UNIVERSITY OF CALGARY

Here are some simple steps to help you successfully validate courses in your shopping cart using Visual Schedule Builder

1.   Log into the MyUofC portal
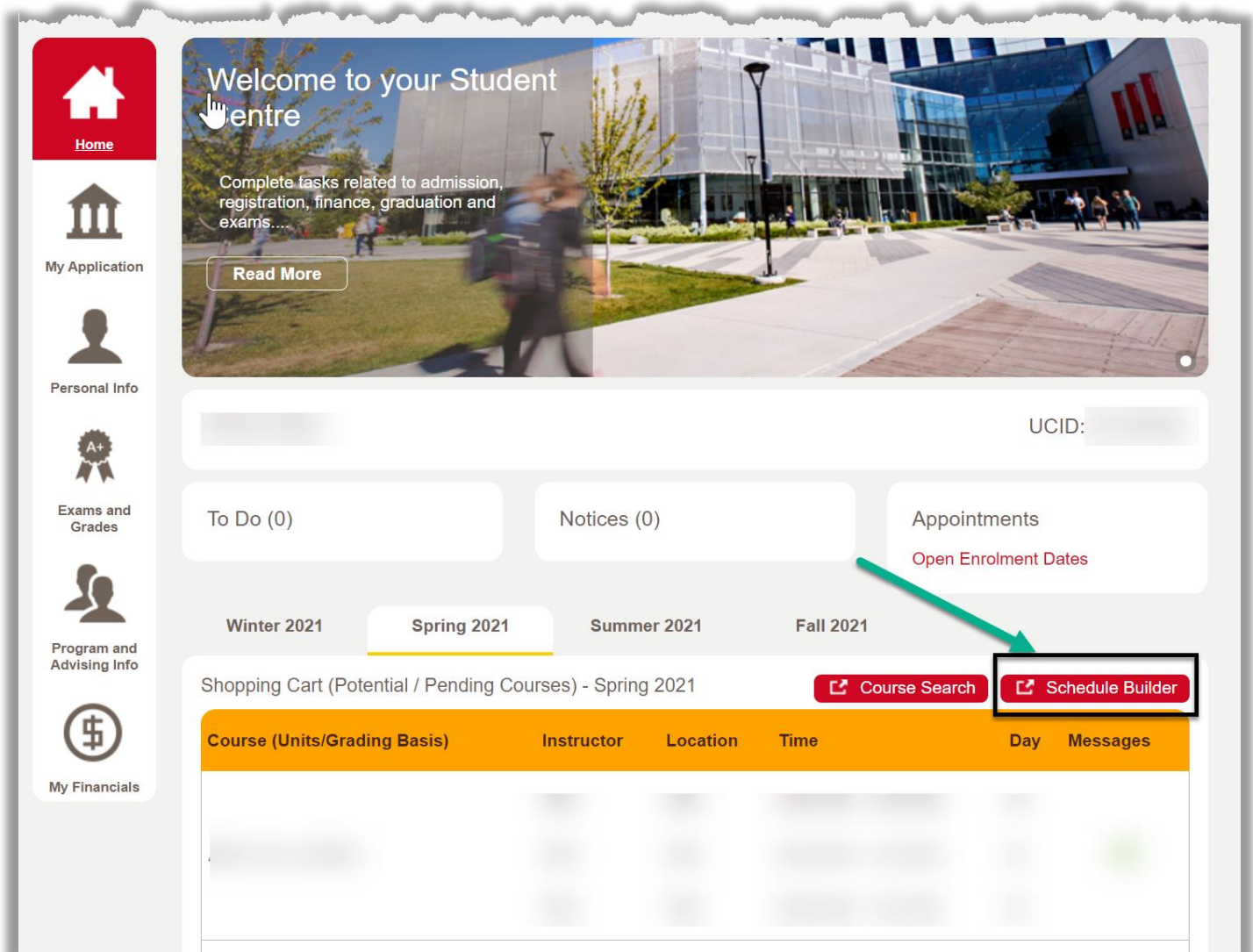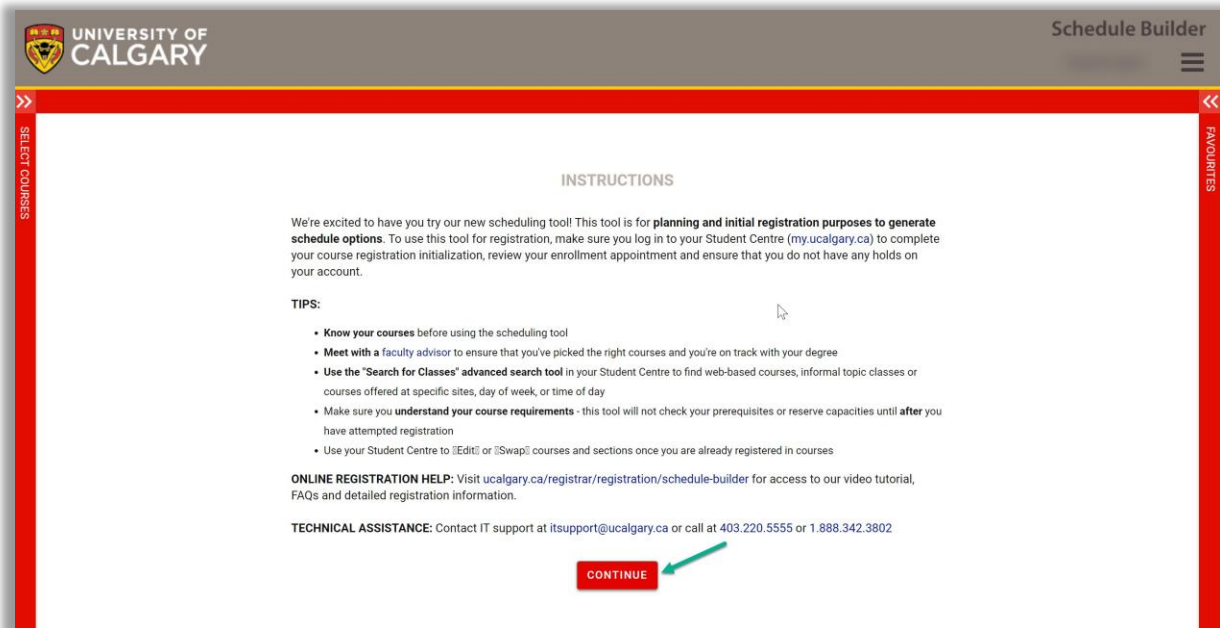
2.   After logging into the MyUofC portal, on the **Home** page, scroll to the middle of the page and click on **Schedule Builder**

3. Click continue after reading the important "**Tips**"

