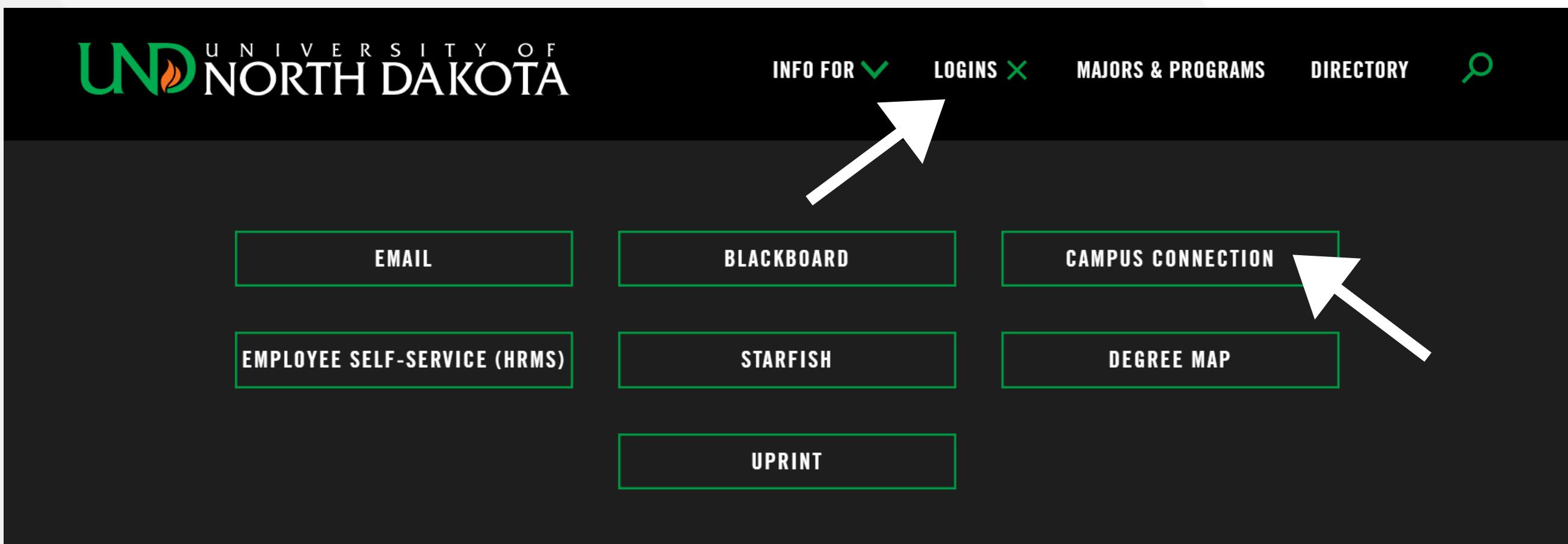


Registering in Schedule Planner

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.

