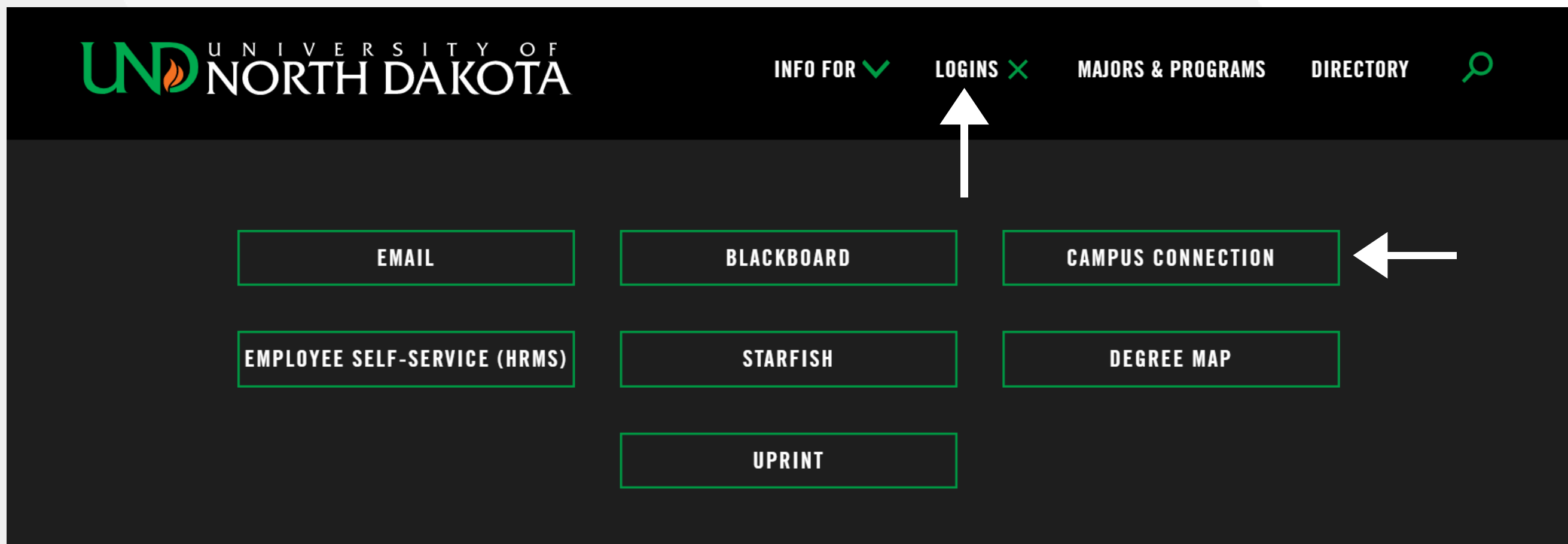


# REGISTERING IN SCHEDULE PLANNER

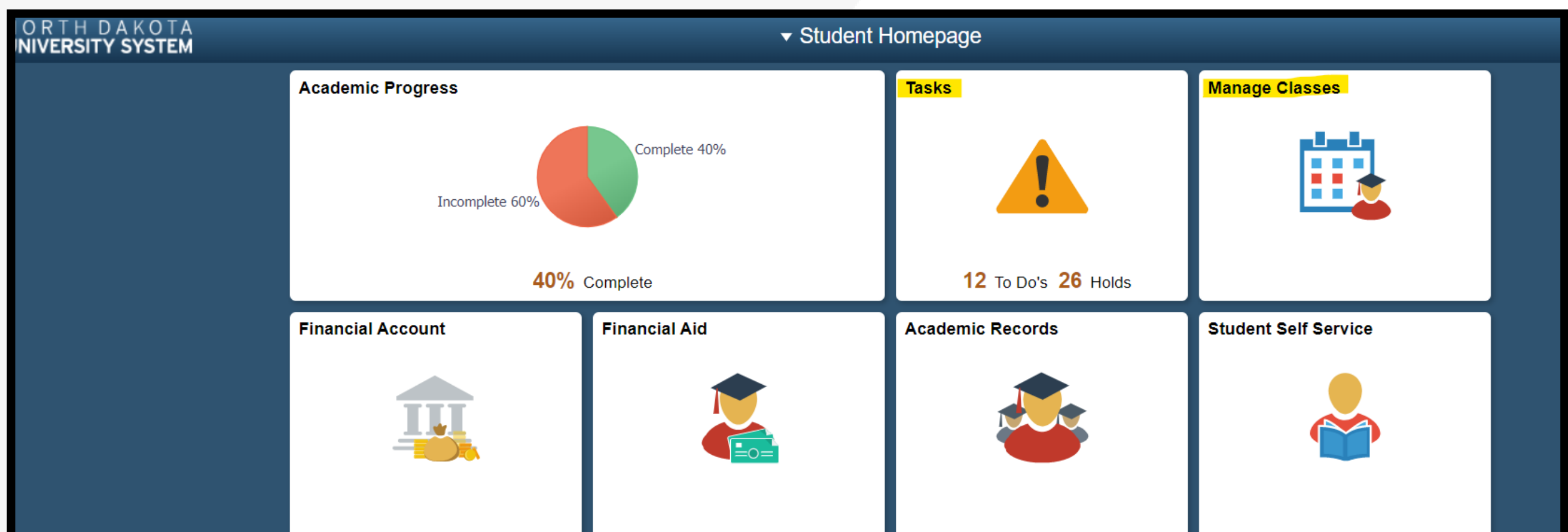
1. Go to und.edu and click on **LOGINS** and then **CAMPUS CONNECTION**.



2. Log in using your UND username and password.

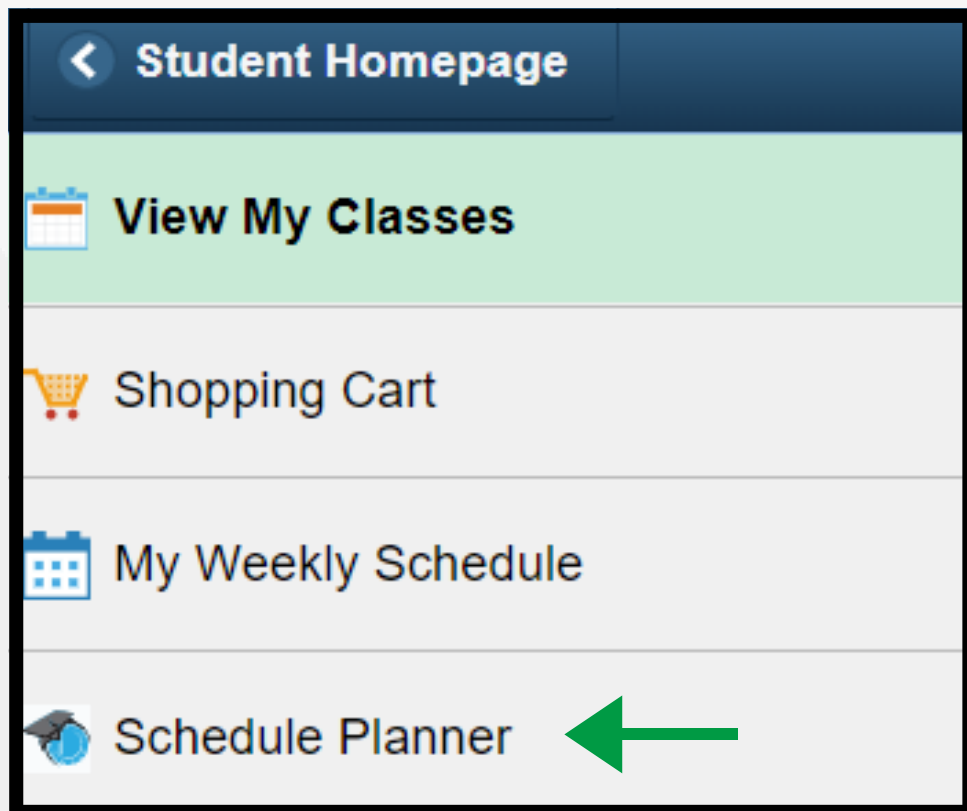
The screenshot shows the 'Campus Solutions Log In' form. The title is 'Campus Solutions Log In'. Below the title is a message: 'NDUS Campus Solutions requires authentication using your NDUS identifier.' There are two input fields: 'User ID' and 'Password'. Below the 'Password' field is a checkbox labeled 'I agree to the terms of the [User Agreement](#)'. At the bottom of the form is a 'Log In' button.

