

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


## 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?](#)

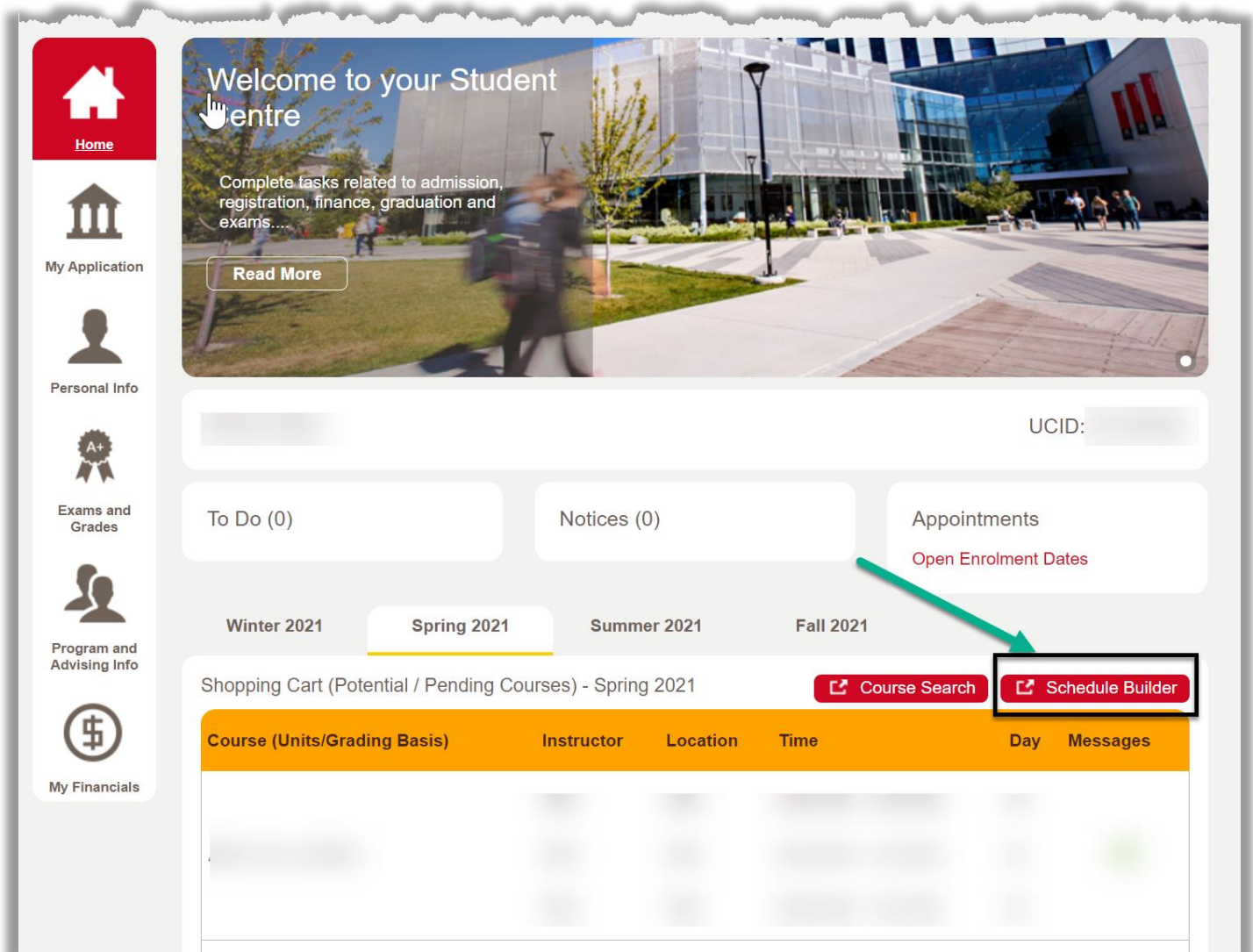
[Back](#) [Next](#)