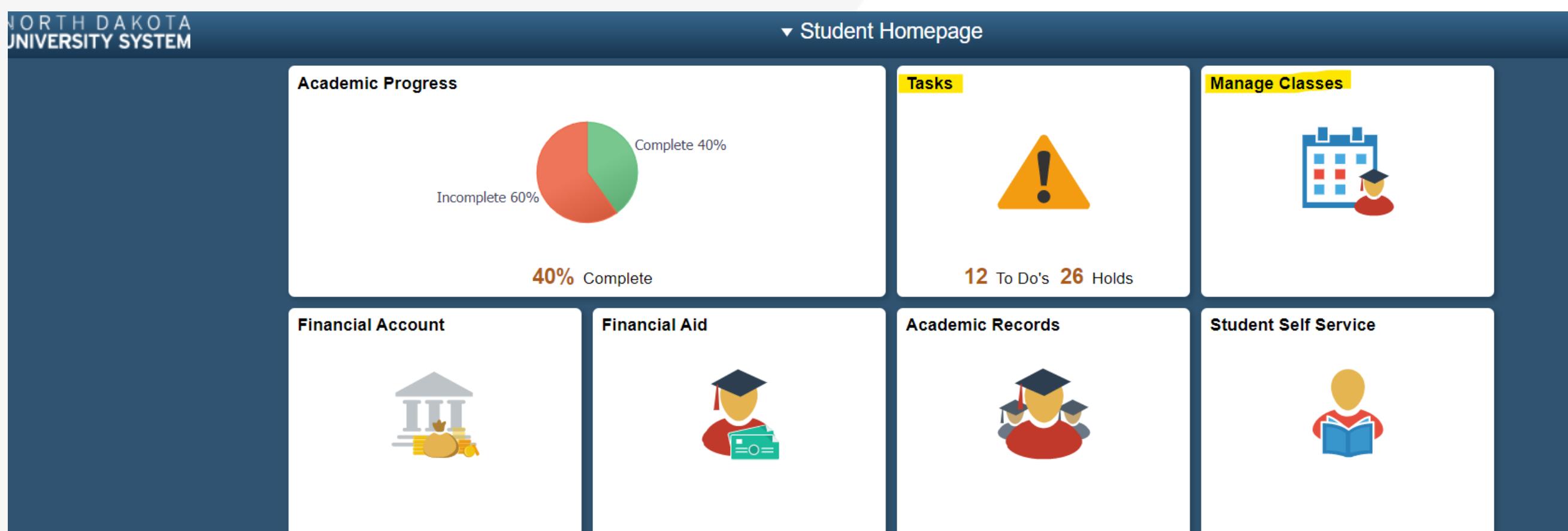
User ID

Password

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

3

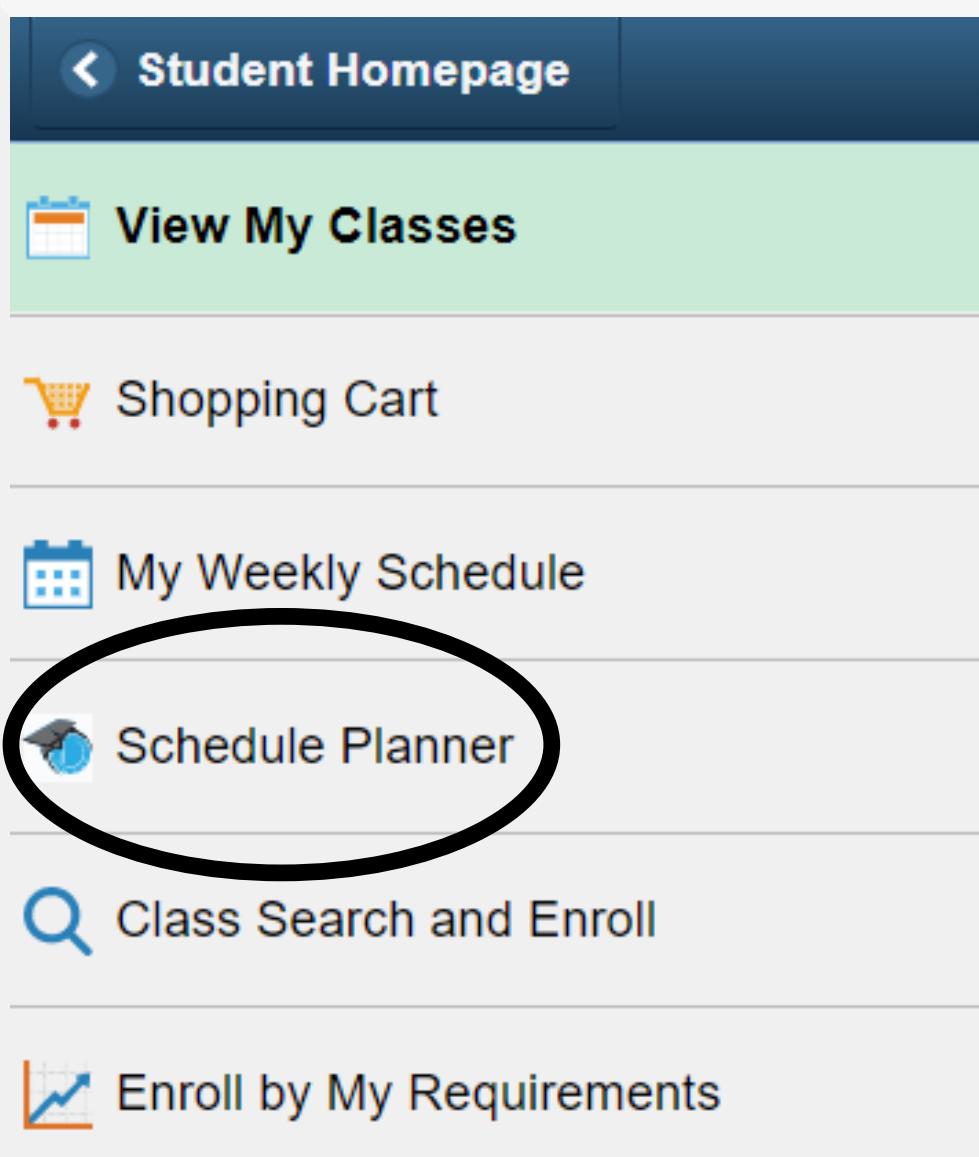
First, take care of any holds (located under the "tasks" section) prior to your registration date and time. Then, click on "manage classes."



