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

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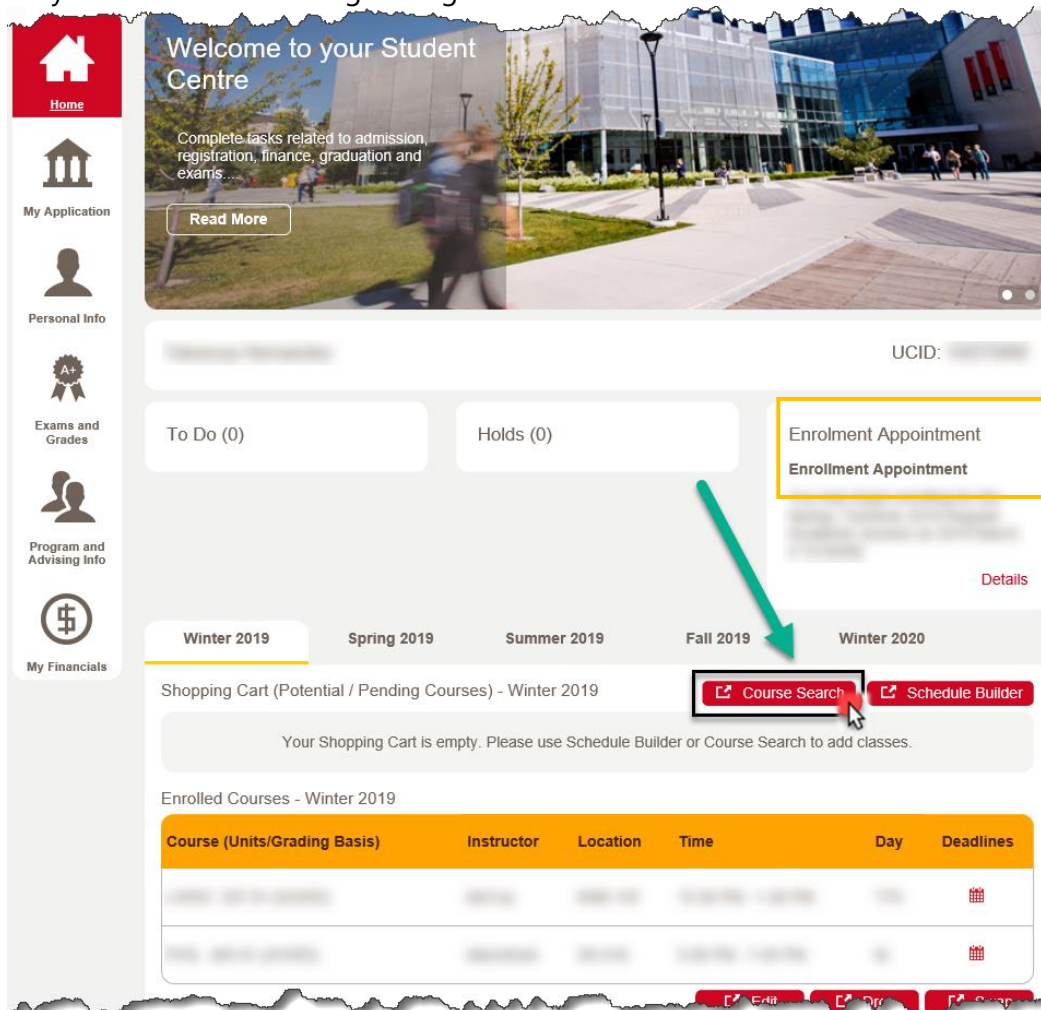
2. After logging into the MyUofC portal, on the **Home** page, scroll to the middle of the page and click on **Course Search**. Be sure to check your **Enrolment Appointment** date and time in order to ensure that you are able to start registering for courses.

UNIVERSITY OF **CALGARY**

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 **Search**.

Search for Classes
Enter Search Criteria

Search for Classes

| Institution | University of Calgary |
| Term | |

Select at least 2 search criteria. Select Search to view your search results.
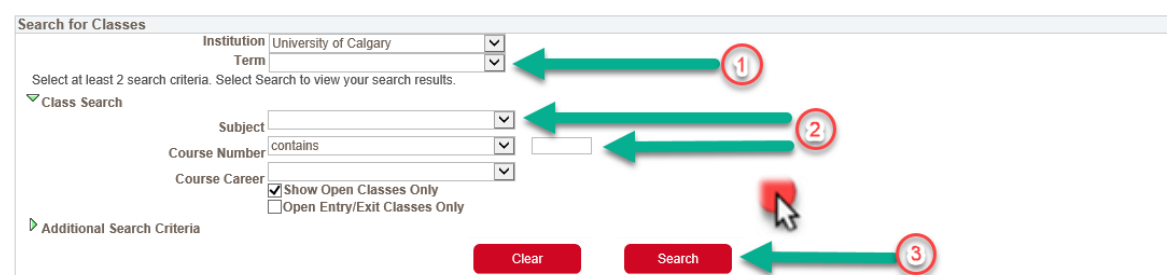
▽ Class Search

Subject	
Course Number	contains	
Course Career	

☑ Show Open Classes Only
☐ Open Entry/Exit Classes Only

▷ Additional Search Criteria

Clear   Search

① ② ③

4.   Select the class that you wish to enroll in by clicking **Select**.

Search Results

University of Calgary | Summer 2019

My Class Schedule
You are not registered for classes in this term.