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

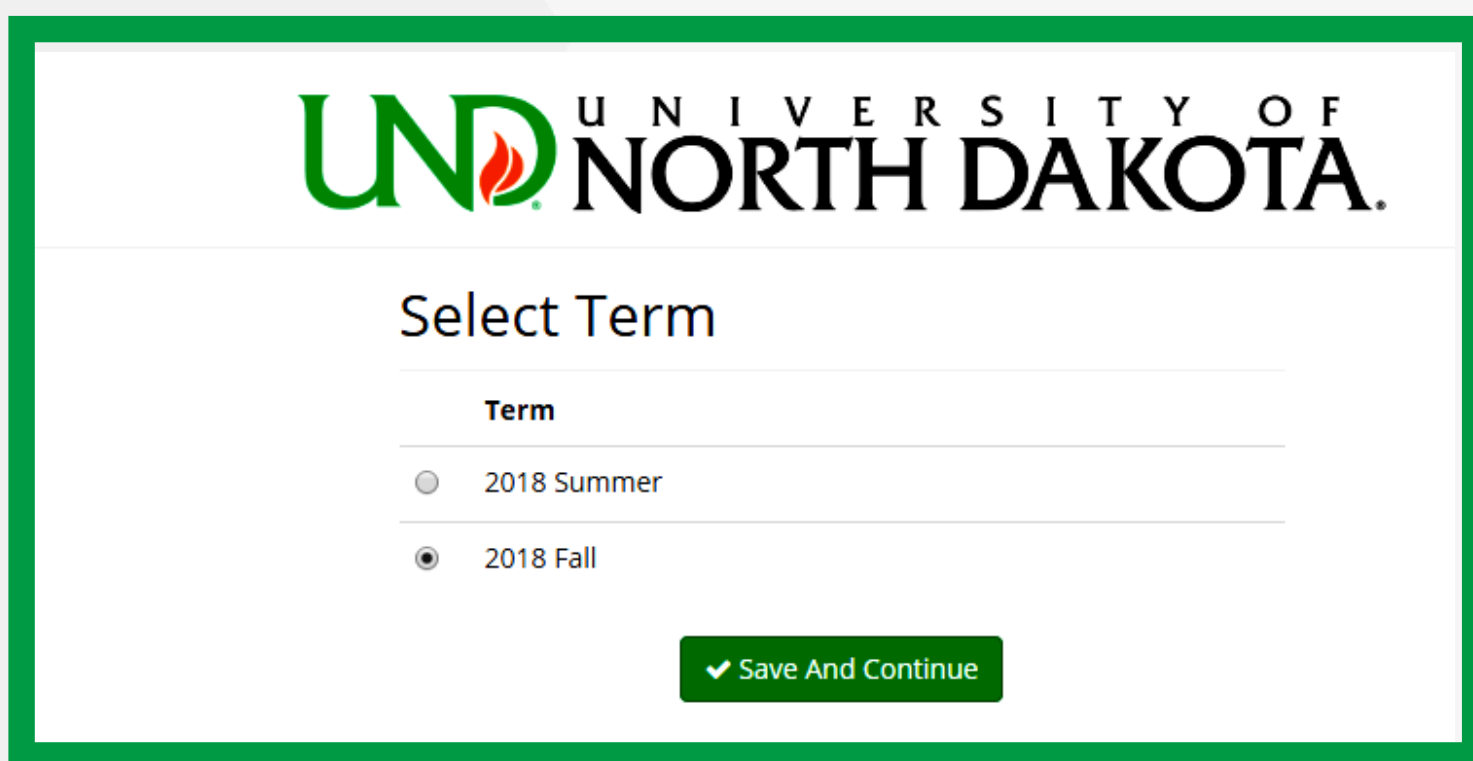


**Note:** Every semester you need to sign the **FINANCIAL OBLIGATION AGREEMENT**.

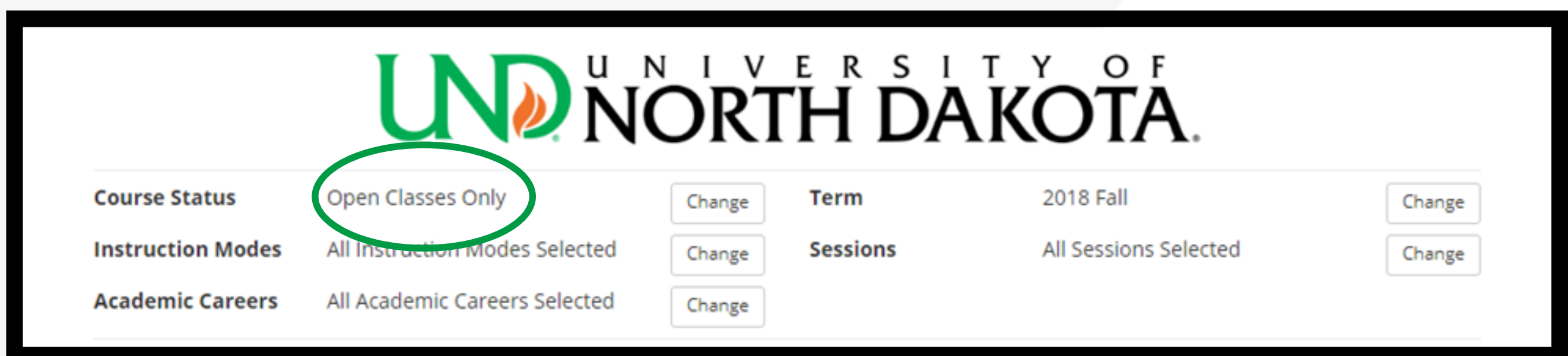
4. After holds are taken care of and your financial obligation agreement