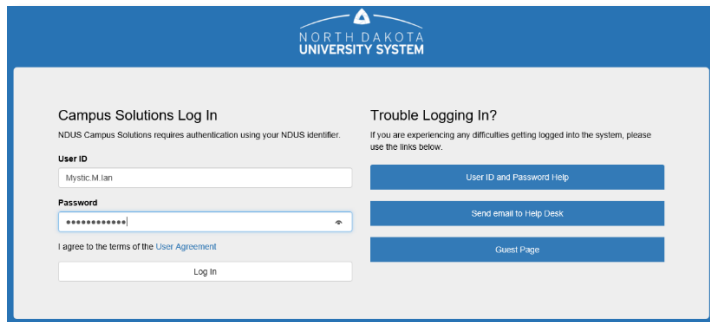


## CampusConnection Helpsheet Waitlist using Schedule Planner

This process shows students how to search for full courses to determine if waitlist options are available as well as how to add themselves to a waitlist. Not all full courses have a waitlist option.

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



*On your Student Homepage:*

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

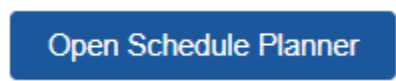


*On your left-side menu:*

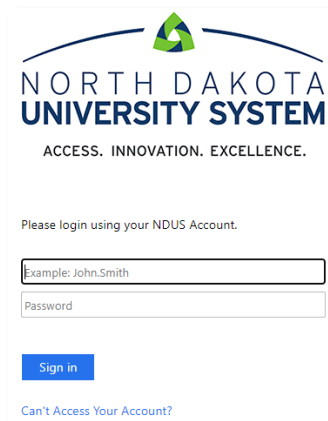
4. Select **[Schedule Planner]**.



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

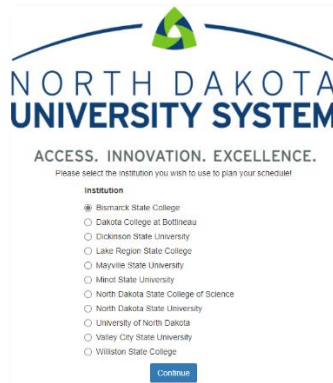


6. Enter CampusConnection User ID and Password, then click **[Sign In]**.



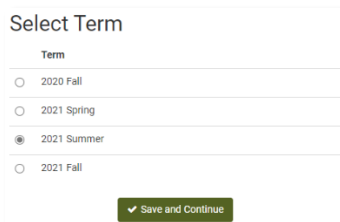
The image shows the login page for the North Dakota University System. At the top is the logo with the text "NORTH DAKOTA UNIVERSITY SYSTEM" and the tagline "ACCESS. INNOVATION. EXCELLENCE.". Below the logo, it says "Please login using your NDUS Account." There are two input fields: the first is for the user ID, with "Example: John.Smith" as a placeholder, and the second is for the password. A blue "Sign in" button is located below the password field. At the bottom, there is a link that says "Can't Access Your Account?"

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



The image shows the institution selection page. It features the same logo and tagline as the login page. Below the logo, it says "Please select the institution you wish to use to plan your schedule!". Under the heading "Institution", there is a list of institutions with radio buttons next to each name. "Bismarck State College" is selected. At the bottom, there is a blue "Continue" button.

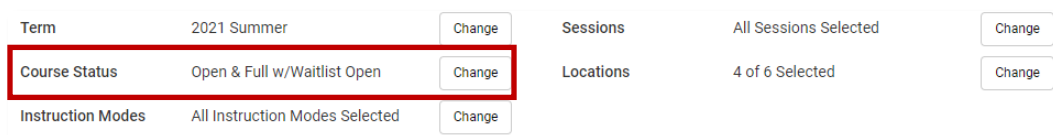
8. Select registration **[term]**, then click **[Save and Continue]**.



The image shows a form titled "Select Term". It has a section labeled "Term" with four radio button options: "2020 Fall", "2021 Spring", "2021 Summer" (which is selected), and "2021 Fall". At the bottom of the form, there is a green button with a checkmark icon and the text "Save and Continue".

