Here are some simple steps to help you successfully register in your courses using the Student Centre:

1. Log into the MyUofC portal

   ![Central Authentication Service](image)

   - Enter your Username and Password.
   - Click on the 'Log In' button.

2. After logging into the MyUofC portal, on the Home page, scroll to the middle of the page and click on Course Search. Be sure to check your Enrolment Appointment date and time in order to ensure that you are able to start registering for courses.

   ![Welcome to your Student Centre](image)

   - Select the term in which you wish to register for and the subject you want to search.
   - Enter the information and click on the 'Search' button.

3. Select the term in which you wish to register for and the subject you want to search. After you have entered this information, click on the Search button.
4. Select the class that you wish to enroll in by clicking on the Select button.

5. Review your course selection, and click the Next button. Please be sure to check off the Waitlist if class is full box if you know that the class is full and you wish to be added to the waitlist.
6. You should now be able to see that the class(es) you chose were added to your shopping cart. At this point, you can either start a new search, or simply exit out of this screen by clicking on the X button. Please keep in mind that, at this stage, you have only added potential classes to your shopping cart, but you are not yet registered. Registration will happen in the next step.

7. You will now need to go back to the Home screen of your Student Centre (Refer to steps 1-2 of this procedure) and scroll to the middle of the page to see your Shopping Cart. Select the term in which you are enrolling and then click on the Validate/Add/Submit/Edit button.
8. Check off the boxes next to the courses that you wish to register for, and then click on the Enroll button.
9. Click on Finish Enrolling.

10. You can now see if you were successful in enrolling into the classes you selected, and in the event that you were not, you can review what is preventing your registration under the Message section. At this point, you can either add another class, or return to your Student Centre and review your schedule by clicking on My Class Schedule.
### Shopping Cart

3. View results

View the following status report for enrollment confirmations and errors
Summer 2019 | Undergraduate Programs | University of Calgary

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTST 383</td>
<td>Success: This class has been added to your schedule.</td>
</tr>
<tr>
<td>MATH 211</td>
<td>Error: Unable to add as you do not meet the pre-, co-, or anti-requisite requirement for this course. Please refer to this course’s description for requisite information. Learn more about requisites at <a href="http://www.ucalgary.ca/registration/support/faqs/choosescourses">http://www.ucalgary.ca/registration/support/faqs/choosescourses</a>. Prerequisite(s): Mathematics 30-1 or Mathematics 2 (offered by Continuing Education). (Please see University Calendar for more description.)</td>
</tr>
</tbody>
</table>

End of Procedure.