Shopping Cart   Show All

The following classes match your search criteria Course Subject: **Mathematics**, Show Open Classes Only: **Yes**
Please click on the Class link for further registration information such as pre-requisites, class restriction details, language of instruction, and more.

●Open   ☐Closed   △Wait List

★ Indicates that some or all seats may be reserved for specific student groups. Click on the Class link for further restriction details.

New Search   Modify Search

5 class section(s) found

▽ MATH 211 - Linear Methods I
Universal Student Ratings of Instruction

Class	Section	Days & Times	Location	Room	Instructor	Section Group *	Topic	Meeting Dates	Status	Class Restrictions	
50030	01-LEC Regular	MoWeFr 2:00PM - 3:50PM	Main UofC Campus	ST 143	Su Min Leem	1		2019/07/02 - 2019/08/13	●		Select

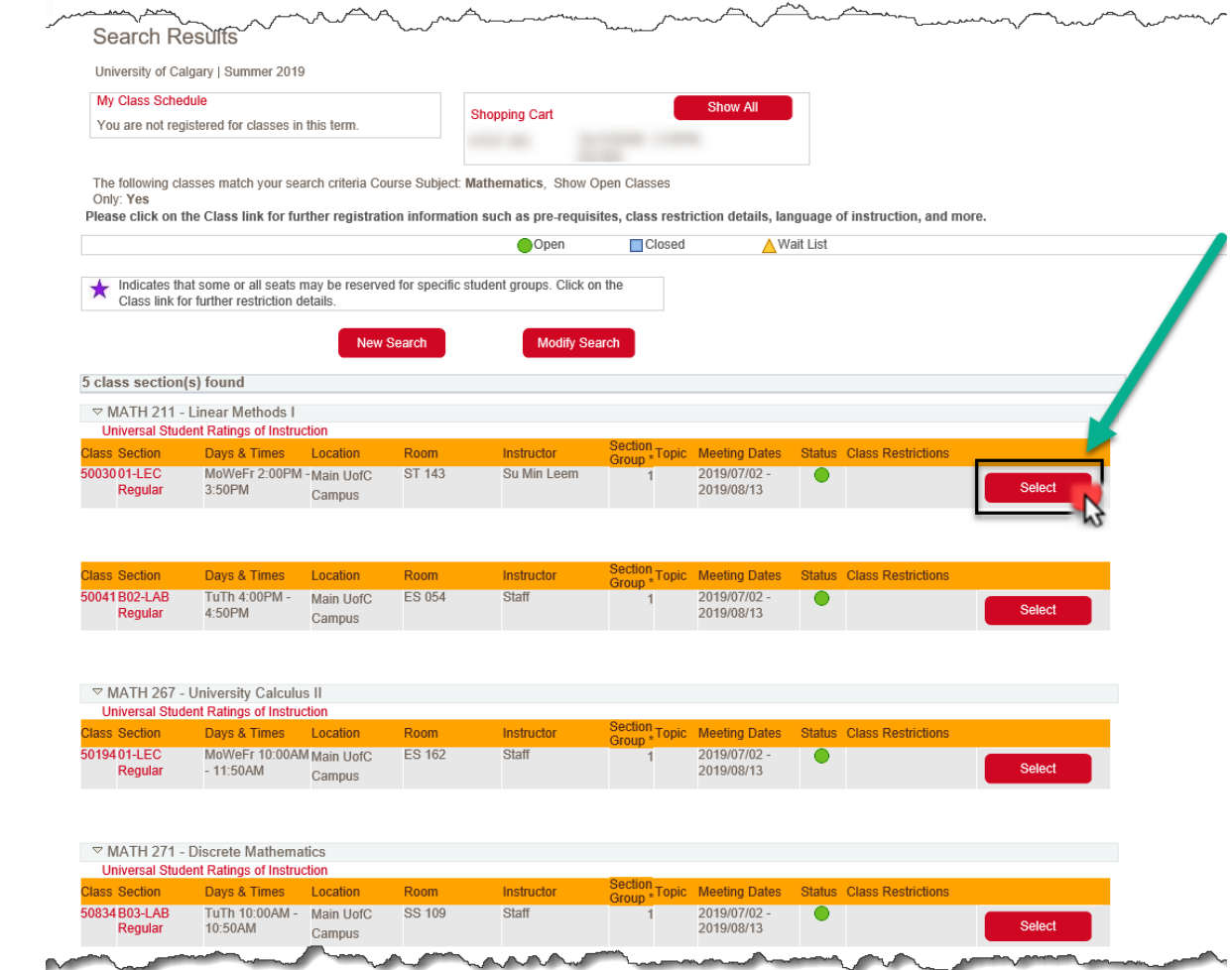| Class	Section	Days & Times	Location	Room	Instructor	Section Group *	Topic	Meeting Dates	Status	Class Restrictions	
50041	B02-LAB Regular	TuTh 4:00PM - 4:50PM	Main UofC Campus	ES 054	Staff	1		2019/07/02 - 2019/08/13	●		Select

