

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.


Log in

[Continue with your IT account](#)

For current students and staff.

[Continue with your eID](#)

For student applicants, alumni, and guests.

 UNIVERSITY OF CALGARY | **Start something.**

Sign in

[Can't access your account?](#)

[Back](#) [Next](#)

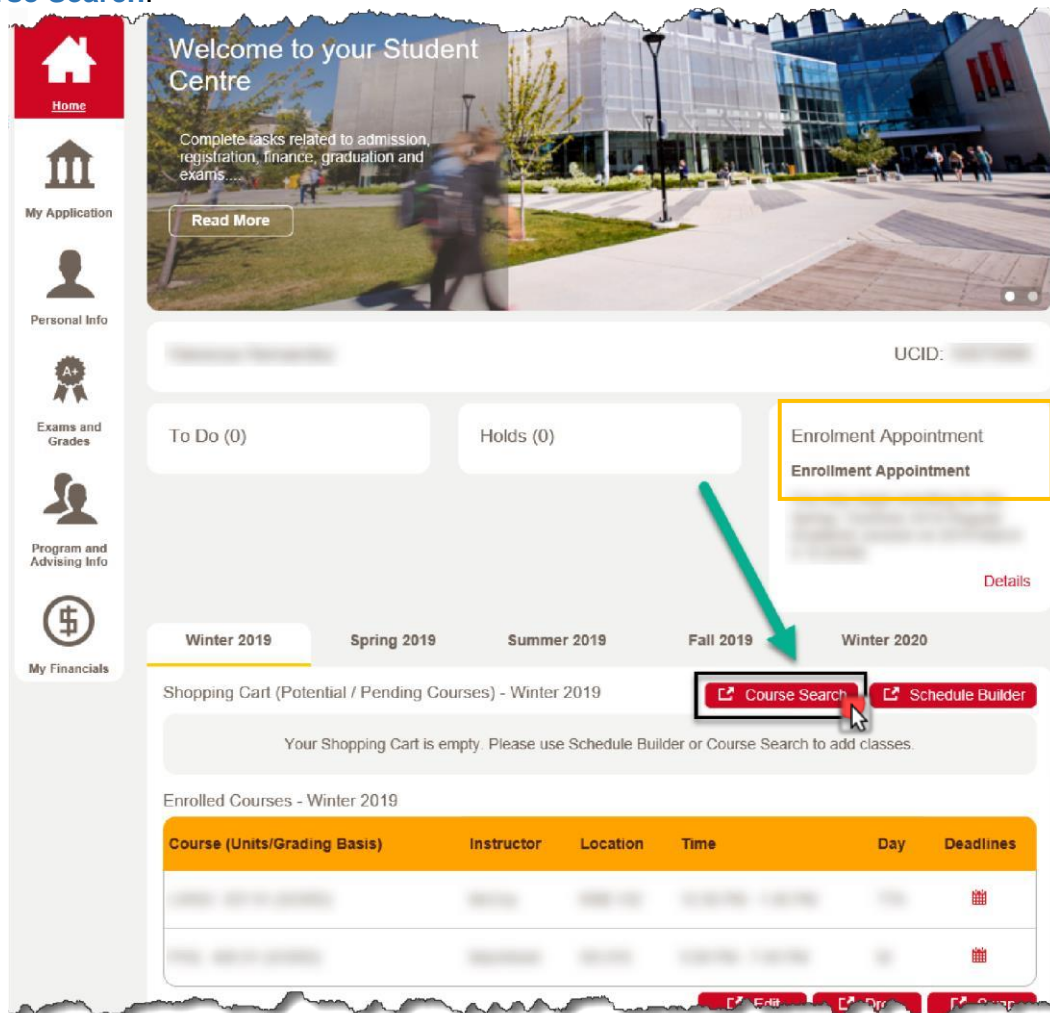
[Register IT Account](#) | [Account FAQs](#) | [Contact UCalgary IT Support](#)

Registration

How to Validate Shopping Cart



2. After logging into the MyUofC portal, on the **Home** Page, scroll to the middle of the page and click on **Course Search**.



