

Fall registration begins April 1, 2010 for currently enrolled students

Students will have a specific “appointment” date & time assigned in CampusConnection. This appointment tells you exactly the date and time you are eligible to register for Fall 2010 classes. Here’s the step-by-step guide to ensure you start your Fall semester SUCCESSFULLY!

1. LOG ON TO CAMPUS CONNECTION

If you have forgot or misplaced your User ID & Password: Stop at the Help Desk at Schafer Hall (must have photo ID), Call NDUS Help Desk 866-457-6387 or click on “Forgot my Password” and/or “What is my User ID?” in CampusConnection.

2. CHECK YOUR APPOINTMENT DATE/TIME

Your individual appointment date/time will be available to view approximately one week before registration begins. While in CampusConnection, click on Student Center. On the right side of the page you will see the following:



Click “details” to determine what time your appointment begins!

“Details” will display the following screen:

2009 Spring | Undergraduate | Bismarck State College [change term](#)

Enrollment Appointments						
Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Regular Academic Session	November 10, 2008 2:45PM	November 21, 2008 4:30PM	20.00	8.00	20.00	8.00

The begin date/time indicates your opportunity to enroll in classes. The “Appointment Ends” date indicates the date that all other students are eligible to register for classes. As a current student, you are given the opportunity to be the first to enroll in the classes that you want!

3. VIEW/PRINT COURSE PLANNING TOOLS

Student Planning Worksheets & Curriculum Guides are essential when planning your educational goals. As a current student, you should already have these! However, if not, you will want to print them out! (Step 4 is Meeting with your Advisor: you need to bring these guides to your meeting!)

Here’s how to find them:

Go online to www.bismarckstate.edu

Click “Academic Programs”

Click the desired program from the list (choose Liberal Arts if undecided)

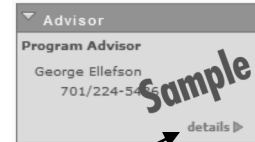
Click “Student Planning Guides” from the menu on the left

4. MEET WITH YOUR ADVISOR

Each student is assigned an advisor/faculty member within their program of study. They are here to help you with selecting courses, ensuring graduation requirements are met and act as your go-to person with course related questions you have as a BSC student.

Not sure who your advisor is?

Log into **CampusConnection**
Click on “Student Center”
On the right side of the page your advisor’s name & office phone number will be displayed:



You can send your advisor an email by clicking on details
Then click on the advisor’s name!!

To locate additional contact information regarding your advisor or any BSC faculty or staff, go to the employee directory: bismarckstate.edu/directory

5. REGISTER FOR CLASSES

As a current student, you should be familiar with how to add a class! In case you forgot, we have put the CampusConnection Quick Guide online! This guide will walk you through how to search, add & drop as well as provide you the many more functionalities that CampusConnection can do! Go to bismarckstate.edu/campusconnection/quickguide.asp

Outstanding “HOLDS” and “TO-DO’s” could prevent you from registering! Check CampusConnection!!

6. PRINT YOUR CLASS SCHEDULE

It is very important to print your class schedule as it is a **requirement** that you have a copy of your schedule to purchase textbooks.

If you forgot how to print your class schedule through CampusConnection, check out the online Quick Guide (see #5) for the step-by-step process!

IMPORTANT DATES & DEADLINES

This is one of the most important steps when registering for classes. You need to know “Dates & Deadlines!” BSC has outlined specific dates as to when you can add, drop and withdraw from classes.

Not abiding by these dates could not only impact your GPA but your wallet as well!!

Example:

Want to drop a class with a W but it’s past the deadline?

You will receive the grade you currently have in the class!

Want to swap a class but it’s past the deadline to drop the one you currently in?

You’ll end up paying tuition for BOTH!!

*The above example is used to illustrate the importance of knowing your Dates & Deadlines and not necessarily factual.

“Dates & Deadlines” schedule is online: Bismarckstate.edu/student/registrarDatesDeadlines.asp