# Student Navigation and Tips for CampusConnection

**Academic Requirement Report** (formerly Electronic Degree Audit)

1. Log in to CampusConnection
2. Click **'Student Center'** in the *Main Menu*
3. Click **'My Academics'** under the *Academics* section
4. Find **Academic Requirements**
5. Click on the **'View my advisement report'** link
6. Different sections of the *My Academic Requirements* report can be collapsed and expanded by using either the collapse all or expand all buttons at the top of the report, or by clicking on the triangle icons to the left of each information segment
   **NOTE:** Courses will be marked with corresponding *taken*, *in progress*, and *planned* icons throughout the report
7. For a printer friendly version, click the green **'view report as pdf'** link at the top of the report

OR

1. Log in to CampusConnection
2. Click **'Student Center'** in the *Main Menu*
3. Find the **'other academic…'** drop down menu, under the *Academics* section
4. Choose **'Academic Requirements'** from the drop down list
5. Click the **'go'** button to the right of the drop down box
6. Different sections of the *My Academic Requirements* report can be collapsed and expanded by using either the collapse all or expand all buttons at the top of the report, or by clicking on the triangle icons to the left of each information segment
   **NOTE:** Courses will be marked with corresponding *taken*, *in progress*, and *planned* icons throughout the report
7. For a printer friendly version, click the green **'view report as pdf'** link at the top of the report

**Add Courses**

1. Log on to CampusConnection
2. Click **'Student Center'** in the *Main Menu*
3. Click **'Enroll'** link under the *Academics* section header
4. Select **Term** (semester) for which you need to add, if prompted
5. Click **'Continue'** button
6. Two options
   a. Enter **Class Nbr** (4 or 5-digit number associated with the individual section of the course)
      i. Click **'Enter'** button
      ii. Specify any class preferences if available/desired/required (ex. waitlist option, permission number, units, etc.)
      iii. Click **'Next'** button
      iv. Course has been added to your shopping cart. You are NOT done enrolling.
   b. Use **'Class Search'** to search for a course
      i. Select **Course Subject** from the drop down box (ex. Biology)
      ii. Enter **Course Number** (optional) (ex. 150)
      iii. Select the appropriate **Course Career** (ex. Undergraduate)

iv. **TIP:** Remove the check from the Open Classes Only box to find all possible classes
v. Click **‘Search’** button
vi. Find desired class
vii. Click **‘Select Class’** button on desired class
viii. Specify any class preferences if available/desired/required (ex. waitlist option, permission number, units, etc.)
ix. Click **‘Next’** button
x. Course has been added to our shopping car. You are NOT done enrolling.

7. Shopping Cart
   a. Review courses listed in your **shopping cart**
   b. Click **‘Proceed to Step 2 of 3’** button
   c. Review courses again
   d. Click **‘Finish Enrolling’** button
   e. Read Messages
      i. Green Check = Success: Enrolled
      ii. Red X = Error: Unable to Add Class
         1. Read message for reason you were not enrolled in the course

**Advisor**

1. Log in to CampusConnection
2. Click **‘Student Center’** in the *Main Menu*
3. Advisor name and phone number appear on lower right side of page
4. Click **‘details’** link to send email to advisor

**Appointment Times for Registration**

1. Log in to CampusConnection
2. Click **‘Student Center’** in the *Main Menu*
3. Find the **Enrollment Dates** section on the right side of the page
4. *Enrollment Appointment Date* will appear in the box
5. Click **‘details’** link to view the specific *Enrollment Appointment Time*

**NOTE:**

- Enrollment appointments are based upon the number of completed credits.
- Overrides and Collaborative Registration cannot be submitted to the Registrar’s Office until on or after the student’s enrollment appointment time.