- 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.

Search for Classes
Enter Search Criteria

Search for Classes

Institution: University of Calgary

Term: **1**

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

Class Search

Subject: **2**

Course Number: contains

Course Career:

Show Open Classes Only
 Open Entry/Exit Classes Only

Additional Search Criteria

3

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

Search Results

University of Calgary | Summer 2019

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

Shopping Cart

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.

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	●	
<input type="button" value="Select"/>									
50041 B02-LAB Regular	TuTh 4:00PM - 4:50PM	Main UofC Campus	ES 054	Staff	1		2019/07/02 - 2019/08/13	●	
<input type="button" value="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	●	
<input type="button" value="Select"/>									

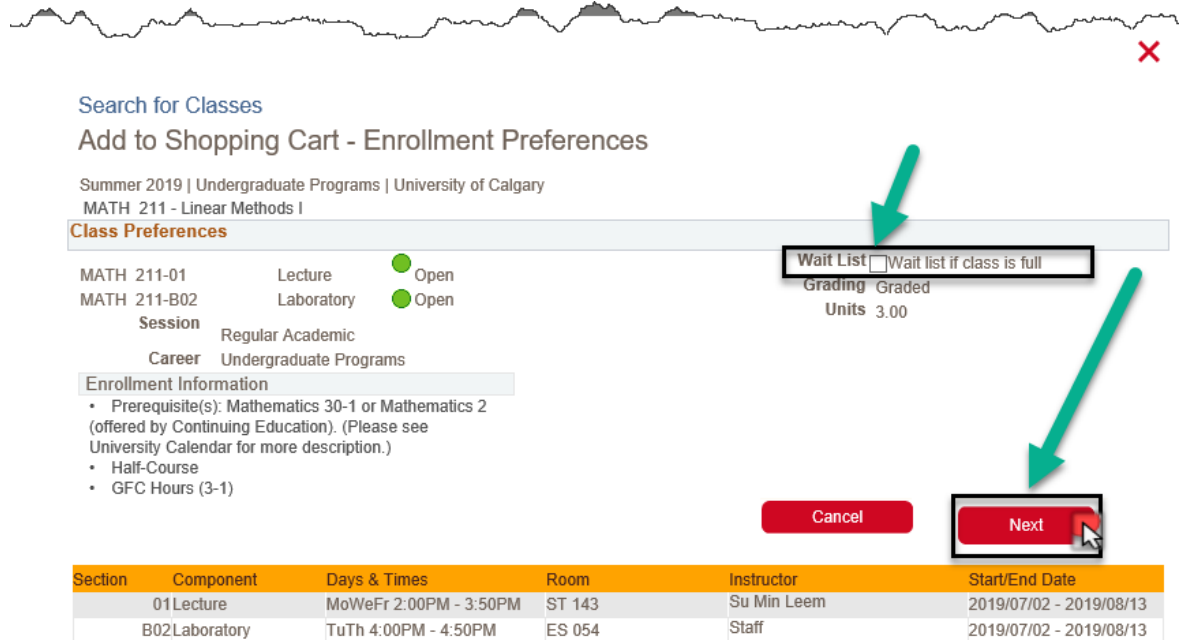
▼ MATH 271 - Discrete Mathematics
Universal Student Ratings of Instruction

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	●	
<input type="button" value="Select"/>									

Registration

How to Validate Shopping Cart

- 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 for Classes

Add to Shopping Cart - Enrollment Preferences

Summer 2019 | Undergraduate Programs | University of Calgary
MATH 211 - Linear Methods I