7. To see waitlist options students must display both open and closed courses.

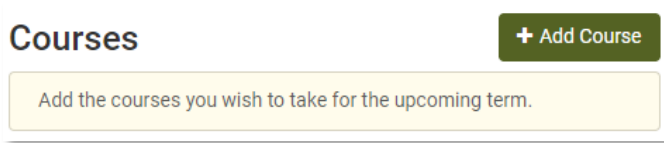
Select Course Status **[Open & Full w/Waitlist Open]**, then save.



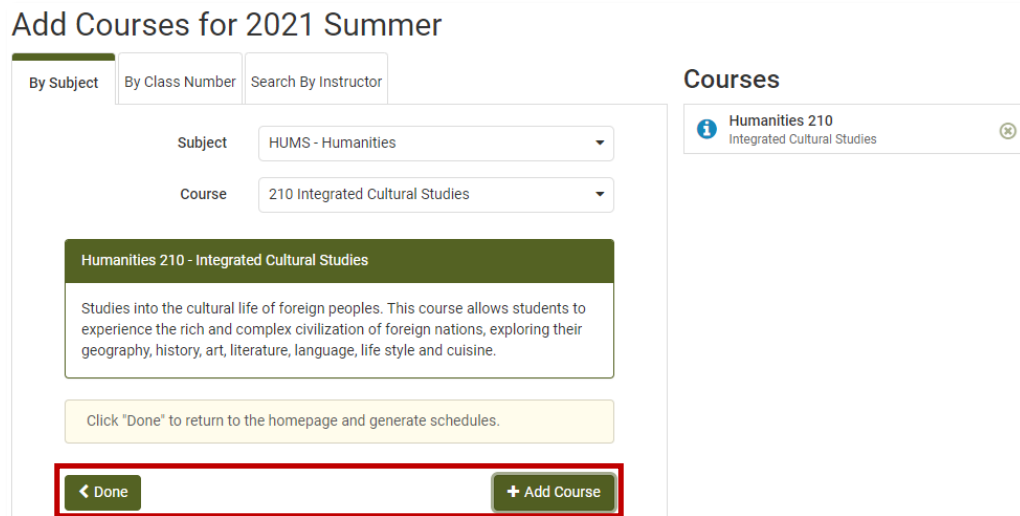
Term	2021 Summer	Change	Sessions	All Sessions Selected	Change
Course Status	Open & Full w/Waitlist Open	Change	Locations	4 of 6 Selected	Change
Instruction Modes	All Instruction Modes Selected	Change			

8. Choose the course(s) you would like to waitlist.

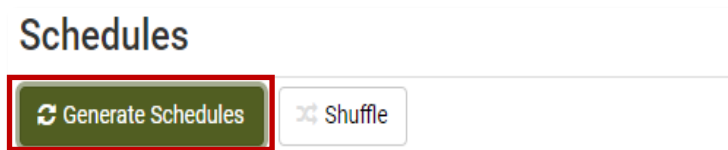
a. Select **[Add Course]**.



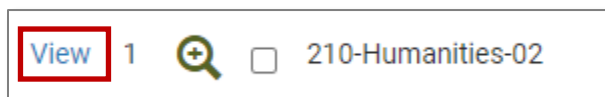
b. Search by Subject, Class Number or Instructor. Select **[Add Course]**, then **[Done]**. *The selected course will display on the right side of the page under desired courses.*



9. Select **[Generate Schedules]**.



10. Click **[View]** next to the schedule to preview the details and add a waitlist course.



11. Click **[Send to Shopping Cart]**.  
*Waitlist course will show zero seat open.*

[← Back](#)
[Print](#)
[Email](#)
[Validate](#)
[Send to Shopping Cart](#)
[Heart](#)
[Shuffle](#)
[Schedule 1 of 2](#)

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

Status	Subject	Course	Title	Class #	Day(s) & Location(s)	Dates	Waitlist	Waitlist Open	Seats Open	Credits	Instruction Mode
Not Enrolled	Humanities	210	Integrated Cultural Studies	4738	BSC Online ONLINE	07/05/2021 - 08/01/2021	0	3	0	3	Online Asynchronous

12. Select the course(s) to waitlist by placing a checkmark in the waitlist box, then click **[Finish]**.

[Cancel](#)
[Finish](#)

Humanities-210 02 (1 of 1)

Wait List?