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

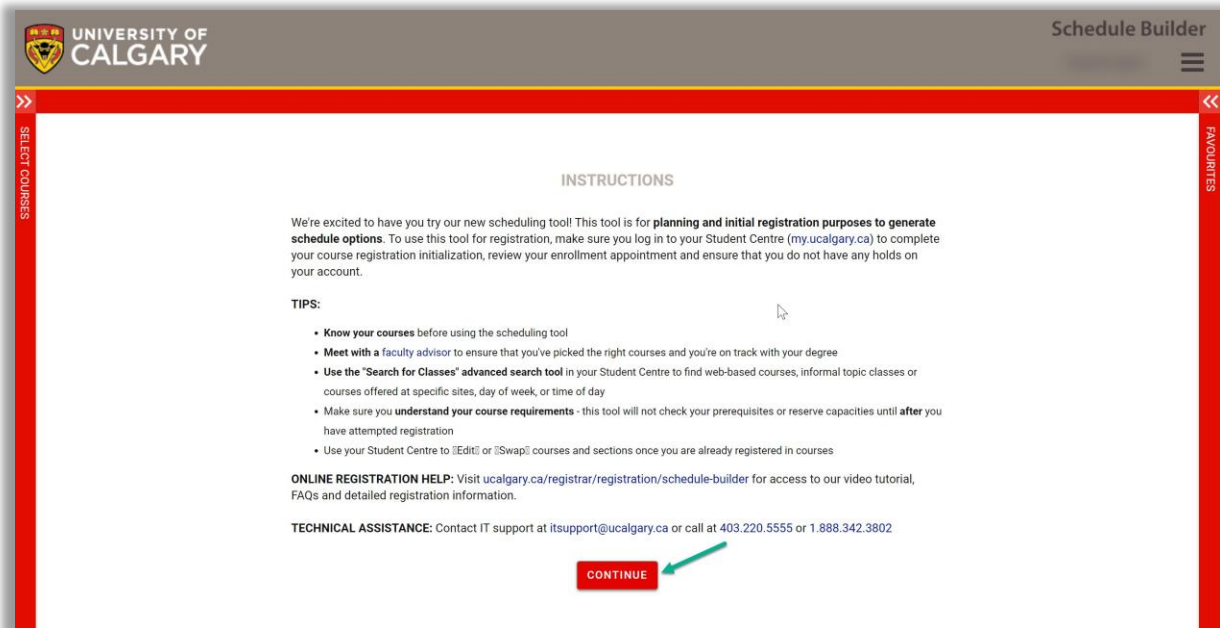
# Registration

## 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 **Schedule Builder**



The screenshot displays the MyUofC Home page. On the left is a vertical navigation menu with icons for Home, My Application, Personal Info, Exams and Grades, Program and Advising Info, and My Financials. The main content area features a 'Welcome to your Student Centre' banner with a 'Read More' button. Below the banner is a UCID input field. Further down are three summary cards: 'To Do (0)', 'Notices (0)', and 'Appointments' with a link to 'Open Enrolment Dates'. A semester selection bar shows 'Spring 2021' as the active term. Below this, the 'Shopping Cart (Potential / Pending Courses) - Spring 2021' section contains a 'Course Search' button and a 'Schedule Builder' button, which is highlighted with a red box and a green arrow pointing to it. Below the buttons is a table header with columns: Course (Units/Grading Basis), Instructor, Location, Time, Day, and Messages.



UNIVERSITY OF CALGARY Schedule Builder

### INSTRUCTIONS

We're excited to have you try our new scheduling tool! This tool is for **planning and initial registration purposes to generate schedule options**. To use this tool for registration, make sure you log in to your Student Centre ([my.ucalgary.ca](http://my.ucalgary.ca)) to complete your course registration initialization, review your enrollment appointment and ensure that you do not have any holds on your account.

**TIPS:**

- **Know your courses** before using the scheduling tool
- **Meet with a faculty advisor** to ensure that you've picked the right courses and you're on track with your degree
- **Use the "Search for Classes" advanced search tool** in your Student Centre to find web-based courses, informal topic classes or courses offered at specific sites, day of week, or time of day
- Make sure you **understand your course requirements** - this tool will not check your prerequisites or reserve capacities until **after** you have attempted registration
- Use your Student Centre to **Edit** or **Swap** courses and sections once you are already registered in courses