▽ MATH 267 - University Calculus II
Universal Student Ratings of Instruction

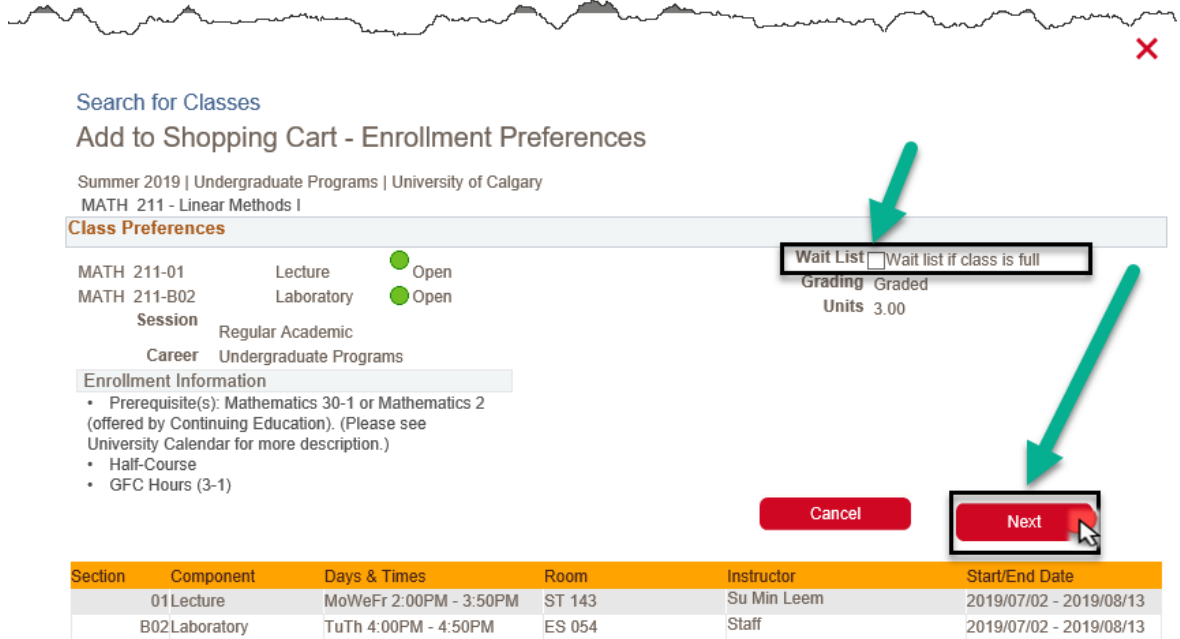| Class	Section	Days & Times	Location	Room	Instructor	Section Group *	Topic	Meeting Dates	Status	Class Restrictions	
50194	01-LEC Regular	MoWeFr 10:00AM - 11:50AM	Main UofC Campus	ES 162	Staff	1		2019/07/02 - 2019/08/13	●		Select

▽ MATH 271 - Discrete Mathematics
Universal Student Ratings of Instruction

Class	Section	Days & Times	Location	Room	Instructor	Section Group *	Topic	Meeting Dates	Status	Class Restrictions	
50834	B03-LAB Regular	TuTh 10:00AM - 10:50AM	Main UofC Campus	SS 109	Staff	1		2019/07/02 - 2019/08/13	●		Select

5. Review your course selection, and click **Next**. Please be sure to check off **Waitlist if class is full**, 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

✔ Success: enrolled   ✖ Error: unable to add class

Class	Message	Status
HTST 383	**Success:** This class has been added to your schedule.	✔
MATH 211	**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 (http://www.ucalgary.ca/registration/support/faqs/choosecourses). Prerequisite(s): Mathematics 30-1 or Mathematics 2 (offered by Continuing Education). (Please see University Calendar for more description.)	✖

[My Class Schedule]   [Add Another Class]

End procedure.