

Bismarck State College

Current Student Registration Guide

Spring 2010 Registration for CURRENT STUDENTS ONLY
begins November 2, 2009

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Do you have your CampusConnection User ID and Password?

In order to access the CampusConnection Portal you must have a User ID and Password. Initially, your User ID and Password was sent to you via a ConnectND security letter or email.

If you misplaced or forgot your User ID and Password, you may obtain them again by one of the following methods:



1. Go to the Computer Center Help Desk, Room 129, Schafer Hall.
You must present a PHOTO ID (BSC ID or Drivers License) to obtain this information.
2. Contact the NDUS Help Desk at 1-866-457-6387 (toll-free).
3. On the CampusConnection Portal sign on page, click on **Forgot My Password** and/or **What is my User ID?**.

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When do I Register for next Semester?

All currently enrolled students will have a specific date and time that they will be able to start registering. This specific date and time is called an **APPOINTMENT**. *Appointments will be available about one week before registration begins.*

To find out your appointment go to bismarckstate.edu/.

1. Click on 
2. Click on 
3. Log on using your CampusConnection **User ID and Password**.
4. Click **Student Center**.
Right side of the page:
5. Click **Details** to determine what time your appointment begins.



Enrollment Dates

Enrollment Appointment
You may begin enrolling for the 2009 Spring Regular Academic Session on November 10, 2008.

details ►

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

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 12:30PM	20.00	8.00	20.00	8.00

Note: Current Students can register early for courses using CampusConnection. The begin date indicates a window of opportunity for the current students to get first priority to enroll in a class. The end date indicates that all other students can register after the date specified which may limit your options to enrolling in a class.

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View/Print Course Planning Tools

As a currently enrolled student you should have a Student Planning Worksheet and Curriculum Guide to help with mapping out your educational goals. If you no longer have these tools, it is a good idea to print them before meeting with your academic advisor.

The guides may be obtained by:



1. Going to bismarckstate.edu/.
2. Click **Academic Programs**.
3. Click the desired program from the list (choose Liberal Arts if Undecided).
4. Click **Student Planning Guides** from the menu on the left.

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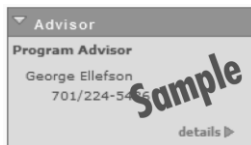
Meet with your Advisor

All students are assigned to a faculty member who is their academic advisor and assists with the course selection process. It is recommended that you visit with your advisor prior to registration to ensure graduation requirements are being met.

To find your assigned advisor go to bismarckstate.edu/.

1. Click on 
2. Click on 
3. Log on using your CampusConnection **User ID and Password**.
4. Click on **Student Center**.

Right side of the page:



Your advisor's name and office phone number will be displayed.

To send your advisor an email:

1. Click on **Details**.
2. Click the **Advisor's Name**.

To locate your advisor's office and phone number, go to the employee directory located on the BSC webpage at: bismarckstate.edu/directory.

Schedule your appointment TODAY!!

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Register for Classes

If you have any "Holds and To-Dos", you may not be eligible for registration.

The course registration process is completed through CampusConnection. The "Register (add) for Classes" help sheet provides step by step instructions. The help sheet can be found at: www.bismarckstate.edu/campusconnection/pdfs/AddClasses.pdf.



Other CampusConnection help sheets (such as "Search for a Course" and "View/Print Class Schedule") can be found at: bismarckstate.edu/campusconnection/quickguide.asp.

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Print your Schedule

After you have registered for classes be sure to print your schedule. Your schedule will be required to purchase textbooks in the BSC bookstore, which is located in the lower level of the Student Union.

To print your schedule go to bismarckstate.edu/.

1. Click on 
2. Click on 
3. Log on using your CampusConnection **User ID and Password**.
4. Click on **Student Center**.

Under Academics:

5. Click on the drop down arrow to select **Class Schedule**.
6. Click on the >> button.
7. Select appropriate term.
8. Click **Continue**.
9. Select **Printer/Friendly Page** at the bottom.
10. Click on the print button on your browser toolbar.

You may have to change the page setup to landscape to ensure all information is printed.

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Important Dates and Deadlines

Students are responsible to know of important dates pertaining to registration (Add, Drop, Withdrawal), tuition etc. These dates and deadlines are posted on the web at:

bismarckstate.edu/student/registrar/DatesDeadlines.asp.