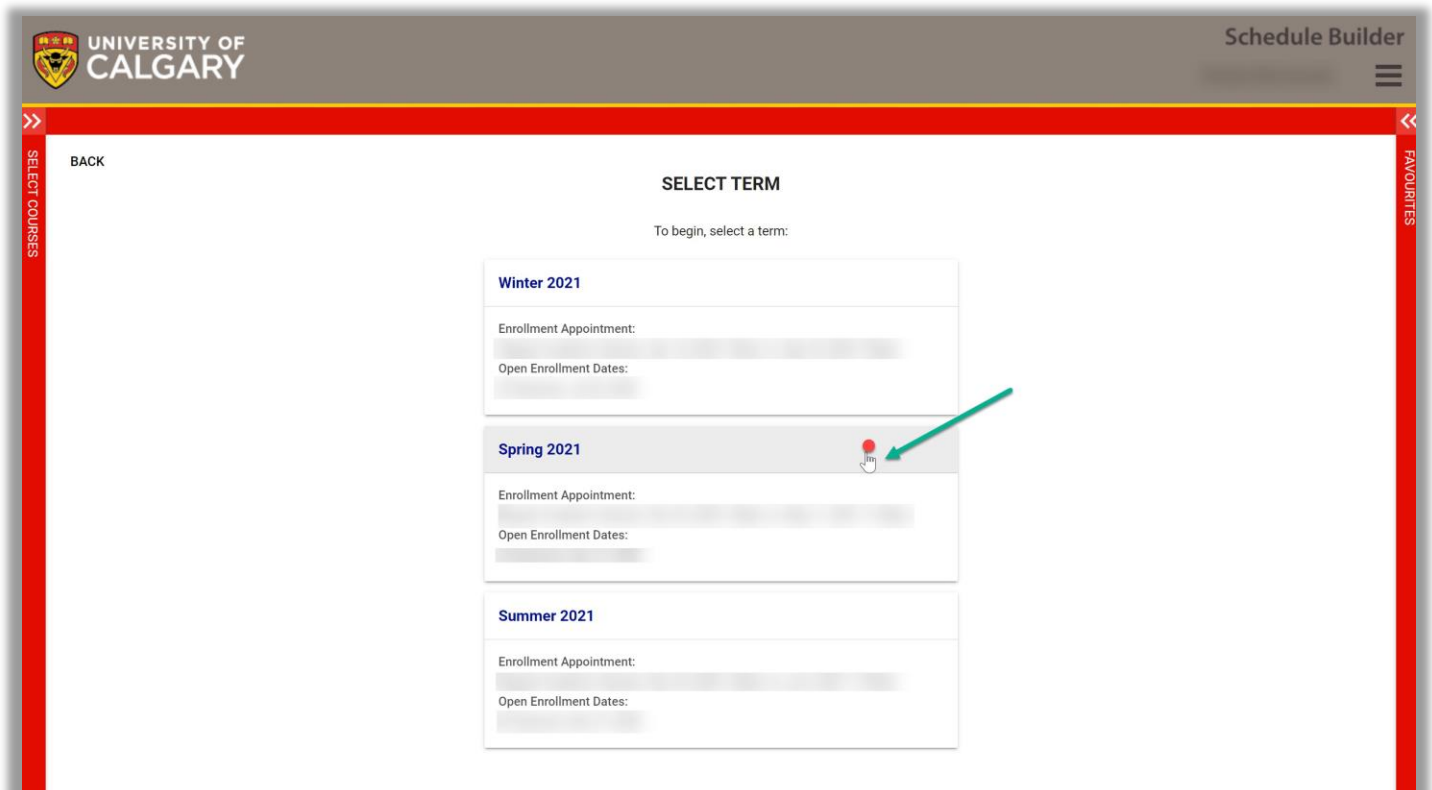
**ONLINE REGISTRATION HELP:** Visit [ucalgary.ca/registrar/registration/schedule-builder](http://ucalgary.ca/registrar/registration/schedule-builder) for access to our video tutorial, FAQs and detailed registration information.

**TECHNICAL ASSISTANCE:** Contact IT support at [itsupport@ucalgary.ca](mailto:itsupport@ucalgary.ca) or call at 403.220.5555 or 1.888.342.3802