Class Preferences

MATH 211-01 Lecture ● Open
MATH 211-B02 Laboratory ● Open

Session Regular Academic
Career Undergraduate Programs

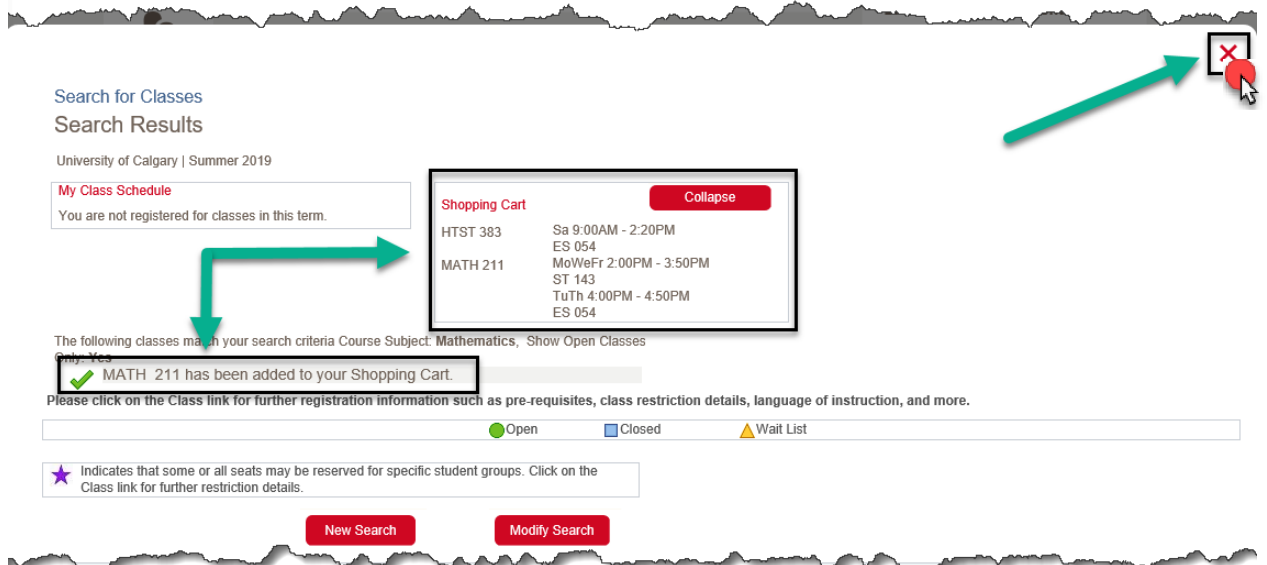
Enrollment Information

- Prerequisite(s): Mathematics 30-1 or Mathematics 2 (offered by Continuing Education). (Please see University Calendar for more description.)
- Half-Course
- GFC 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 - 2019/08/13
B02	Laboratory	TuTh 4:00PM - 4:50PM	ES 054	Staff	2019/07/02 - 2019/08/13

- 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.



Search for Classes

Search Results

University of Calgary | Summer 2019

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

Shopping Cart Collapse

HTST 383 Sa 9:00AM - 2:20PM
ES 054

MATH 211 MoWeFr 2:00PM - 3:50PM
ST 143
TuTh 4:00PM - 4:50PM
ES 054

The following classes match your search criteria Course Subject: Mathematics, Show Open Classes

Only: Yes

✓ MATH 211 has been added to your Shopping Cart.

