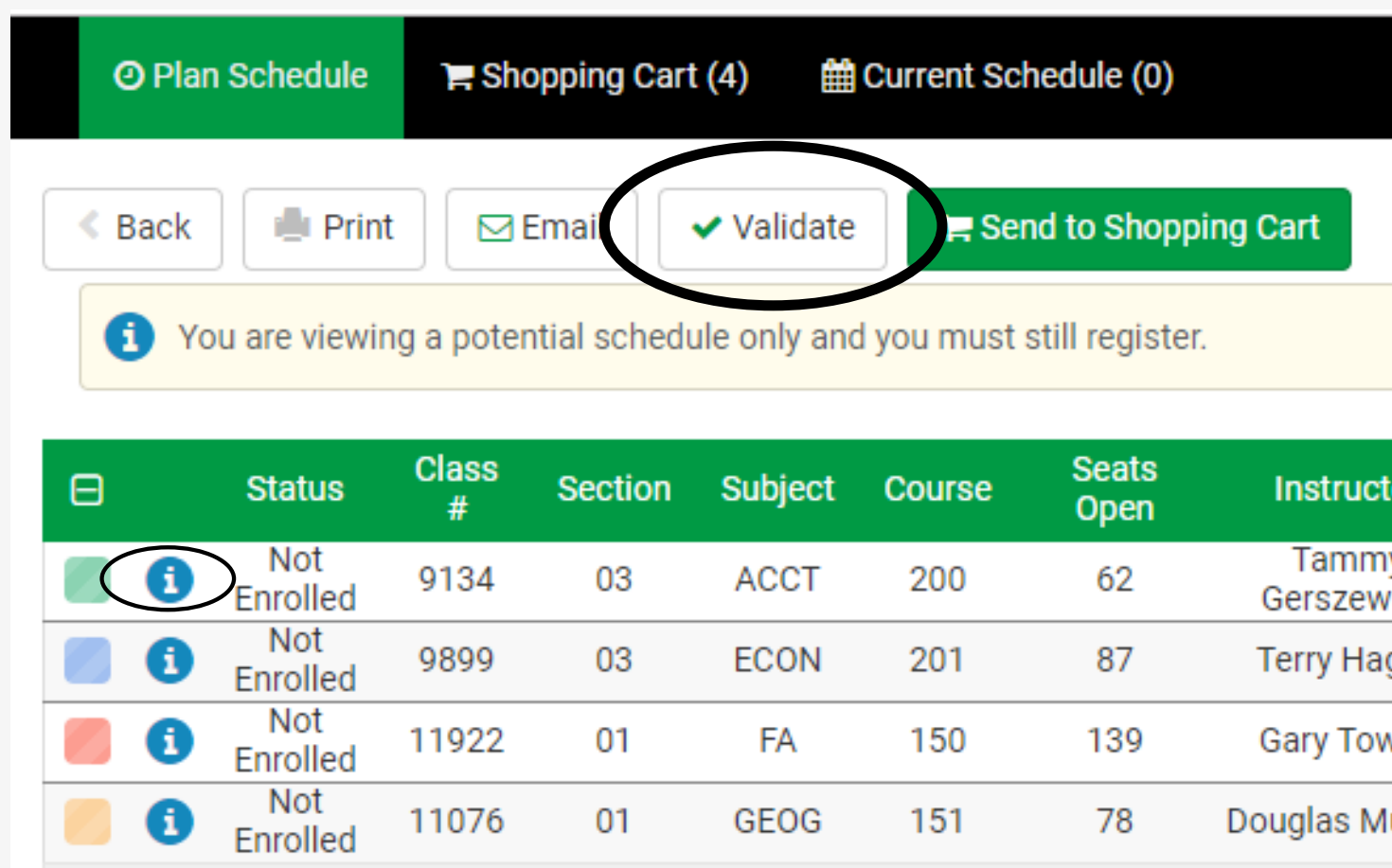
“Compare” up to four schedules at a time. Use the “shuffle” feature to mix up schedules and add more variety of class times, days, etc.



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.

10

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.

