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 [Class Search and Enroll].

5. Select the appropriate [term] and [campus]

<table>
<thead>
<tr>
<th>2019 Fall</th>
<th>Mayville State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Fall</td>
<td>Bismarck State College</td>
</tr>
<tr>
<td>2019 Fall</td>
<td>Dakota College at Bottineau</td>
</tr>
</tbody>
</table>

6. Identify the class you would like to register for by searching. Search by keyword, class number, subject or instructor. Select one of the methods.

**Keyword or Class Number Search**

*Search using keywords or class number.*

A. Enter a key word or class number. Click [>>].

**Key Word Search**

Search For Classes

[Math]  

Additional ways to search

After completing key word search, continue to step B below.

**Class Number Search**

Search For Classes

[2250]  

Additional ways to search

After completing class number search, continue to step C below.

B. From class search results, select [the course] you wish to add to your schedule.

**Subject or Instructor Search**

*Search by selecting course subject or instructor.*

A. Select [Additional ways to Search].

**Additional ways to search**

Available Subjects

[Mathematics]  

Catalog Number

contains value

Instructor Last Name

contains word

B. Select course subject from list, then click [Search].
C. Choose the [course section] you wish to add to your schedule from the search options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Status</th>
<th>Session</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>Regular Academic Session</td>
<td>Lecture - Class 12169</td>
</tr>
<tr>
<td>2</td>
<td>Open</td>
<td>Regular Academic Session</td>
<td>Lecture - Class 12170</td>
</tr>
</tbody>
</table>

C. From class search results, select [the course] you wish to add to your schedule.

D. Choose the [course section] you wish to add to your schedule from the search options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Status</th>
<th>Session</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>Regular Academic Session</td>
<td>Lecture - Class 12169</td>
</tr>
<tr>
<td>2</td>
<td>Open</td>
<td>Regular Academic Session</td>
<td>Lecture - Class 12170</td>
</tr>
</tbody>
</table>

7. Click [Next].

8. To enroll in one course, click [Enroll].
To enroll in multiple courses, click [Add to Shopping Cart].
Then click [Next].

9. Click [Submit].
10. Click [Yes].

11. If [Enroll] was chosen:
   • Review the status of the added class.
     Courses added are marked with a ✓. Courses NOT added are marked with an ✗.

   ✗ MATH 103 - College Algebra
     This class has been added to your schedule.

If [Add to Shopping Cart] was chosen:
   • Click [Return to Keyword Search Page].

   • Repeat steps 6 – 10 until all classes have been added to your shopping cart.

   • Click [Shopping Cart]

   • Select the appropriate [Term] and [Campus]
   • Select the class(es) to add by placing a checkmark in the select box next to the class.

   • Click [Enroll].
   • Click [Yes].
   • Review the status of the added class.

   ✓ MATH 103 - College Algebra
     This class has been added to your schedule.
Note: CampusConnection will not allow registrations to be processed if:

- Multiple registrations in the same course are attempted
- Time conflicts exist
- Course requirements are not met (Prerequisites)
- A “HOLD” appears your student account

On the left-side menu:

12. Click [View my Classes] to view or [My List View Schedule] or [My Weekly Schedule] to view or print.

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