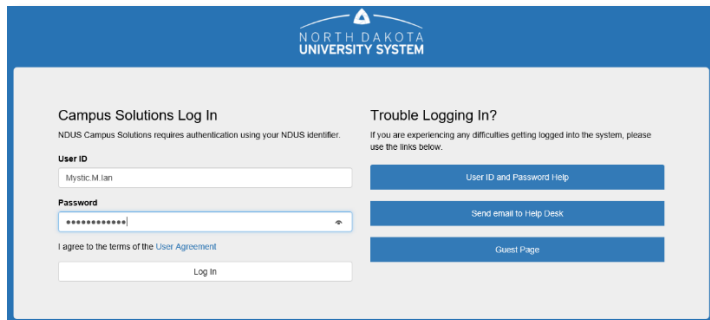


## CampusConnection Helpsheet Waitlist using Class Search and Enroll

This process shows students how to search for full courses to determine if waitlist options are available as well as how to add themselves to a waitlist. Not all full courses have a waitlist option.

1. Access [CampusConnection](#).
2. Enter CampusConnection UserID and Password. Click **[Log In]**.



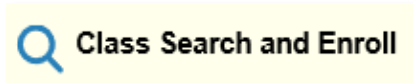
*On your Student Homepage:*

3. Click **[Manage Classes]** tile.



*On your left-side menu:*

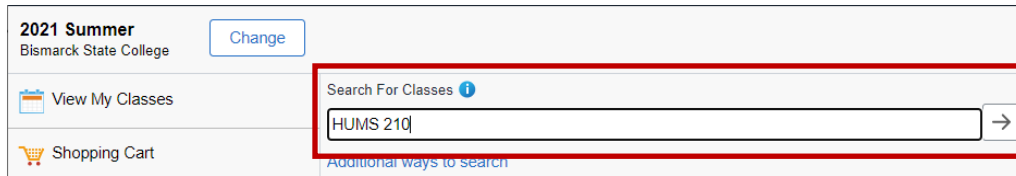
4. Select **[Class Search and Enroll]**.



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



6. Search for course, then click  .



2021 Summer  
Bismarck State College [Change](#)

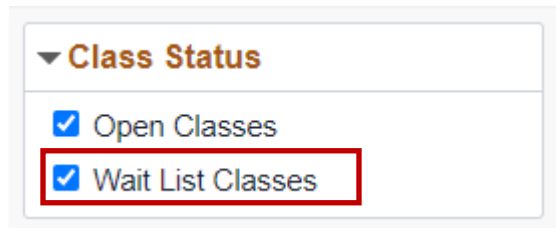
[View My Classes](#)

[Shopping Cart](#)

Search For Classes ⓘ  
HUMS 210

[Additional ways to search](#)