Class #: 4738  
 Title: Integrated Cultural Studies  
 Subject: Humanities  
 Course: 210  
 Component: LEC  
 Session: 8th wk, 4 wks  
 Instructor: Gregory Pitcher  
 Day(s) & Location(s):  
 BSC Online ONLINE  
 Dates: 07/05/2021 - 08/01/2021  
 Credits: 3  
 Campus: Bismarck State College  
 Waitlist Open: 3  
 Instruction Mode: Online Asynchronous

13. Click **[Register]**.

[Email](#)
[Validate](#)
[Edit Cart](#)
[Print](#)
[Register](#)

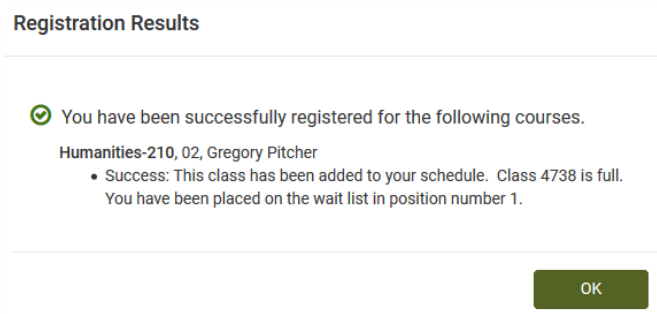
After completing your schedule planning, please make sure to click Sign Out.

Class #	Title	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Instruction Mode
4738	Integrated Cultural Studies	Humanities	210	Gregory Pitcher	BSC Online ONLINE	3	Online Asynchronous

14. To Confirm, click **[Continue]**.

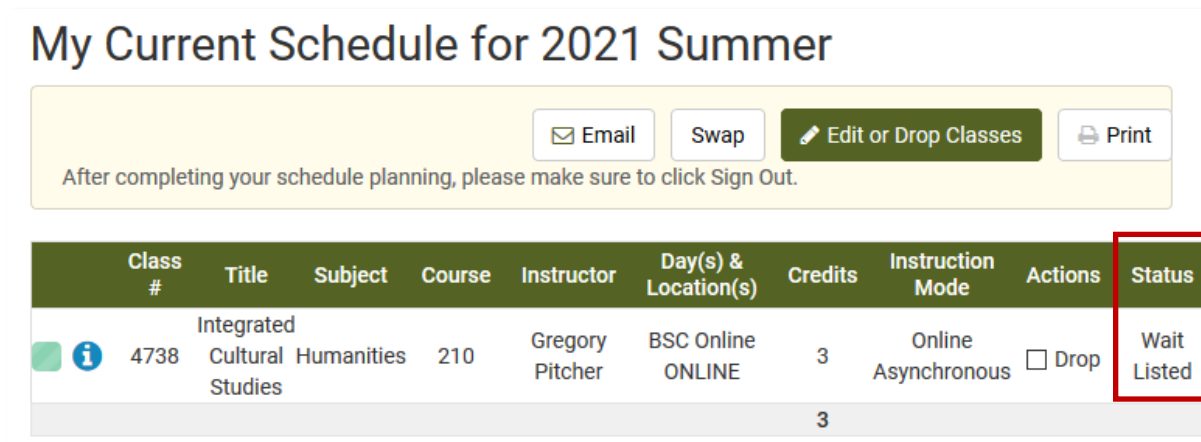
15. Review the status of the waitlisted class.

- Class successfully waitlisted are marked with a 




- Classes NOT waitlisted are marked with an .

16. Current Schedule shows Waitlisted and/or Enrolled courses.



My Current Schedule for 2021 Summer

After completing your schedule planning, please make sure to click Sign Out.

Class #	Title	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Instruction Mode	Actions	Status
 4738	Integrated Cultural Studies	Humanities	210	Gregory Pitcher	BSC Online ONLINE	3	Online Asynchronous	<input type="checkbox"/> Drop	Wait Listed
						3			

17. When an opening is available, waitlisted student at the top of the list is registered and an email confirmation is sent to their campus email.

If the student at the top of the list has a registration restriction (i.e. – Hold, already enrolled in the same course different section, time conflict etc...) the wait list process will skip to the next qualified student on the list.

Notes:

- Waitlisted class credits do not count toward enrollment hours.
- All waitlists will be closed the Friday before classes begin, students who are still on the wait list will be removed. Regular class [overrides/permissions](#) must be obtained if course remains closed
- For questions, contact Academic Records at (701)224-5420.