



CampusConnection Help sheet Swap a Class using Schedule Planner

1. Access [CampusConnection](#).
2. Enter CampusConnection UserID and Password. Click **[Log In]**.

A screenshot of the 'Campus Solutions Log In' page. The page has a blue header with the 'NORTH DAKOTA UNIVERSITY SYSTEM' logo. Below the header, there are two columns. The left column is titled 'Campus Solutions Log In' and contains a 'User ID' field with the text 'Mystic.M.lan', a 'Password' field with masked characters, a checkbox for 'I agree to the terms of the User Agreement', and a 'Log In' button. The right column is titled 'Trouble Logging In?' and contains three buttons: 'User ID and Password Help', 'Send email to Help Desk', and 'Guest Page'.

Campus Solutions Log In
NDUS Campus Solutions requires authentication using your NDUS identifier.

User ID
Mystic.M.lan

Password
[Masked]

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

Log In

Trouble Logging In?
If you are experiencing any difficulties getting logged into the system, please use the links below.

User ID and Password Help

Send email to Help Desk

Guest Page

On your Student Homepage:

3. Click **[Manage Classes]** tile.

A screenshot of a student's homepage dashboard. The dashboard is titled 'Student Homepage' and features several tiles. The 'Academic Progress' tile shows a pie chart with 'Complete 18%' and 'Incomplete 82%', and a summary '18% Complete'. The 'Tasks' tile shows a warning icon and '11 To Do's 3 Holds'. The 'Manage Classes' tile is highlighted in yellow and shows a calendar icon. Other tiles include 'Financial Account', 'Financial Aid', 'Academic Records', 'Profile', 'Information Center', and 'Student Self Service', each with a representative icon.

Student Homepage

Academic Progress
Complete 18%
Incomplete 82%
18% Complete

Tasks
11 To Do's 3 Holds

Manage Classes

Financial Account

Financial Aid

Academic Records

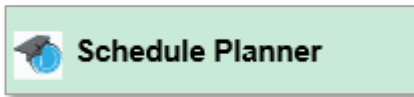
Profile

Information Center

Student Self Service

On your left-side menu:

4. Select **[Schedule Planner]**.



5. Select **[Open Schedule Planner]**.



6. Enter CampusConnection User ID and Password

The screenshot shows the login page for the North Dakota University System. At the top is the logo, which consists of a stylized green and blue triangle above the text "NORTH DAKOTA UNIVERSITY SYSTEM" and the tagline "ACCESS. INNOVATION. EXCELLENCE." Below the logo, the text "Please login using your NDUS Account." is displayed. There are two input fields: the top one is for the user ID and the bottom one is labeled "Password". A blue "Sign in" button is located at the bottom left of the form area.

7. Select **[Bismarck State College]**, then click **[Continue]**.

The screenshot shows the institution selection page. It features the same logo as the previous page. Below the logo, the text "Please select the institution you wish to use to use to plan your schedule!" is displayed. Underneath, there is a list of institutions with radio buttons next to each name. "Bismarck State College" is selected, indicated by a filled radio button. At the bottom right of the list, there is a blue "Continue" button.

8. Select registration **[Term]**, then click **[Save and Continue]**.

Select Term

Term

2020 Fall

2021 Spring

2021 Summer

✓ Save and Continue

9. Select **[Current Schedule]**, then select **[Swap]**.

Plan Schedule Shopping Cart (0) Current Schedule (3) Help Sign out

My Current Schedule

Email Swap Edit or Drop Classes Print

Class #	Title	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Instruction Mode	Actions	Status
14080	Intro to the Visual Arts	Art	110	Barbara Thorsen	BSC Online ONLINE	3	Online Asynchronous	<input type="checkbox"/> Drop	Enrolled
	Fundamentals of			Joseph			Online		

10. Select the class you want to swap from in drop-down menu.

Swap a Class

Select a class from to swap: Art-110, 01, Barbara Thorsen

11. Search for the new class, select the appropriate section, then select **[Swap]**.

Swap a Class for 2021 Spring

Select a class from current schedule to swap: Select A Class

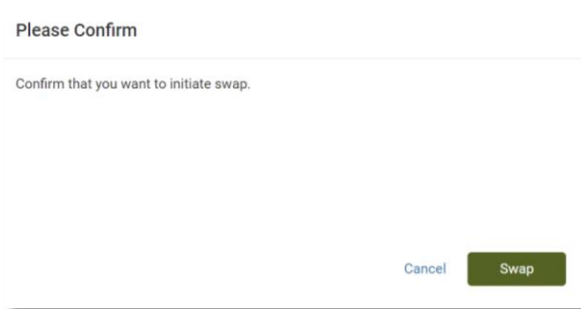
Search for a new class to swap with:

By Class # Shopping Cart By Subject

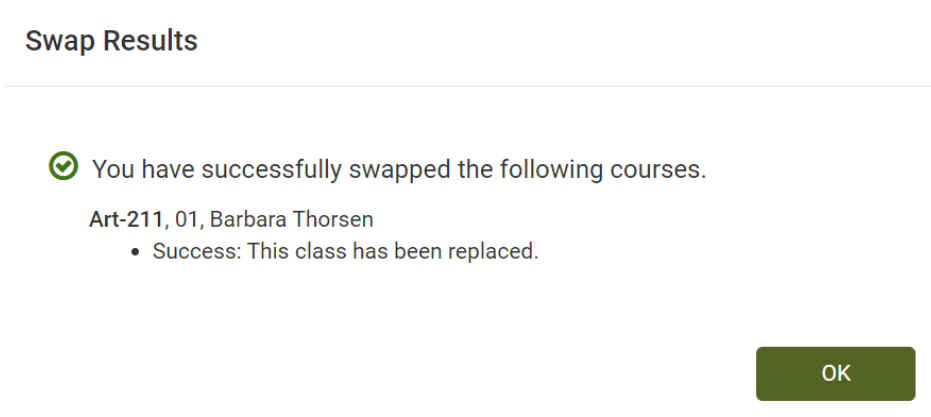
Enter Class # to Swap: Search

Cancel Swap

12. When prompted to confirm, select **[Swap]**

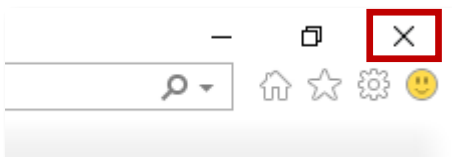


13. Review the Registration Results, select **[Okay]**.



14. Return to CampusConnection tab. Click **[View my Classes]** or **[My Weekly Schedule]** to print your schedule.

15. When finished with your CampusConnection session you **must** close your browser entirely to end the session.



16. For questions, contact Academic Records at (701)224-5420.