7. To see waitlist options, mark **[Wait List Classes]** in the Class status field on the left.

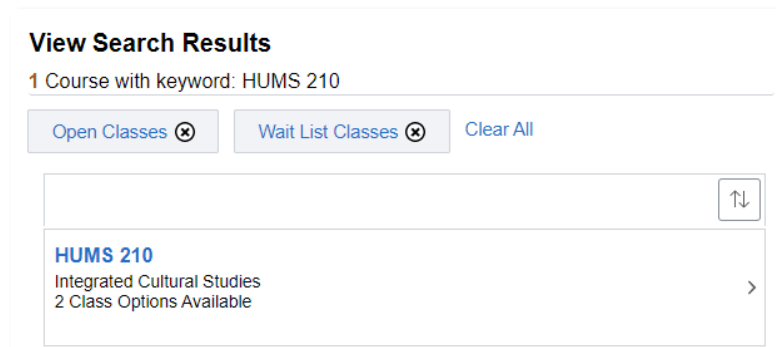


▼ **Class Status**

Open Classes

Wait List Classes

8. Select the class to determine if a waitlist is available



**View Search Results**

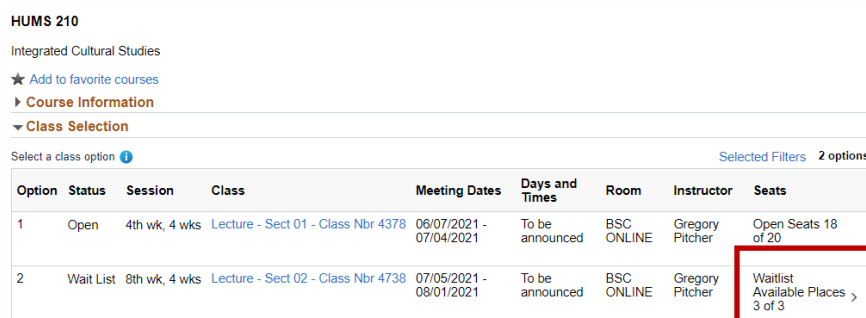
1 Course with keyword: HUMS 210

[Open Classes](#) (x) [Wait List Classes](#) (x) [Clear All](#)

↕

**HUMS 210**  
Integrated Cultural Studies  
2 Class Options Available >

9. View course and waitlist options. Select course to waitlist.



**HUMS 210**  
Integrated Cultural Studies

★ [Add to favorite courses](#)

▶ [Course Information](#)

▼ [Class Selection](#)

Select a class option ⓘ Selected Filters 2 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	4th wk, 4 wks	Lecture - Sect 01 - Class Nbr 4378	06/07/2021 - 07/04/2021	To be announced	BSC ONLINE	Gregory Pitcher	Open Seats 18 of 20
2	Wait List	8th wk, 4 wks	Lecture - Sect 02 - Class Nbr 4738	07/05/2021 - 08/01/2021	To be announced	BSC ONLINE	Gregory Pitcher	Waitlist Available Places > 3 of 3

10. Click **[Next]**.

**Step 1 of 4: Review Class Selection** Next >

You have selected

HUMS 210 Integrated Cultural Studies

Option Status Wait List

Class	Meeting Dates	Days and Times	Room	Instructor	Units	Seats
Lecture - Sect 02 - Class Nbr 4738	07/05/2021 - 08/01/2021	To be Announced	BSC ONLINE	Gregory Pitcher	3.00	Waitlist Available Places 3 of 3

11. Click  No to change it to  Yes , then click **[Accept]**.

**Step 2 of 4: Review Class Preferences** Accept

HUMS 210 Integrated Cultural Studies

Lecture - Sect 02 - Class Nbr 4738 - Wait List

Add to waitlist if class is full?  Yes

12. Click **[Next]**.

**Step 3 of 4: Enroll or Add to Cart** Next >

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

Enroll

Add to Shopping Cart

13. Click **[Submit]**.

**Step 4 of 4: Review and Submit** Submit

You have selected to enroll in

HUMS 210 Integrated Cultural Studies


Option Status Wait List

Class	Meeting Dates	Days and Times	Room	Instructor	Units	Seats
Lecture - Sect 02 - Class Nbr 4738	07/05/2021 - 08/01/2021	To be Announced	BSC ONLINE	Gregory Pitcher	3.00	Waitlist Available Places 3 of 3

14. Click **[Yes]**.

15. Review the status of the waitlisted course.

- Class successfully waitlisted are marked with a 

 **HUMS 210 - Integrated Cultural Studies**  
Class 4738 is full. You have been placed on the wait list in position number 1.

- Classes NOT waitlisted are marked with an .

16. Monitor your position on a waitlist using **[View my Class Schedule]**.

View My Classes						
▼ HUMS 210 Integrated Cultural Studies						
Status	Waitlist Position	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Waiting	1st	3.00	Graded		Liberal Arts/Transfer	
Class		Start/End Dates		Days and Times		Room
Lecture - Sect 02 - Class Nbr 4738		07/05/2021 - 08/01/2021		Days: To be Announced Times: To be Announced		BSC ONLINE >

17. When an opening is available, waitlisted student at the top of the list is registered and an email confirmation is sent to their campus email.

If the student at the top of the list has a registration restriction (i.e. – Hold, already enrolled in the same course different section, time conflict etc...) the wait list process will skip to the next qualified student on the list.

Notes:

- Waitlisted class credits do not count toward enrollment hours.
- All waitlists will be closed the Friday before classes begin, students who are still on the wait list will be removed. Regular class [overrides/permissions](#) must be obtained if course remains closed.
- For questions, contact Academic Records at (701)224-5420.