is signed, click on **SCHEDULE PLANNER**, then click **OPEN SCHEDULE PLANNER**.



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

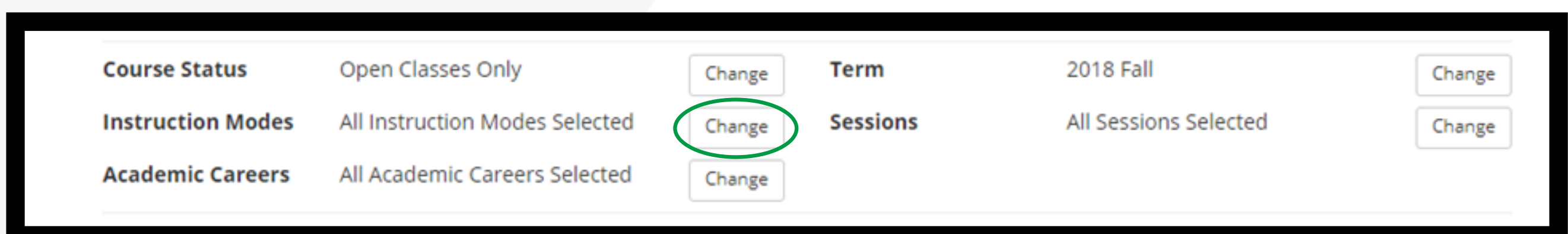


6. Change **COURSE STATUS** to **OPEN CLASSES ONLY**.



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.