4. Select the term in which you wish to register for.

5. Add your preferred courses in the "**Select Course**" box
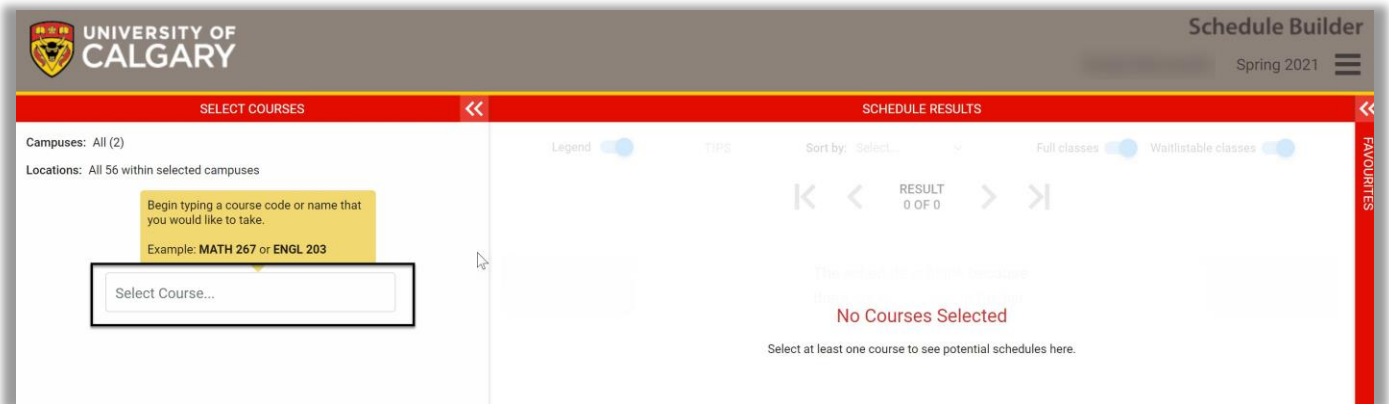
6. Once you finish adding your preferred courses in the "**Select Course**" box, click **GET THIS SCHEDULE**