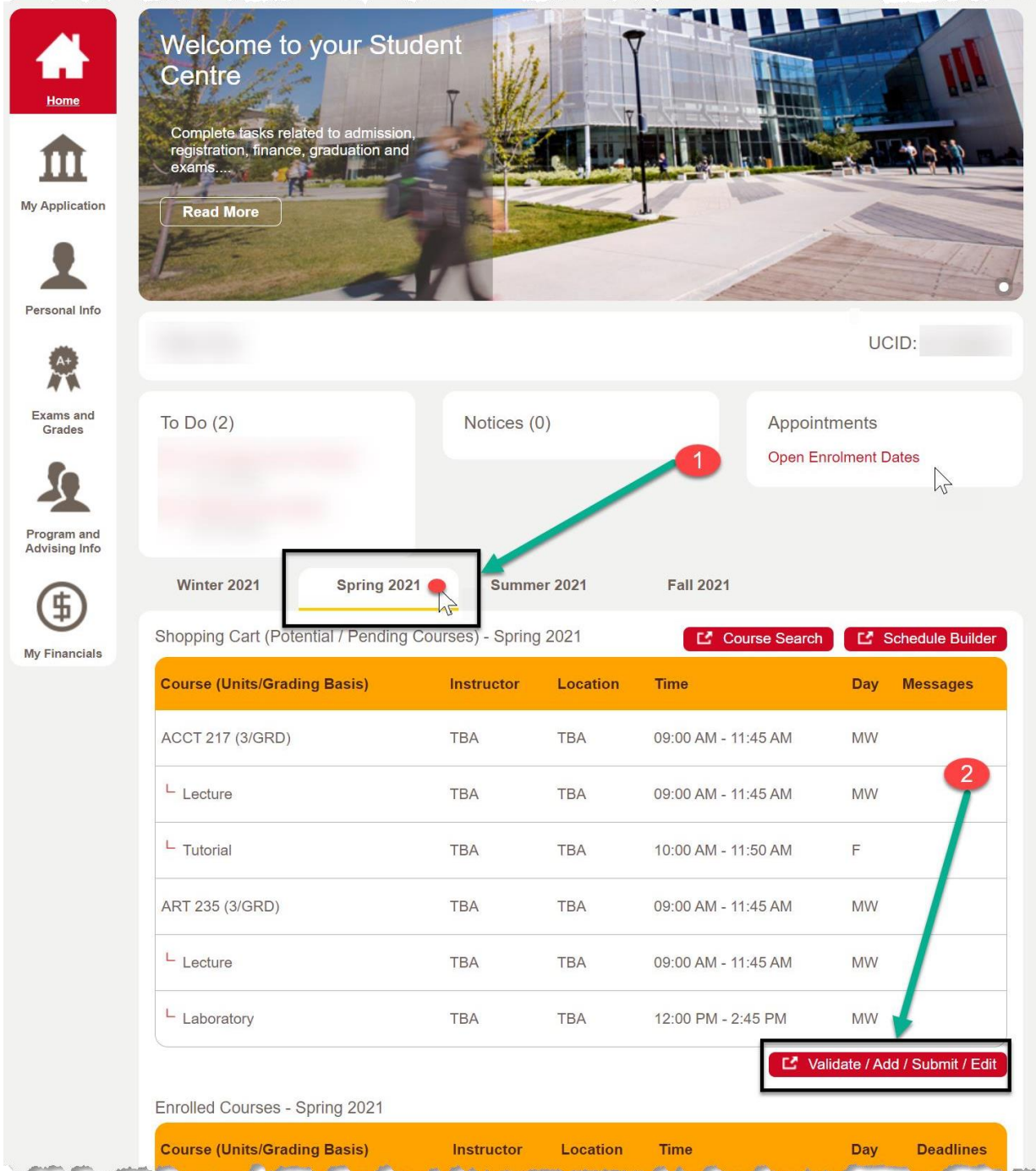
Please click on the Class link for further registration information such as pre-requisites, class restriction details, language of instruction, and more.

● 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

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.



Welcome to your Student Centre

Complete tasks related to admission, registration, finance, graduation and exams....

[Read More](#)

UCID:

To Do (2)

Notices (0)

Appointments

[Open Enrolment Dates](#)

Winter 2021 **Spring 2021** Summer 2021 Fall 2021

Shopping Cart (Potential / Pending Courses) - Spring 2021

[Course Search](#) [Schedule Builder](#)

Course (Units/Grading Basis)	Instructor	Location	Time	Day	Messages
ACCT 217 (3/GRD)	TBA	TBA	09:00 AM - 11:45 AM	MW	
↳ Lecture	TBA	TBA	09:00 AM - 11:45 AM	MW	
↳ Tutorial	TBA	TBA	10:00 AM - 11:50 AM	F	
ART 235 (3/GRD)	TBA	TBA	09:00 AM - 11:45 AM	MW	
↳ Lecture	TBA	TBA	09:00 AM - 11:45 AM	MW	
↳ Laboratory	TBA	TBA	12:00 PM - 2:45 PM	MW	

[Validate / Add / Submit / Edit](#)

Enrolled Courses - Spring 2021

Course (Units/Grading Basis)	Instructor	Location	Time	Day	Deadlines
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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.

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