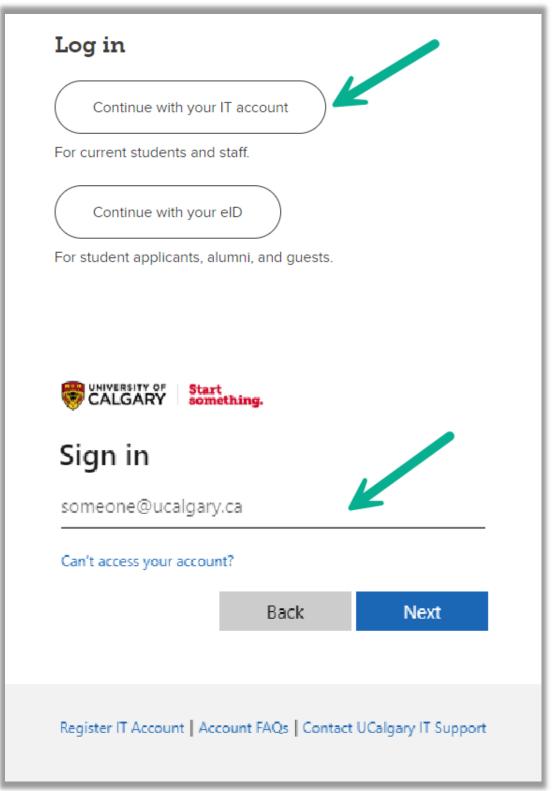


Here are some simple steps to help you successfully validate courses in your shopping cart using the Student Centre:

1. Log into the MyUofC portal.





**Registration** How to Validate Shopping Cart

After logging into the MyUofC portal, on the **Home** Page, scroll to the middle of the page and click on **Course Search**. 2. ..... <u>~</u> . -

Home	Welcome to Centre		ent I				11
Î	registration, finance, exams	graduation and	Sec.			III - AN	
My Application	Read More	- M		The	20		
<b>.</b>	Lo		1		1	Crail-	The state
Personal Info							
R					_	UCI	D:
Exams and Grades	To Do (0)		Holds (0)		E	nrolment Appoi	ntment
6					E	nrollment Appoin	tment
						-	-
Program and Advising Info							Details
\$	Winter 2019	Spring 2019	Summe	er 2019	Fall 2019	Winter 2020	
My Financials	Shopping Cart (Pote	ntial / Pending Cou	urses) - Winter	2019	Course S	Search 🖸 🖸 Sc	hedule Builder
	Your	Shopping Cart is er	npty. Please use	e Schedule Buil	der or Course Search	to add classes.	
	Enrolled Courses - W	Vinter 2019					
	Course (Units/Gradin	ng Basis)	Instructor	Location	Time	Day	Deadlines
							**
							<b>#</b>
A		-	-	-	CA Eve	E-Dr	re angres



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.

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 Clear Search Search Clear Search Se	Search for Classes	
Search for Classes Institution University of Calgary Term Term Select at least 2 search criteria. Select Search to view your search results. Class Search Subject Course Number Course Number Course Career Show Open Classes Only Open Entry/Exit Classes Only Open Entry/Exit Classes Only		
Institution University of Calgary Term Select at least 2 search orienta. Select Search results. Class Search Subject Course Number Course Career Show Open Classes Only Open Entry/Exit Classes Open Entry/Exit Classes Only Open Entry/Exit Classes Open E	Enter Search Criteria	
Term View your search results.		
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 Open Entry/Exit Classes Only		
Class Search Subject 2 Course Number contains 2 Course Career Show Open Classes Only Open Entry/Exit Classes Only Open Entry/Exit Classes Only		
Subject Course Number contains Course Career Show Open Classes Only Open Entry/Exit Classes Only Open Entry/Exit Classes Only Additional Search Criteria		
Course Number contains Course Career Show Open Classes Only Open Entry/Exit Classes Only Open Entry/Exit Classes Only		
Course Career Show Open Classes Only Open Entry/Exit Classes Only Additional Search Criteria		
Additional Search Criteria		
Additional Search Criteria	Course Career Show Open Classes Only	
Clear Search 3	Additional Search Criteria	
		Clear Search (3)
42		
		WS.