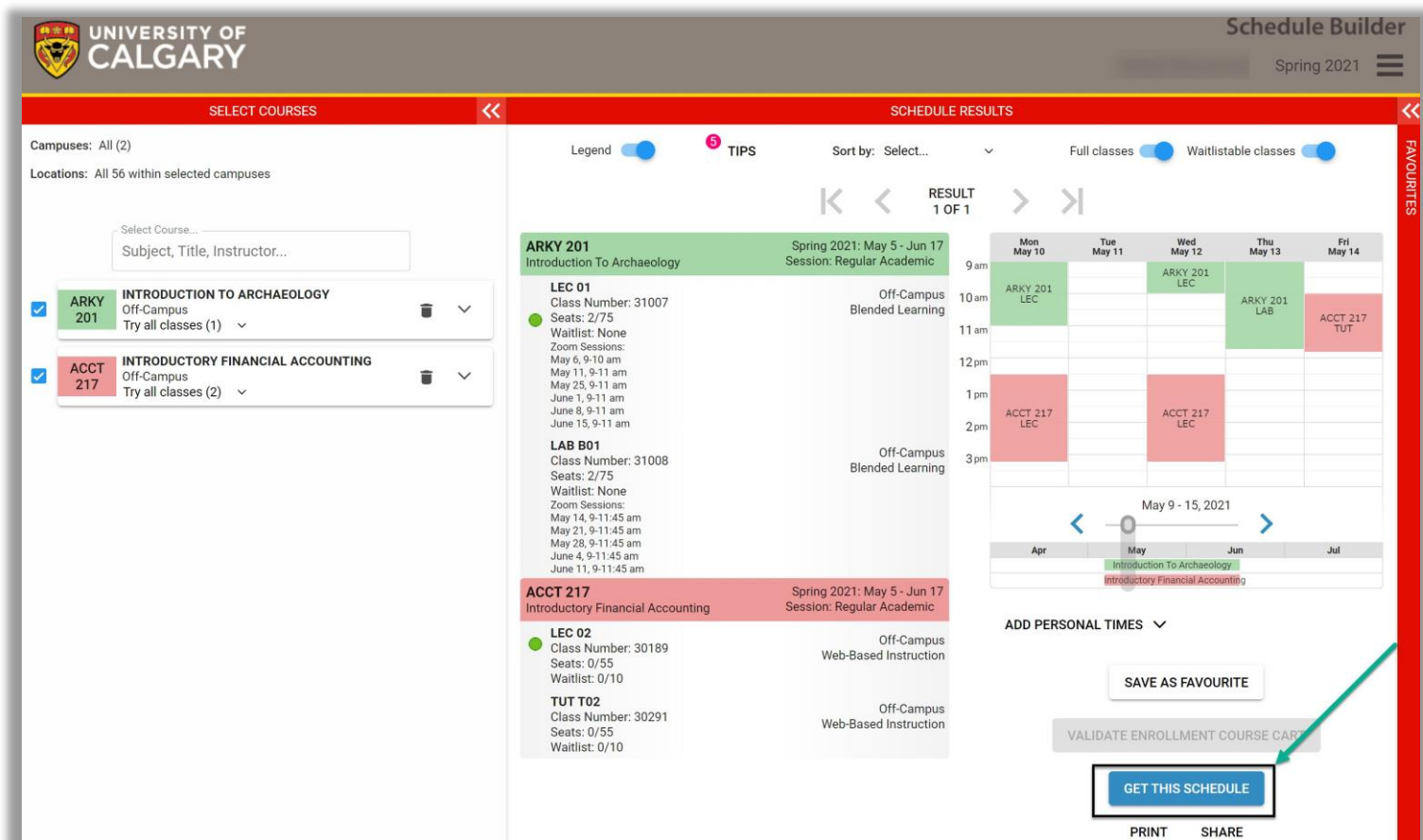
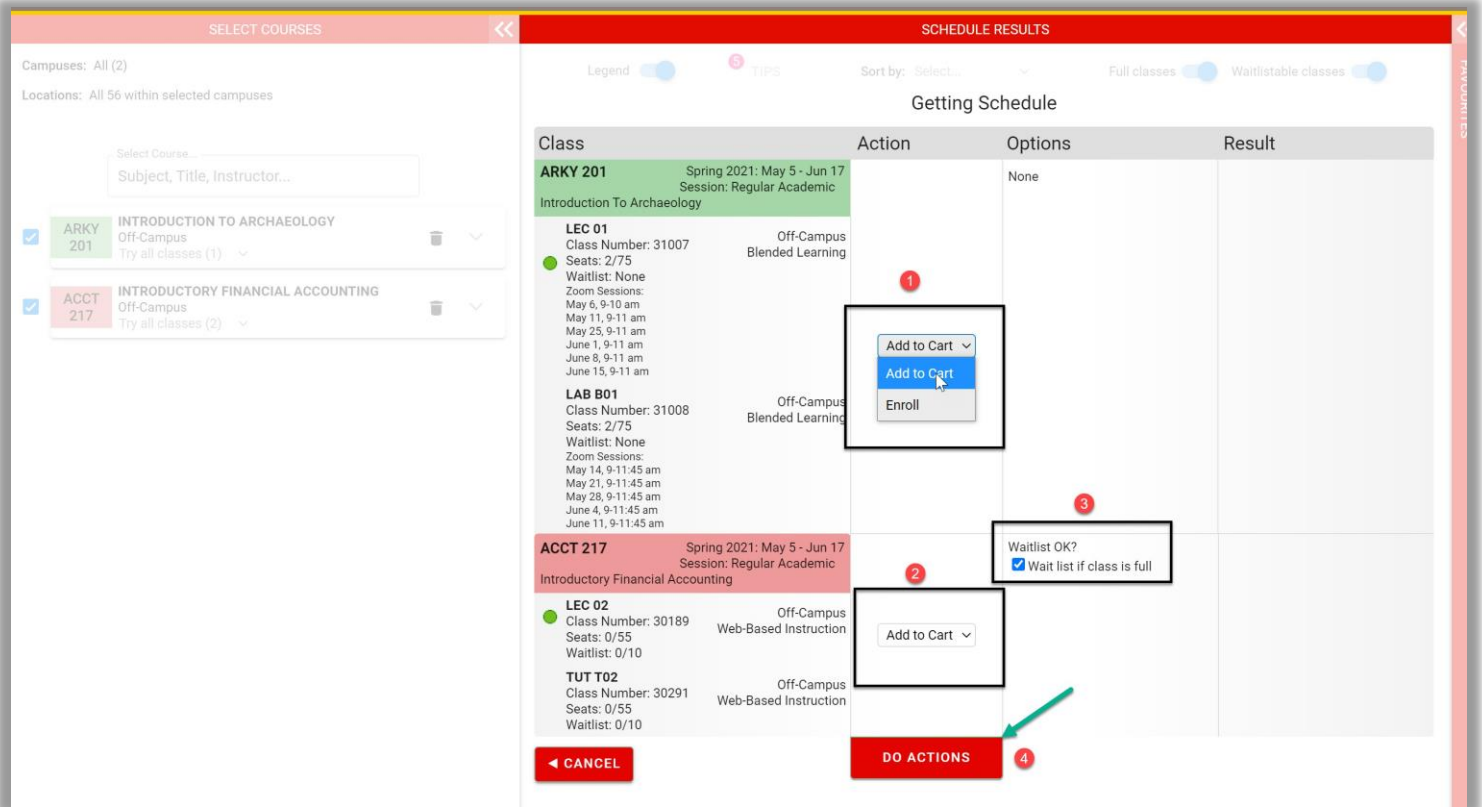7.   Under the "**Action**" Menu, select "**Add to Cart**" for all the courses you wish to validate. In the case that a class