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.”

A screenshot of the UND Schedule Planner. It shows the "Select Term" section with two radio buttons: "2018 Summer" (unchecked) and "2018 Fall" (checked). A green "Save And Continue" button is at the bottom.

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.”

A screenshot of the UND Schedule Planner. The "Course Status" dropdown is set to "Open Classes Only". Below it, there are sections for "Instruction Modes" (All Instruction Modes Selected) and "Academic Careers" (All Academic Careers Selected). A yellow box highlights the "+ Add Course" button. A message box says: "Instructions: Add desired courses and breaks and click Generate Schedules button!". The "Courses" section has a note: "Add the courses you wish to take for the upcoming term." The "Breaks" section lists "Nights MTWThF - 4:00pm to 11:55pm" with edit and delete buttons.

- 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.

The screenshot shows the UND course enrollment interface. At the top, there are two sections: 'Courses' and 'Breaks'. The 'Courses' section has a green button labeled '+ Add Course' which is circled in black. Below it is a message: 'Add the courses you wish to take for the upcoming term.' The 'Breaks' section also has a green button labeled '+ Add Break' which is circled in black. It includes options like 'Select All', 'Practice' (MTWThF - 8:00am to 10:00am), and edit/delete icons. Below these sections are navigation links: 'Plan Schedule', 'Shopping Cart (4)', 'Current Schedule (0)', 'Text Only', 'Degree Map', 'Help', and 'Sign out'. The main area is titled 'Add Course' and contains fields for 'By Subject and Course', 'Subject' (FA - Fine Arts), and 'Course' (150 Introduction to Fine Arts). It also has back and add course buttons. To the right is a 'Desired Courses' list with three items: ACCT 200 (Elements of Accounting I), ECON 201 (Principles of Microeconomics), and FA 150 (Introduction to Fine Arts), each with an edit/delete icon. A 'Shopping Cart' button is also present.

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.

The screenshot shows the UND course enrollment interface. At the top, there are filters for 'Course Status' (Open Classes Only), 'Instruction Modes' (2 of 6 Selected), and 'Academic Careers' (1 of 3 Selected), each with a 'Change' button. The 'Term' is set to '2020 Spring' and 'Sessions' is set to 'All Sessions Selected', both with 'Change' buttons. Below this is a message: 'Instructions: Add desired courses and breaks and click Generate Schedules button!' with a close button. The main area is titled 'Courses' and 'Breaks'. The 'Courses' section shows a course 'COMM 110 Fundamentals Public Speaking' with an 'Options' button highlighted in yellow. The 'Breaks' section shows a 'Practice' entry (MTWThF - 8:00am to 9:00am) with an 'Edit' button highlighted in green. Both sections have 'Select All' checkboxes and edit/delete icons.

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				
	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 Gibbons-Buteau	T 11:00am - 11:50am - Columbia Hall, 1350	TTh 3:30pm - 4:20pm - 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)		
<input 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 Gibbons-Buteau	T 11:00am - 11:50am - Columbia Hall, 1350	TTh 3:30pm - 4:20pm - Columbia Hall, 2300B	
<input 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 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 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 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 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 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 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 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	

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.

Course Status: Open Classes Only [Change](#)

Instruction Modes: 4 of 6 Selected [Change](#)

Academic Careers: All Academic Careers Selected [Change](#)

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

Courses

- Select All [Options](#) [Edit](#) [X](#)
- ACCT 200 Elements of Accounting I [Options](#) [Edit](#) [X](#)
- ECON 201 Principles of Microeconomics [Options](#) [Edit](#) [X](#)
- FA 150 Introduction to Fine Arts [Options](#) [Edit](#) [X](#)

Breaks

- Select All [Options](#) [Edit](#) [X](#)
- Practice MTWThF - 8:00am to 10:00am [Edit](#) [X](#)

Schedules

[Generate Schedules](#) [Advanced Options](#) [View 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.

The screenshot shows a user interface for comparing course schedules. At the top, there is a blue bar with a yellow 'Compare' button (circled in black) and a message: 'Select at least two schedules to compare side by side'. Below this, there are three separate sections labeled 'View 1', 'View 2', and 'View 3'. Each section contains a green plus sign icon, a magnifying glass icon, and a yellow checkmark icon. To the right of each icon, a list of courses is displayed: View 1 shows ACCT-200-01, ECON-201-04, POLS-115-05, THEA-110-02; View 2 shows ACCT-200-05, ECON-201-04, POLS-115-01, THEA-110-01; and View 3 shows ACCT-200-05, ECON-201-04, POLS-115-02, THEA-110-01.