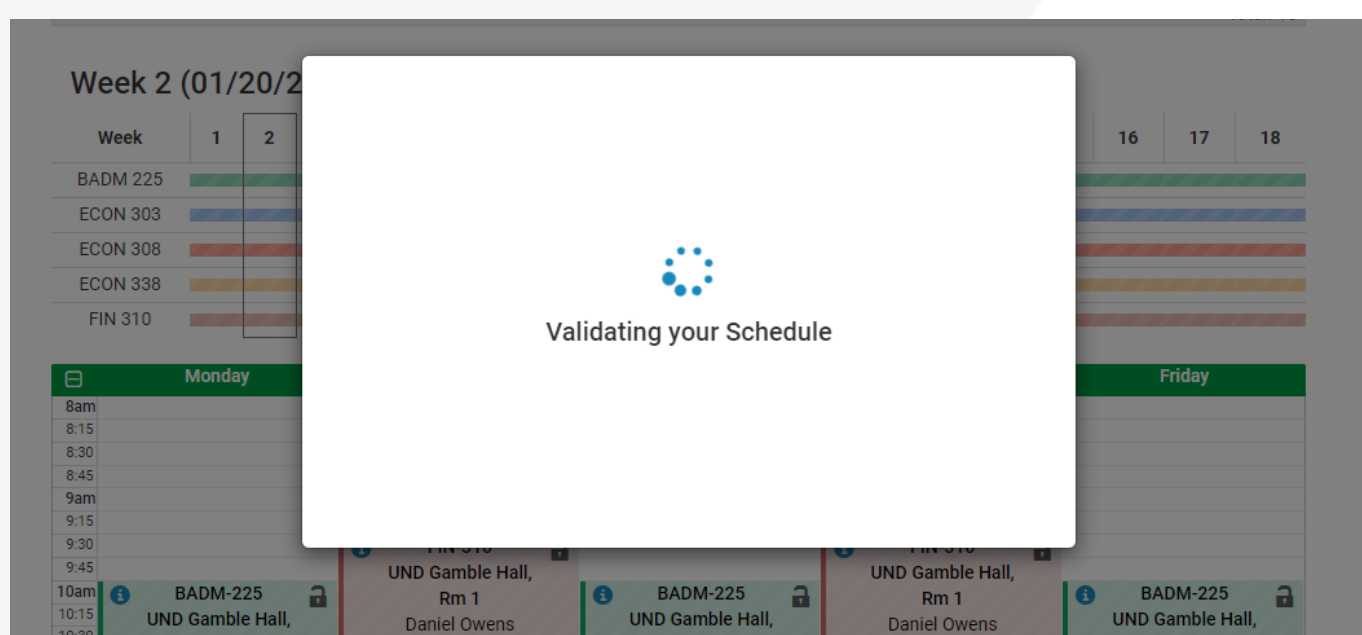


Click on the blue “i” button to view course details (start/end dates, pre-req’s, instructor, day/ time, location, and class notes).

#### Validate Results

Below are your validation results course:

- ECON-201, 03, Terry Hagen
- Enrollment Requisites are not met. Requirement Group: 001128, Description: Prerequisite or Corequisite: MATH 103 or MATH 146 or MATH 165 or MATH 166.



Below are your validation results these courses:

- FA-150, 01, Gary Towne
- Hold on record, Add not processed. There is a hold on this record, preventing the add from being processed. The hold must be removed to process the add transaction.
- ACCT-200, 03, Tammy Gerszewski
- Hold on record, Add not processed. There is a hold on this record, preventing the add from being processed. The hold must be removed to process the add transaction.
- GEOG-151, 01, Douglas Munski
- Hold on record, Add not processed. There is a hold on this record, preventing the add from being processed. The hold must be removed to process the add transaction.



11

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.

Plan ScheduleShopping Cart (0)Current Schedule (0)Text OnlyDegree MapHelpSign out

BackPrintEmailValidateSend to Shopping Cart

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

	Status	Class #	Section	Subject	Course	Seats Open	Instructor	Day(s) & Location(s)	Credits
	Not Enrolled	9210	02	BADM	225	12	Sheryl Broedel	MWF 10:00am - 10:50am - UND Gamble Hall, Rm 380	3
	Not Enrolled	9882	01	ECON	303	30	Daniel Owens	TTh 11:00am - 12:15pm - UND Gamble Hall, Rm 340	3
	Not Enrolled	9870	01	ECON	308	42	Wei Yang	TTh 8:00am - 9:15am - UND Gamble Hall, Rm 225	3
	Not Enrolled	9902	01	ECON	338	17	Kwan Yong Lee	TTh 2:00pm - 3:15pm - UND Gamble Hall, Rm 215	3
	Not Enrolled	9365	02	FIN	310	78	Daniel Owens	TTh 9:30am - 10:45am - UND Gamble Hall, Rm 1	3
									Total: 15

12

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.

Plan ScheduleShopping Cart (5)Current Schedule (0)Text OnlyDegree MapHelpSign out

Shopping Cart

EmailValidateEdit CartRegister

	Class #	Section	Subject	Course	Instructor	Day(s) & Location(s)
	9210	02	BADM	225	Sheryl Broedel	MWF 10:00am - 10:50am - UND Gamble Hall, Rm 380
	9882	01	ECON	303	Daniel Owens	TTh 11:00am - 12:15pm - UND Gamble Hall, Rm 340
	9870	01	ECON	308	Wei Yang	TTh 8:00am - 9:15am - UND Gamble Hall, Rm 225
	9902	01	ECON	338	Kwan Yong Lee	TTh 2:00pm - 3:15pm - UND Gamble Hall, Rm 215
	9365	02	FIN	310	Daniel Owens	TTh 9:30am - 10:45am - UND Gamble Hall, Rm 1

Week 2 (01/20/2020 - 01/27/2020)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
BADM 225																		
ECON 303																		

13

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.

Registration Results

You have been successfully registered for the following courses.

BADM-225, 02, Sheryl Broedel

- Success: This class has been added to your schedule.

ECON-308, 01, Wei Yang

- Success: This class has been added to your schedule.

FIN-310, 02, Daniel Owens

- Success: This class has been added to your schedule.

ECON-303, 01, Daniel Owens

- Success: This class has been added to your schedule.

ECON-338, 01, Kwan Yong Lee

- Success: This class has been added to your schedule.

Ok