is full during your enrolment appointment and you prefer to be put on a waitlist for the course, please be sure to check off the "**Waitlist if class is full**" box now, so you do not have to repeat this step during your enrolment appointment. Then click **DO ACTION**
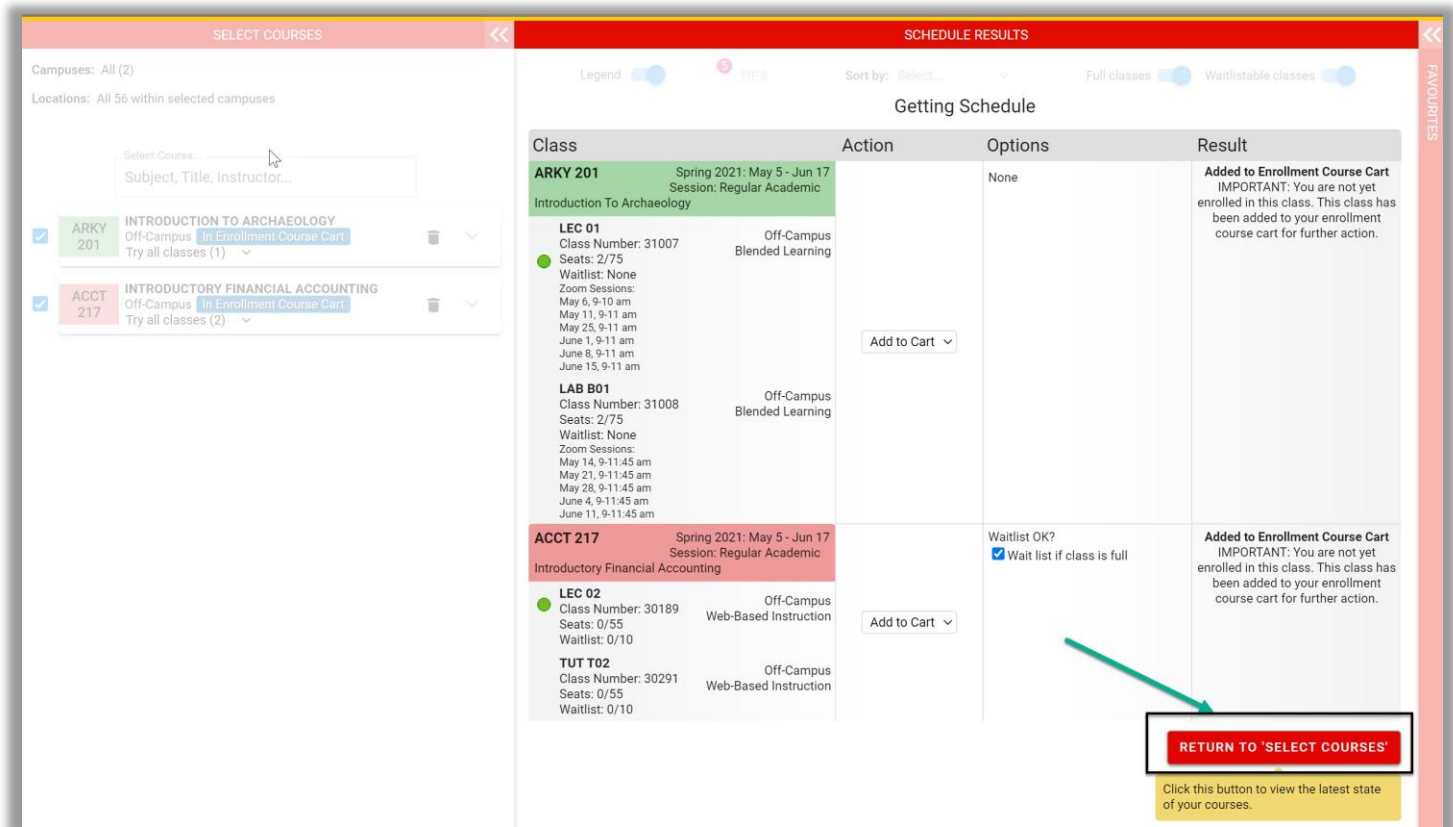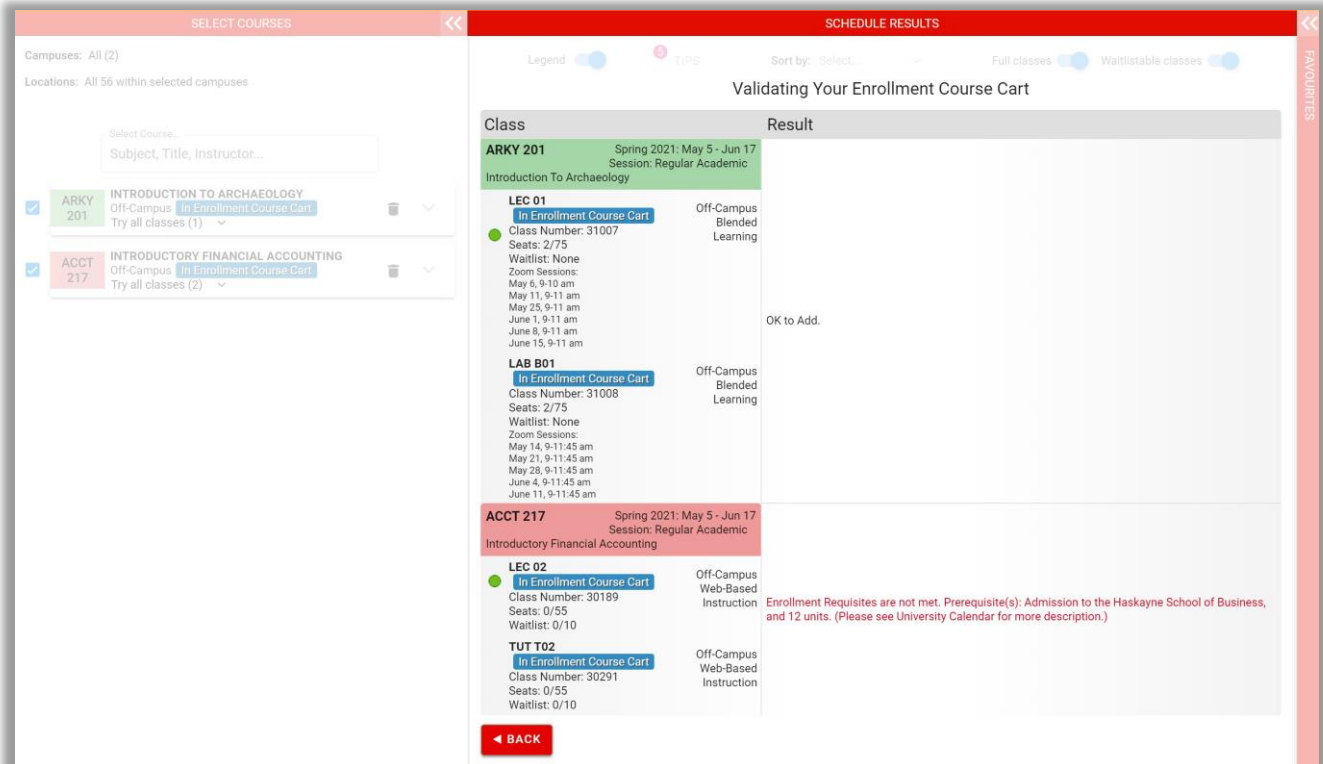
8.   After this step, click **RETURN TO 'SELECT COURSES'.** You will notice that the courses are added to the shopping cart.