**Change Contact Information (Names, Address, Phone Numbers, Email Addresses, Emergency Contacts)**

1. Log in to CampusConnection
2. Click **'Campus Personal Information'** in the *Main Menu*
3. Click on a menu item to view/update your:
    a. Names (Preferred only. Legal name changes must be done through the Registrar's Office)
    b. Addresses (Home, Mail, Permanent, or Parent)
    c. Phone Numbers
    d. Email Addresses (Campus email can only be changed by the Registrar's Office)
    e. Emergency Contacts
4. Click **'Save'** button

**NOTE:**

- Students are responsible for keeping UND current with address and contact information.
- The Legal name listed in CampusConnection is how your name will appear on your diploma, and the Home address will be used for almost all mailed correspondence.

**Class Schedule**

1. Log in to CampusConnection
2. Click **'Self Service' > 'Enrollment' > 'My Class Schedule'**
3. Select **Term** (semester)
4. Modify **Class Schedule Filter Options** (enrolled, dropped, and waitlisted classes), if desired
5. Click **'filter'** button
6. Click **'Printer Friendly Page'** link at the bottom of the schedule
7. Click **'Print'** from the browser menu bar

**NOTE:** If you wish to display only those courses in which you are enrolled, make sure you have unchecked the Show Dropped Courses box. You may also view your Weekly Schedule by going to: 'Self Service' > 'Enrollment' > 'My Weekly Schedule'

**Drop Courses**

1. Log on to CampusConnection
2. Click **'Student Center'** in the *Main Menu*
3. Click **'Enroll'** link under the *Academics* section
4. Select **Term** (semester) for which you need to drop, if prompted
5. Click **'Continue'** button
6. Click **'Drop'** tab at the top of the screen
7. Select course(s) to drop by checking the box to the left of the course list
8. Click **'Drop selected classes'** button
9. Click **'finish dropping'** button
10. Read Messages
    a. Green Check = Success: Dropped
    b. Red X = Error: Unable to Drop Class
        i. Read message for reason you were not dropped from the course

## Enrollment Verification

1. Log in to CampusConnection
2. Click **'Self Service' > 'Academic Records' > 'Enrollment Verification'**
3. Choose **'University of North Dakota'**
4. Click **'Self-Service Enrollment Verification'** button
5. Choose **'Current enrollment'** or **'All enrollment'** option
6. Click the **'Obtain an enrollment certificate'** link above the options
7. Print the certificate and provide to lender, insurance agent, etc.

**NOTE:** Enrollment Verification cannot be conducted until after the first week of classes has been held.

**Additional Options:** Students are encouraged to use CampusConnection as the primary method of obtaining Enrollment Verification. For instances when the requesting agency requires more information not included on the online verification, a paper version of an Enrollment Verification Request can be obtained from the Office of the Registrar, 201 Twamley Hall.

## Evening Courses on Student Schedule

1. Log in to CampusConnection
2. Click **'Student Center'** in the *Main Menu*
3. Find the **'other academic…'** drop down box, under the *Academics* section
4. Select **'Class Schedule'** from the drop-down list
5. Click the **'go'** button to the right of the drop down box
6. Select **Term** (semester) if prompted
7. Click **'Continue'** button
8. Find **'Select Display Option'** at the top of the schedule
9. Select the **'Weekly Calendar View'** option
10. Find the **Start Time** and **End Time** boxes
11. Change times as necessary
12. Click **'refresh calendar'** button
13. Print if desired

## Holds

1. Log in to CampusConnection
2. Click **'Student Center'** in the *Main Menu*
3. Holds appear in upper right side of page
4. Click **'details'** link for more information
5. Click the **hold name** link in the *Hold Item* column for specific information about the hold

## Legal Name Changes

- If you wish to change your Legal name in CampusConnection, you must complete a Name Change Request Form (available on the Registrar's Office Forms page) and provide official documentation to the Registrar's Office.

**Mid-term Grades**

1. Log in to CampusConnection
2. Click **'Self Service' > 'Enrollment' > 'View My Grades'**
3. Select **Term** (semester)
4. Click **'Mid-term Grades'** tab to view

**NOTE:**

- Instructors are asked to enter deficient grades (D or F) at mid-semester for undergraduate students. If no mid-term grades appear, it either means that you are not in deficient status in any enrolled course, OR the instructor did not enter mid-term grades into CampusConnection.
- Consult your instructor with questions regarding your status in class.
- Mid-term grades are only available for full, semester-length courses.
- Mid-term grades are not considered official grades and do not guarantee a final grade in a course.
- Once entered into CampusConnection, they may be viewed by students/advisors, but do not appear on academic transcripts.