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

<input type="checkbox"/>	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 Gibbens-Buteau	T 11:00am - 11:50am - Columbia Hall, 1350 TTh 2:00pm - 2:50pm - Columbia Hall, 2300B
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<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

Back Save & Close

10. Next, click on **GENERATE SCHEDULES**. Multiple schedules will pop up for you to look through.

The screenshot shows a user interface for selecting courses and breaks. On the left, under the heading "Courses", there is a "Select All" checkbox (checked) and a list of three courses: "ACCT 200 Elements of Accounting I", "ECON 201 Principles of Microeconomics", and "FA 150 Introduction to Fine Arts". Each course has a gear icon for "Options", an information icon, a lock icon, and a close icon. On the right, under the heading "Breaks", there is a "Select All" checkbox (unchecked) and one break: "Practice MTWThF - 8:00am to 10:00am" with an "Edit" gear icon and a close icon. At the bottom, there is a "Schedules" section with a "Generate Schedules" button (highlighted with a green arrow) and buttons for "Advanced Options" and "View Schedules".

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.

The screenshot shows a "Compare" interface. At the top, there is a "Compare" button and an information icon with the text "Select at least two schedules to compare side by side". Below this, there are three schedule options, each with a "View" button, a magnifying glass icon, and a checkbox:

- View 1  ACCT-200-01, ECON-201-04, POLS-115-05, THEA-110-02
- View 2  ACCT-200-05, ECON-201-04, POLS-115-01, THEA-110-01
- View 3  ACCT-200-05, ECON-201-04, POLS-115-02, THEA-110-01

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.

The screenshot shows four schedule comparison panels, each with a time slot grid from 8am to 7pm and days of the week (M, T, W, Th, F). The panels are labeled "Open #1", "Open #3", "Open #5", and "Open #8". A green arrow points to the "Open #5" button. A "Close" button is at the bottom right.



13. Then, click on **VALIDATE**. This will check to see if you need any permission numbers or if you are missing any prerequisites.

Plan Schedule Shopping Cart (4) Current Schedule (0)

Back Print Email **Validate** Send to Shopping Cart

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

	Status	Class #	Section	Subject	Course	Seats Open	Instructor
	Not Enrolled	9134	03	ACCT	200	62	Tamm 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 Munski

**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.

14. 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.

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

Back Print Email **Validate** Send to Shopping Cart Shuffle Schedule 2 of 6

*i* 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
<b>Total: 15</b>									

15. 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.

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

Back Print Email **Validate** **Send to Shopping Cart** Shuffle Schedule 2 of 6

*i* 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
<b>Total: 15</b>									

**16.** If you are unable to get into any recommended classes, contact your academic advisor. Click **REGISTER**.

Plan Schedule Shopping Cart (5) Current Schedule (0) Text Only Degree Map Help Sign out

### Shopping Cart

Email Validate Edit Cart **Register**

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

**17.** 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.

### Week 2 (01/20/2020 - 01/26/2020)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
BADM 225	[Bar]																	
ECON 303	[Bar]																	
ECON 308	[Bar]																	
ECON 338	[Bar]																	
FIN 310	[Bar]																	

	Monday	Tuesday	Wednesday	Thursday	Friday
8am		ECON-308		ECON-308	
8:15		UND Gamble Hall,		UND Gamble Hall,	
8:30		Rm 225		Rm 225	
8:45		Wei Yang		Wei Yang	
9am					

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

### 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

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**.

Manage Classes

Student Homepage

- View My Classes
- Shopping Cart
- My Weekly Schedule
- Schedule Planner
- Class Search and Enroll
- Enroll by My Requirements