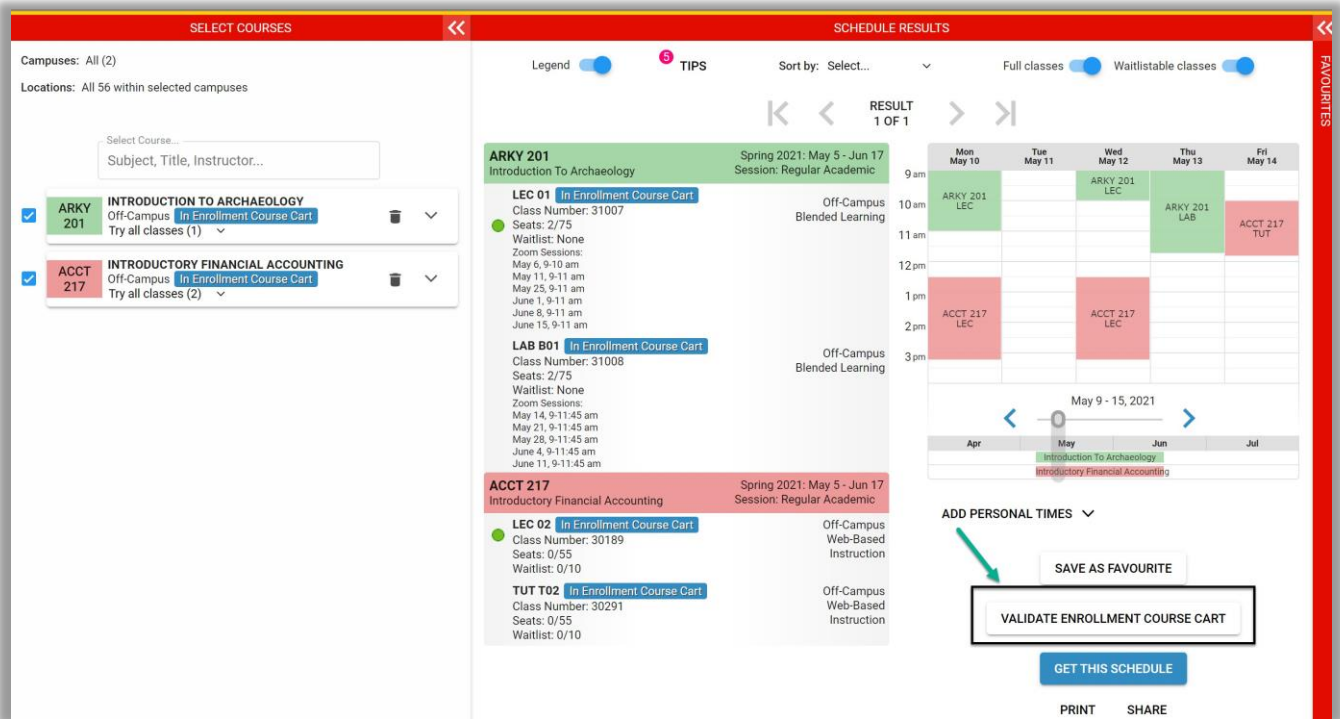9.   At this stage the **"VALIDATE ENROLLMENT COURSE CART"** button will be active. Click this button to validate the shopping cart.

10.   Once the "**VALIDATE ENROLLMENT COURSE CART**" button is clicked, students can see 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 it were to have multiple potential problems.

IMPORTANT NOTE:

- 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