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

University of Ca	Igary   Summer 2019	)									
My Class Schee	dule			Phoneing Cod			Show All				
You are not reg	istered for classes in	this term.		Shopping Cart							
Only: Yes	-		-	Mathematics, Show C on such as pre-requis			iction details, la	nguage o	of instruction, and m	iore.	
				Open		Closed	∆w	/ait List			
	at some or all seats i or further restriction d		d for specific s	student groups. Click o	n the						
		New	Search	Modify Se	arch						
class section	(s) found										
	Linear Methods I ent Ratings of Instru	ction									
Class Section	Days & Times	Location	Room	Instructor	Section Group		Meeting Dates	Status	Class Restrictions		
i003001-LEC Regular	MoWeFr 2:00PM 3:50PM	-Main UofC Campus	ST 143	Su Min Leem		1	2019/07/02 - 2019/08/13	•		Select	
										(N)	,
Class Section	Days & Times	Location	Room	Instructor	Group 3	Topic	Meeting Dates	Status	Class Restrictions		
0041 B02-LAB Regular	TuTh 4:00PM - 4:50PM	Main UofC Campus	ES 054	Staff	1	1	2019/07/02 - 2019/08/13	•		Select	
- MATH 267	University Only de	- 11									
	University Calculu ent Ratings of Instru										
Class Section	Days & Times	Location	Room	Instructor	Section Group	Topic	Meeting Dates	Status	Class Restrictions		
i019401-LEC Regular	MoWeFr 10:00AI - 11:50AM	Main UofC Campus	ES 162	Staff	Citup	1	2019/07/02 - 2019/08/13	•		Select	
	Discrete Mathema										
Class Section	ent Ratings of Instru Days & Times	Location	Room	Instructor	Section	Topic	Meeting Dates	Statue	Class Restrictions		
50834 B03-LAB Regular	TuTh 10:00AM - 10:50AM	Main UofC	SS 109	Staff	Group	1	2019/07/02 - 2019/08/13		Ciuso restrictivits	Select	

# Registration



How to Validate Shopping Cart

5. Review your course selection, and click the Next button. In the case that a class is full during your enrolment appointment and you prefer to be put on a waitlist for the course, please be sure to check off the "Waitlist if class is full" box now, so you do not have to repeat this step during your enrolment appointment.

Search	h for Classes				
Add 1	o Shoppina	Cart - Enrollment Pro	eferences		
Summer MATH		ate Programs   University of Calga			
				Wait List	ait list if class is full
MATH 2 MATH 2		ecture Open		Grading Gra	
	Session	aboratory 🔴 Open		Units 3.00	
	Regular /	Academic			
	-	duate Programs			
	nent Information				
(offere Univers • Half	requisitie(s): Mathem d by Continuing Edu sity Calendar for mor -Course C Hours (3-1)			Cancel	Next
Section	Component	Days & Times	Room	Instructor	Start/End Date
	01 Lecture	MoWeFr 2:00PM - 3:50PM	ST 143	Su Min Leem	2019/07/02 - 2019/08
	B02Laboratory	TuTh 4:00PM - 4:50PM	ES 054	Staff	2019/07/02 - 2019/08

6. You will now be able to see that the class(s) you chose were added to your shopping cart. At this point, you can either start a new search to add more classes to the shopping cart, or simply exit out of this screen by clicking on the X button.

earch for Classes						
Search Results						
Iniversity of Calgary   Summer 2019					-	
ly Class Schedule	Shopping Cart	Collaps	se			
'ou are not registered for classes in this term.	HTST 383	Sa 9:00AM - 2:20PM				
	MATH 211	ES 054 MoWeFr 2:00PM - 3:50PM				
	MATHZTI	ST 143				
1		TuTh 4:00PM - 4:50PM ES 054				
he following classes may h your search criteria Course	Subject: Mathematics, S	how Open Classes				
nly: Yes						
ease click on the Class link for further registration		requisites, class restriction det	ails, language of inst	ruction, and more		
			Wait List	a doubli, and more		
	- opti	0,0000				
Indicates that some or all seats may be reserved for	r enocific ctudont groupe (	lick on the				



# **Registration** How to Validate Shopping Cart

7. You will now need to go back to the **Home** screen of your Student Centre (Refer to steps 2 of this procedure) and scroll to the middle of the page to see your Shopping Cart. Select the term for which you prefer to validate the course(s) and then click on the **Validate/Add/Submit/Edit** button.

