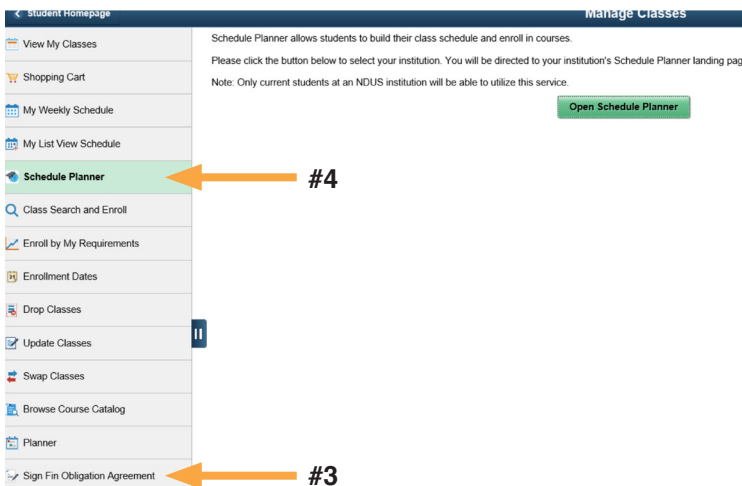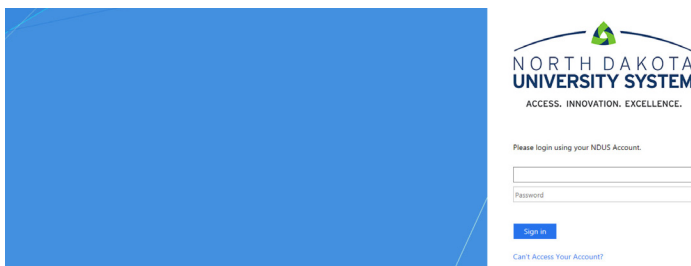1. Sign-in to CampusConnection using credentials.
2. Choose **Manage Classes** tile.

3. Complete **Financial Obligation Agreement** found at bottom of menu.
4. Click on **Schedule Planner** from menu. Click on **Open Schedule Planner** link.
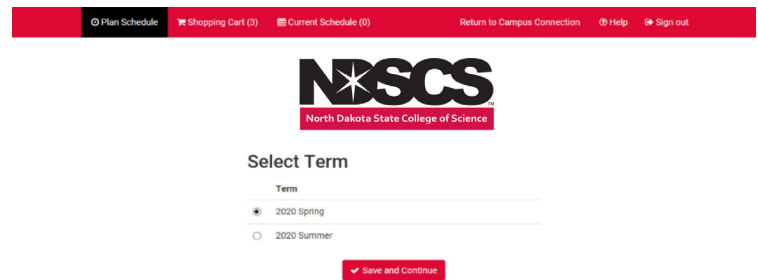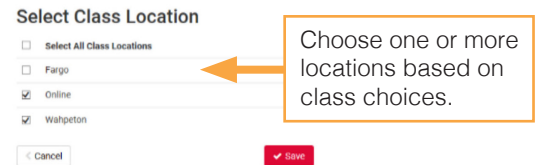

5. Sign in to NDUS using same credentials.

6. Choose **North Dakota State College of Science.**

7. **Select Term.** Click **Save and Continue.**

8. **Choose Class Locations –** Wahpeton, Fargo and/or Online. *(Ex. Wahpeton, Online or Fargo, Online or Online only.)*

Choose one or more locations based on class choices.

9. Click **Save.**
10. Students will choose courses in the **Courses** area and add schedule conflicts (work, practice, etc.) in the **Breaks** area.
11. After choosing their courses, they will click **Generate Schedule** to show a list of available schedules within their filters.
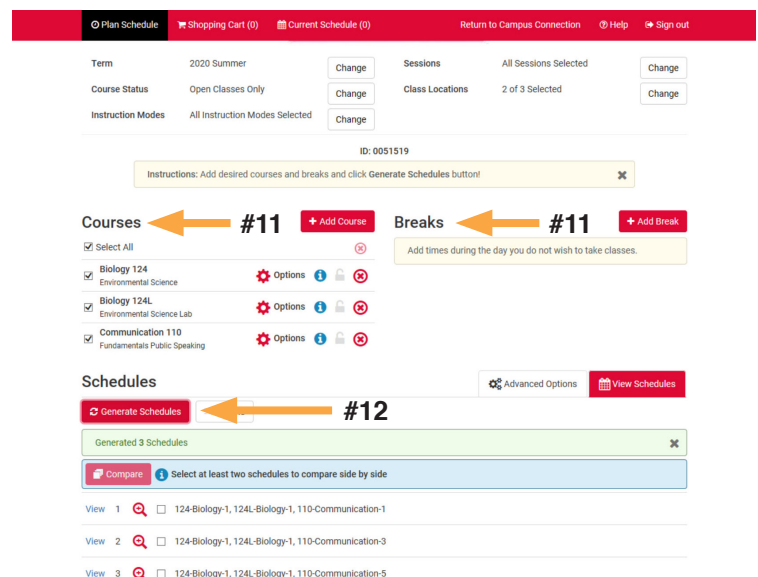
12. Click on **View** button of any generated schedules. Students can use the arrows in the right corner to switch between schedule options. Clicking the ℹ button will provide additional details on the class.

13. You may choose to lock any course on schedule by pressing **Padlock** icon.

14. Once a schedule has been chosen, click on **Validate.** This process will check for pre-requisites and registration eligibility. Press **OK.**

15. Once courses are validated, click on Send to Shopping Cart. You may edit your courses in your Shopping Cart.

16. You will review each selection and click on **Next.** When completed, click on **Finish.**

17. You are now ready to register for your classes. Click on red **Register** button and you will be registered.

18. You should receive a Registration Results box. Click **OK.**

NOTE: Students MUST click **Sign Out** at the top-right hand corner of the page once they are complete in Schedule Planner.

DROPPING COURSES IN SCHEDULE PLANNER

Student can also make class drops in Schedule Planner.

1. On the **Current Schedule** tab in Schedule Planner, click **Edit or Drop Classes.**

2. Choose the 'class(es)' that needs to be dropped. Click **Save.** *(Remember you cannot drop your last class on your own. Please contact the Student Success office.)*

NOTE: Students MUST click **Sign Out** at the top-right hand corner of the page once they are complete in Schedule Planner.

3. Click back into CampusConnection to print out your list view and weekly calendar view by using same menu at #4 on the other side. This process works best to do List View first.