Students can enroll in three different methods:
- Class Search and Enroll
- Enroll by My Requirements which functions off existing Academic Requirement Report setup
- Schedule Planner (BSC, NDSU, UND)

**Class Search and Enroll**

Student Homepage > Manage Classes Tile > Class Search and Enroll

Using the Class Search and Enroll, students will first select their term and institution. They will then be able to keyword search for their classes.
Once a student finds the class they are wanting to enroll into, they can then click on the course to view sections and course information.

**ECON 201**
**Principles of Microeconomics**

Add to favorites courses
Course Information

A microeconomic approach to the study of the present economic system; a study of the principles of economics including factors which influence supply and demand, price determination through supply and demand, profit maximization under different economic structures, efficiency, and the capital market.

Units: 3.00
Grading: Graded
Components: Lecture
Course Career: Undergraduate

Class Selection

<table>
<thead>
<tr>
<th>Option</th>
<th>Status</th>
<th>Session</th>
<th>Class</th>
<th>Meeting Dates</th>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Open</td>
<td>Regular</td>
<td>Lecture - Class</td>
<td>12/20/2019</td>
<td>1:00PM to 5:00PM</td>
<td>Hall 315</td>
<td>Open 30 of 30</td>
<td></td>
</tr>
</tbody>
</table>

Clicking on the Class Number opens a pop up window that has class details, meeting and enrollment information, class availability, and textbook information.

**Class Information**

- Class Details
- Meeting Information
- Enrollment Information
- Class Availability
- Textbook/Other Information

**ECON 201 Principles of Microeconomics**
**Lecture - Class 11858**

**NDU Bookstore URL**
http://www.bismarckstate.edu/bookstore/textbook-isbn-numbers/

Students will then select the class section they want to enroll into. They will follow steps in the enrollment process that involve reviewing class section information and adding permission numbers (if required).
If a student chooses 'Enroll', after completing the final step, the student will be automatically enrolled in the course. They will then be given a success or error message depending how the enrollment processed:

**ECON 201 - Principles of Microeconomics**

You have already taken this class. When graded this course may be subject to repeat rules. Verify that the class will apply toward your course of study.
If a student chooses 'Send to Shopping Cart' the course will be sent to the student’s shopping cart. It will sit in the shopping cart until the student selects all their classes for enrollment.

On the Shopping Cart page, a student can select all courses, choose 'Validate' to check to see if anything is impacting the student enrolling (such as holds, requisites, repeated courses), and then enroll.

Once ready, students click 'Enroll' and will be enrolled in the courses selected.

Need Assistance?
Contact the NDUS Help Desk:
NDUS.HelpDesk@ndus.edu (email)
https://helpdesk.ndus.edu
Enroll by my Requirements

Enroll by My Requirements allows for enrollment in courses listed in the Academic Progress report. They will then follow the same enrollment steps as previously shown in the ‘Class Search and Enroll’ process.

Please note:
Students must update their Campus Preferences under the Academic Progress tile for this to function.

Campus Preferences

Student Homepage > Manage Classes Tile > Enroll by My Requirements

Need Assistance?
Contact the NDUS Help Desk:
NDUS.HelpDesk@ndus.edu (email)
https://helpdesk.ndus.edu
Students will see the courses that can satisfy the requirement. They can then select the course they wish to use for this requirement and they can then view classes available for their campus that are currently available.

### Communications II

- **Not Satisfied**

  Complete one of the following courses.

  **Units**: 3.00 required, 0.00 taken, 3.00 needed

### Courses

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When/Typically Offered</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 120</td>
<td>College Composition II</td>
<td>3.00</td>
<td>Fall, Spring, Summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 125</td>
<td>Intro to Professional Writing</td>
<td>3.00</td>
<td>Fall, Spring, Summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRNSFR 115</td>
<td>Gen Ed: Communications II</td>
<td>0.01 - 99.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ENGL 120**

**College Composition II**

**Course Detail**

- **Course Career**: Undergraduate
- **Units**: 3.00
- **Grading**: Graded
- **Course Component**: Lecture
- **Campus**: Bismarck State College
- **Academic Group**: Humanities Arts & Sciences
- **Academic Organization**: English

**Enrollment Information**

- **Typically Offered**: Fall, Spring, Summer

**Description**

This second course in the composition sequence continues and reinforces the writing skills practiced in ENGL 110, emphasizing library research and the writing of analytical and argumentative papers making use of the thesis-support format and MLA style used in a variety of academic disciplines. Students focus on language through literature and/or film by writing, reading, responding, viewing, and discussing. During spring semester, several sections of ENGL 120 focus on Film as Literature. Prerequisite: Successful completion of ENGL 110.
Students will then select the class section they want to enroll into. They will follow steps in the enrollment process that involve reviewing class section information and adding permission numbers (if required).

Step 1 of 3: Review Class Selection

You have selected

**ENGL 120 - College Composition II**

Option Status: Open

<table>
<thead>
<tr>
<th>Class</th>
<th>Session</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture - Class 11554</td>
<td>Regular Academic Session</td>
<td>08/26/2019 - 12/20/2019</td>
</tr>
</tbody>
</table>

Step 2 of 3: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

- [ ] Enroll
- [ ] Add to Shopping Cart

Step 3 of 3: Review and Submit

You have selected to enroll in

**ENGL 120 - College Composition II**

<table>
<thead>
<tr>
<th>Class</th>
<th>Session</th>
<th>Meeting Dates</th>
<th>Days and Times</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture - Class 11554</td>
<td>Regular Academic Session</td>
<td>08/26/2019 - 12/20/2019</td>
<td>To be Announced</td>
<td>Open Seats 20</td>
</tr>
</tbody>
</table>

✅ **ENGL 120 - College Composition II**

This class has been added to your schedule.

Need Assistance?

Contact the NDUS Help Desk:
NDUS.HelpDesk@ndus.edu (email)
https://helpdesk.ndus.edu
Schedule Planner (BSC, NDSU, & UND)

- Student Homepage > Manage Classes Tile > Schedule Planner

View My Classes
Shopping Cart
My Weekly Schedule
Schedule Planner

Schedule Planner is currently used by the following institutions:
- Bismarck State College
- North Dakota State University
- University of North Dakota
If you are not a current student at these institutions, you will not be able to utilize this service.

Need Assistance?
Contact the NDUS Help Desk:
NDUS.HelpDesk@ndus.edu (email)
https://helpdesk.ndus.edu
When the student clicks ‘Send to Shopping Cart’ and ‘Ok’, they will be redirected back to the ‘Manage Classes’ tile where they can click ‘Shopping Cart’ and select their courses and complete enrollment.

Students will then select each course they would like to enroll in.
- Clicking ‘Validate’ will check to see if a student has any holds, doesn’t meet course requisites, or if they have previously taken a course.

- Once ready, students click ‘Enroll’ and will be enrolled in the courses selected.