**Official Transcript**

1. Log in to CampusConnection
2. Click **'Self Service' > 'Academic Records' > 'Official Transcript Request'**
3. Choose **'University of North Dakota'**
4. Click **'Order Official Transcript'** button
5. You will then be brought to a page hosted by the *National Student Clearing House* to order your transcript

**Planner**

1. Log in to CampusConnection
2. lick 'Student Center' in the Main Menu
3. Click **'My Academics'** under the Academics section
4. Choose **'Academic Planner'**
5. Click the double arrow to go to that page.
6. Populate the planner by **'Browse Course Catalog'** or **'Plan By My Requirements'**
7. Click Add to Planner

**Requisites**

1. Log in to CampusConnection
2. Click **'Browse Course Catalog'** in the *Main Menu*
3. Select **'University of North Dakota'** from the drop down menu
4. Click **'Change'** button
5. Click on a **letter** from the index of a class you are searching (ex. 'M' for math)
6. Click on the **subject** you are searching (ex. MATH - Mathematics)
7. Click on the blue link for either the **Course Nbr** or **Course Title** for the course you wish to view (ex. 102 or Intermediate Algebra)
8. Find the *Enrollment Information* section
9. Under **Enrollment Requirement** are the requisites for the course
    a. If this section is not on the page, there are not requisites for the course

**NOTE:** All prerequisites are based on what is printed in the current catalog. Changes or additions to requisites need to go through the University Senate Curriculum Committee for approval.

**Schedule of Courses**

1. Log on to CampusConnection
2. Click **'Class Search'** in the *Main Menu*
3. Select **'University of North Dakota'** for the *Institution*
4. Select **Term** (semester) for the schedule of courses you would like to view
5. Select **Course Subject** from the drop down box (ex. Biology)
6. Enter **Course Number** (optional) (ex. 150)
7. Select the appropriate **Course Career** (ex. Undergraduate)
8. Remove the check from the **Open Classes Only** box to find all possible classes (optional)
9. Click **'Search'** button
   **NOTE:** Only the first three sections of a course are listed, by default. If more than three sections are available and you want to see all of them, click the white 'View All Sections' link at the top of the listing.

**Swap Courses**

1. Log on to CampusConnection
2. Click **'Student Center'** in the *Main Menu*
3. Click **'Enroll'** link under the *Academics* section
4. Select **Term** (semester) for which you need to drop, if prompted
5. Click **'Continue'** button
6. Click **'swap'** tab at the top of the screen
7. Find **Select from your schedule** and select the class you want to drop from your schedule
8. **Enter Class Nbr** or Search for Class you want to add
9. Specify any class preferences if available/desired/required (ex. waitlist option, permission number, units, etc.)
10. Click **'Next'** button
11. Review the screen
12. Click **'Finish Swapping'** button
13. Read Messages
    a. Green Check = Success: Enrolled
    b. Red X = Error: Unable to Add Class
        i. Read message for reason you were not enrolled in the course

**Transfer Credit Report**

1. Log in to CampusConnection
2. Click **'Student Center'** in the *Main Menu*
3. Click **'My Academics'** under the *Academics* section
4. Find **Transfer Credit**
5. Click on the **'View my transfer credit report'** link
6. The resulting report will show all of the courses that were transferred to UND, organized by the transferring institution and the term taken

**NOTE:** The grades and units (credits) earned from the transferring institution, the UND equivalent course, and grade awarded for each course will show on this report. The grade awarded will equal the grade earned from the transferring institution, unless there is an adjustment for grades earned on an alternative grading scale on the 4.0 scale used at UND. This is more common with international institutions.