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.

The screenshot shows a user interface for validating a course schedule. At the top, there is a navigation bar with 'Plan Schedule', 'Shopping Cart (4)', and 'Current Schedule (0)'. Below the navigation bar, there are several buttons: 'Back', 'Print', 'Email', 'Validate' (circled in black), and 'Send to Shopping Cart'. A message below the buttons states: 'You are viewing a potential schedule only and you must still register.' Below these buttons is a table listing courses:

	Status	Class #	Section	Subject	Course	Seats Open	Instructor
	Not Enrolled	9134	03	ACCT	200	62	Tammy Gerszewski
	Not Enrolled	9899	03	ECON	201	87	Terry Hagen
	Not Enrolled	11922	01	FA	150	139	Gary Towne
	Not Enrolled	11076	01	GEOG	151	78	Douglas Munki

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

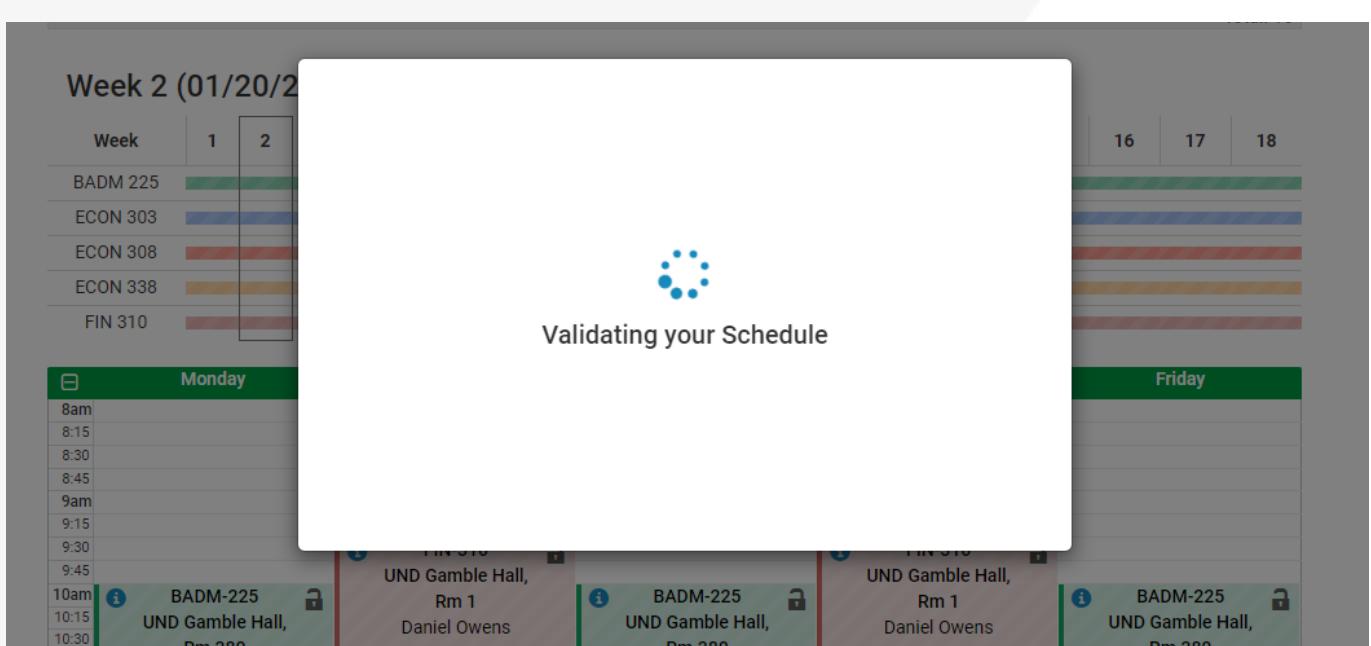
- Hold on record, Add not processed. There is a hold on this record, preventing the add from being processed. The hold must be removed to process the add transaction.

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 Munki

- 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.

The screenshot shows a course search results page with the following details:

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

Total: 15

Buttons at the top: Plan Schedule, Shopping Cart (0), Current Schedule (0), Text Only, Degree Map, Help, Sign out.

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

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.

The screenshot shows a shopping cart page with the following details:

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

Buttons at the top: Plan Schedule, Shopping Cart (5), Current Schedule (0), Text Only, Degree Map, Help, Sign out.

Buttons at the top right: Email, Validate, Edit Cart, Register (circled).

Section title: Week 2 (01/20/2020 - 01/27/2020)

Week calendar: 1, 2, 3, 4 (circled), 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18

Course availability: BADM 225 (green bar), ECON 303 (blue bar).

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