Home My Application Personal Info	Welcome to your Stur Centre Complete tasks related to admission registration, finance, graduation and exams Read More	Link				ALD:
Exams and Grades	To Do (2)	Notices (	0)		ntments	
Program and Advising Info	Winter 2021 Spring 202 Shopping Cart (Potential / Pending	12	ner <b>2021</b> g 2021	Fall 2021		Schedule Builder
	Course (Units/Grading Basis)	TBA	Location TBA	<b>Time</b> 09:00 AM - 11:45 AM	Day MW	Messages
		ТВА	ТВА	09:00 AM - 11:45 AM	MW	2
	L Tutorial	ТВА	ТВА	10:00 AM - 11:50 AM	F	
	ART 235 (3/GRD)	ТВА	ТВА	09:00 AM - 11:45 AM	MW	
	Lecture	ТВА	ТВА	09:00 AM - 11:45 AM	MW	
	Laboratory	ТВА	ТВА	12:00 PM - 2:45 PM	MW	
	Enrolled Courses - Spring 2021				alidate / Ac	ld / Submit / Edit
مى مو مىر	Course (Units/Grading Basis)	Instructor	Location	Time	Day	Deadlines

# Registration

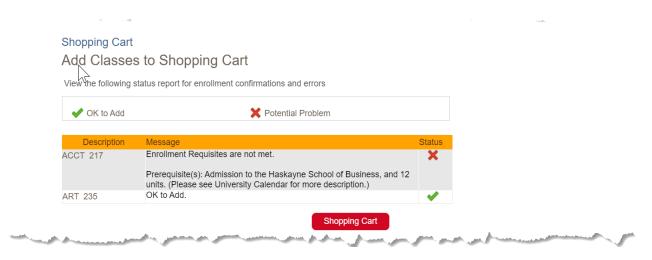


How to Validate Shopping Cart

8. Check off the boxes next to the courses that you wish to validate, and then click on the Validate button. Please note that the "Validation" tool DOES NOT action enrolment. Students have to process enrolment independently by clicking the Enroll button to obtain a spots in a class.

Validate to have the system pring 2021   Undergraduat	n check for possibl	le conflicts prior to e	e to enroll for this term. Se enrolling.	Change Term		
			Open	Closed	▲ Wait List	
Add to Cart Enter Class Nbr		g 2021 Shopping Class	<b>) Cart</b> Days/Times	Room	Instructor	Units Status
ind Classes		ACCT 217-01 (30187)	MoWe 9:00AM - 11:45AM	ТВА	Staff	3.00 🔵
Class Search	1	ACCT 217-T01 (30188)	Fr 10:00AM - 11:50AM	ТВА	Staff	•
Search		\ /	MoWe 9:00AM -	ТВА	Staff	3.00
Search		ART 235-01 (30930)	11:45AM			
Search	<b>~</b>	ART 235-01 (30930) ART 235-B01 (30931)		тва	Staff	•

9. Once the **Validate** button is clicked, students can see the potential enrolment errors and take appropriate actions to fix them. It should be noted that this screen will only display one potential error at a time for a class if the class were to have multiple potential problems.





## **IMPORTANT NOTES:**

- A course has to be added to the shopping cart in order to validate it.
- A green check box indicating that a course is "**OK to add**" **DOES NOT** guarantee enrolment in the course. Other factors may prevent enrolment, and those factors can only be determined during the actual enrolment. The validate option **DOES NOT** capture all enrolment errors.
- If a course has multiple potential problems, the validate option will only display one potential problem at a time.
- You can run the validation option multiple times by either selecting any or all of the courses in your shopping cart.
- You **cannot** successfully validate a course that has one or more of its pre-requisite course in the shopping cart of any prior term(s)

### **End of Procedure**