**Unofficial Transcript**

1. Log in to CampusConnection
2. Click ‘**Self Service’ > ‘Academic Records’ > ‘View Unofficial Transcript’**
3. Select the **‘University of North Dakota’** for *Academic Institution*
4. For *Report Type* choose one of the following two options:
    a. **Unoff PDF Transfer Details –** Shows details for transfer work
    b. **Unoff PDF Transfer Summary –** Shows a summary for transfer work

    **NOTE:** If the student does not have transfer credits, both report types display the same information.
5. Click **‘View Report’** button

**NOTE:** To view transcripts, a PDF reader is required and pop-ups must be allowed by your browser.

The steps for disabling the pop up blocker in Internet Explorer are as follows:

1. Click **Tools**
2. Click **Pop Up Blocker**
3. Click **Turn off**

OR

1. Log in to CampusConnection
2. Click **‘Student Center’** in the *Main Menu*
3. Click **‘My Academics’** under the *Academics* section
4. Choose **‘Transcript: View Unofficial Transcript’**
5. Make sure **University of North Dakota** is listed for *Institution*
6. For *Report Type* choose one of the following two options:
    a. **Unoff PDF Transfer Details –** Shows details for transfer work
    b. **Unoff PDF Transfer Summary –** Shows a summary for transfer work

    **NOTE:** If the student does not have transfer credits, both report types display the same information.
7. Click **‘View Report’** button

**NOTE:** To view transcripts, a PDF reader is required and pop-ups must be allowed by your browser.

The steps for disabling the pop up blocker in Internet Explorer are as follows:

1. Click **Tools**
2. Click **Pop Up Blocker**
3. Click **Turn off**

**Waitlist Instructions**

1. If a course has reached the enrollment capacity, and the department utilizes the Waitlist option, a **'Waitlist if class is full'** check box will appear on the *Enrollment Preferences* screen
2. If you want to be added to the waitlist, check the box and follow the remaining steps of the enrollment transaction.
3. You will be automatically notified when added to a course via the waitlist
4. If you no longer wish to be enrolled in a course, you are responsible for dropping it according to posted dates and deadlines.
5. To remove yourself from a waitlist, drop the class following the instructions under the **'Dropping a Course'** section of the tip sheets
6. If not added via a waitlist, check with the department for enrollment options

**NOTE:** To be successfully moved from a waitlist to course enrollment you must: have the required prerequisites/co-requisites, not have a time conflict with another class, and not have a Hold that prevents enrollment (ex. student account services hold, sanction hold or advisor hold). RRR holds do not prevent enrollment.

**What-If Report**

1. Log in to CampusConnection
2. Click **'Student Center'** in the *Main Menu*
3. Find the **'other academic…'** drop down menu, under the *Academics* section
4. Choose **'What-if Report'**
5. Click **'go'** button to the right of the drop down box
6. Click **'Create New Report'** button
7. Program Scenario
    a. Find the **Program Scenario** section
    b. Enter What-if scenario information:
        i. **Academic Program**: (The Academic Program of the degree, certificate, etc.)
        ii. **Area of Study**: (Major, minor, certificate, second major, etc.)
        iii. **Concentration**: (Sub-Plan, if applicable)
    c. Click **'Submit Request'** button
8. Course Scenario
    a. Find the **Course Scenario** section
    b. Click **'browse course catalog'** button
    c. Select a **letter** from the index of a class you are searching (ex. 'A' for aviation)
    d. Click on the **subject** you are searching (ex. AVIT – Aviation)
    e. Click on the **'select'** button for the course you wish to add
    f. Click **'Submit Request'** button
    g. If the course applies toward the satisfaction of a requirement, it displays in the Academic Advisement Report, with a grade (if entered), followed by a question mark (?) indicating a what-if course
    **NOTE:**
        - The hours are applied to the requirement statistics, but if a grade is entered it won't be applied to the GPA statistics
        - Repeat rules do not apply to the what-if report

**NOTE:** If desired, you can execute a What-if Program Scenario and a What-if Course Scenario simultaneously