**CONTINUE**

3. Click continue after reading the important “**Tips**”

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



UNIVERSITY OF CALGARY Schedule Builder

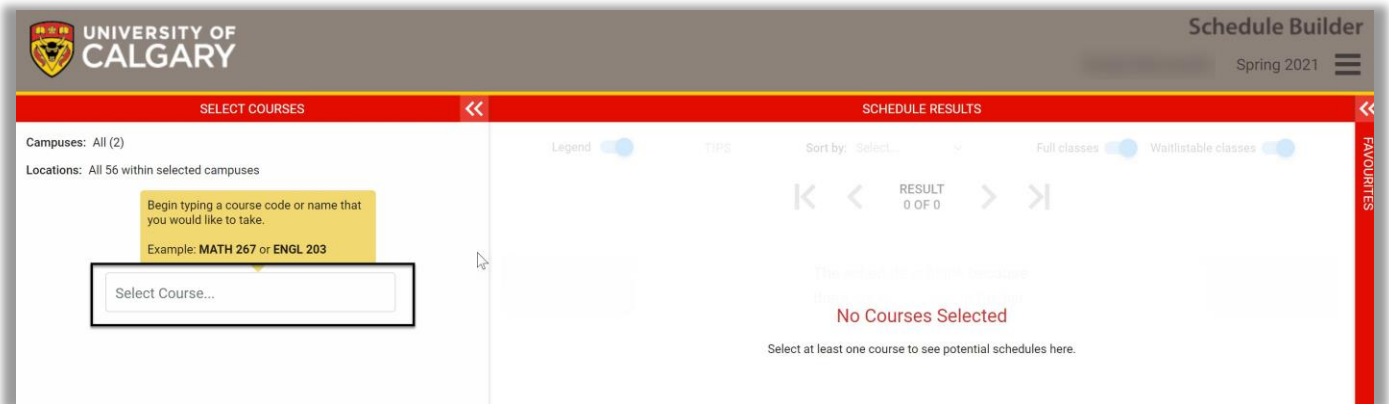
BACK SELECT COURSES FAVOURITES

### SELECT TERM

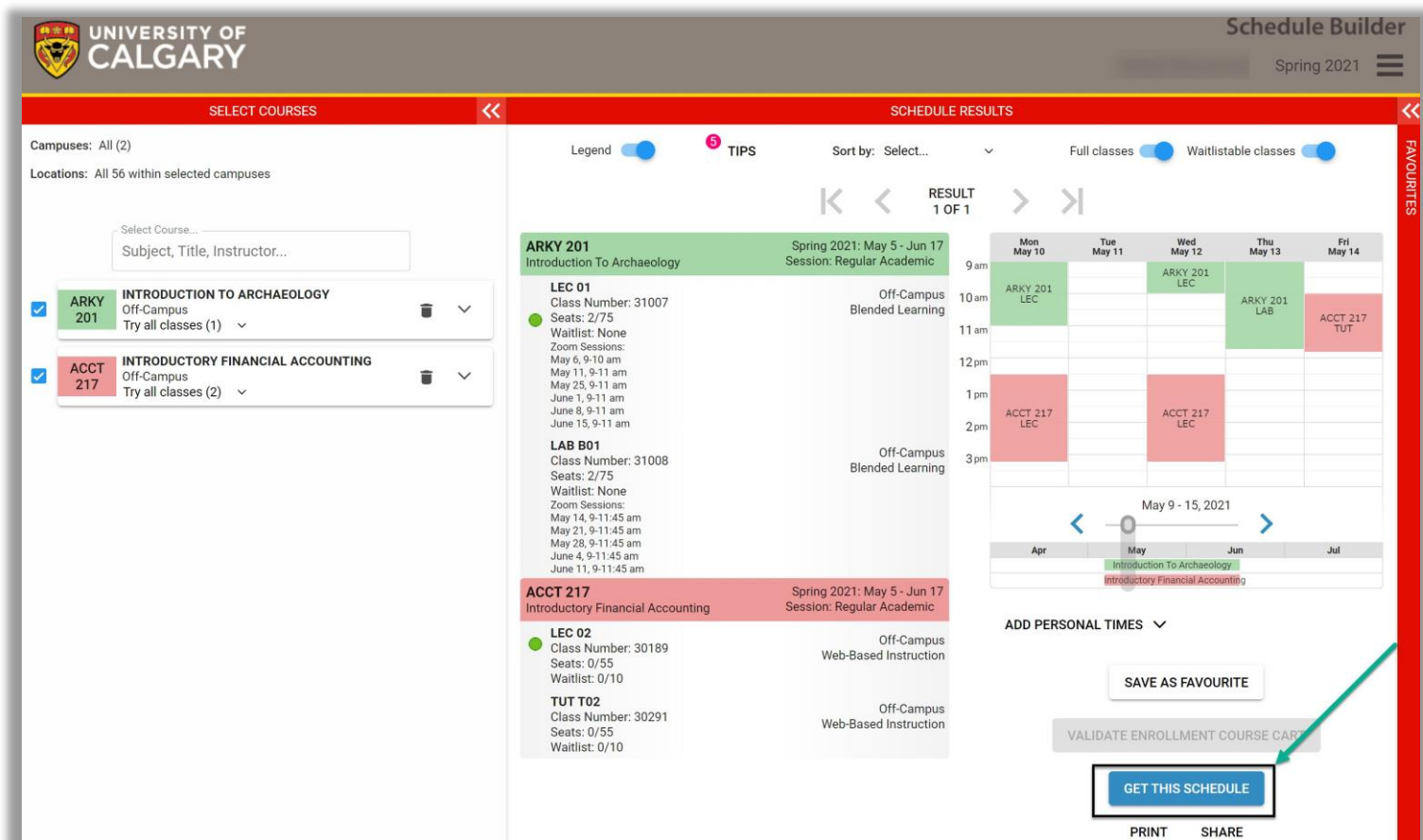
To begin, select a term:

- Winter 2021**  
Enrollment Appointment: \_\_\_\_\_  
Open Enrollment Dates: \_\_\_\_\_
- Spring 2021** (Selected)  
Enrollment Appointment: \_\_\_\_\_  
Open Enrollment Dates: \_\_\_\_\_
- Summer 2021**  
Enrollment Appointment: \_\_\_\_\_  
Open Enrollment Dates: \_\_\_\_\_

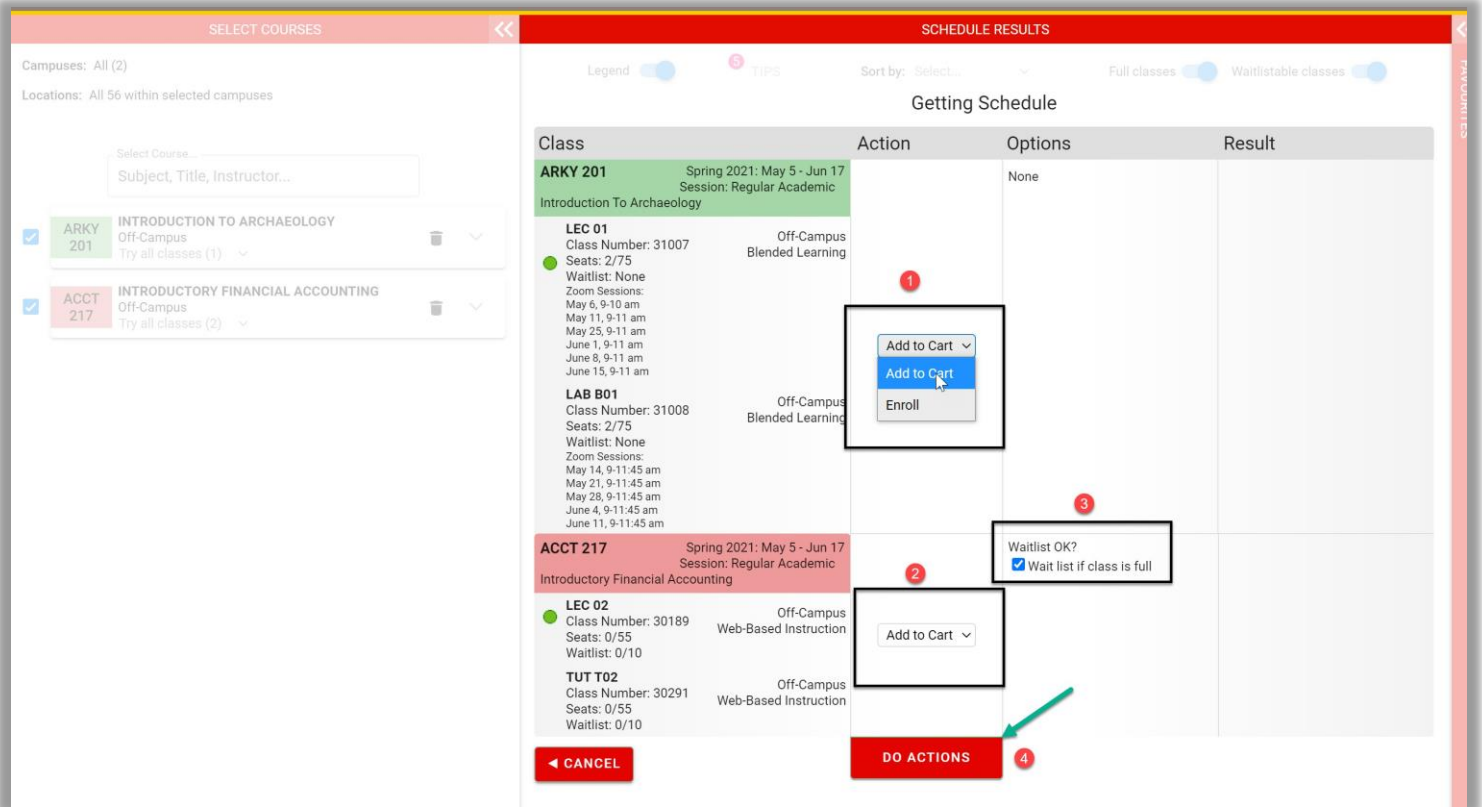
- Add your preferred courses in the **“Select Course”** box



- 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**



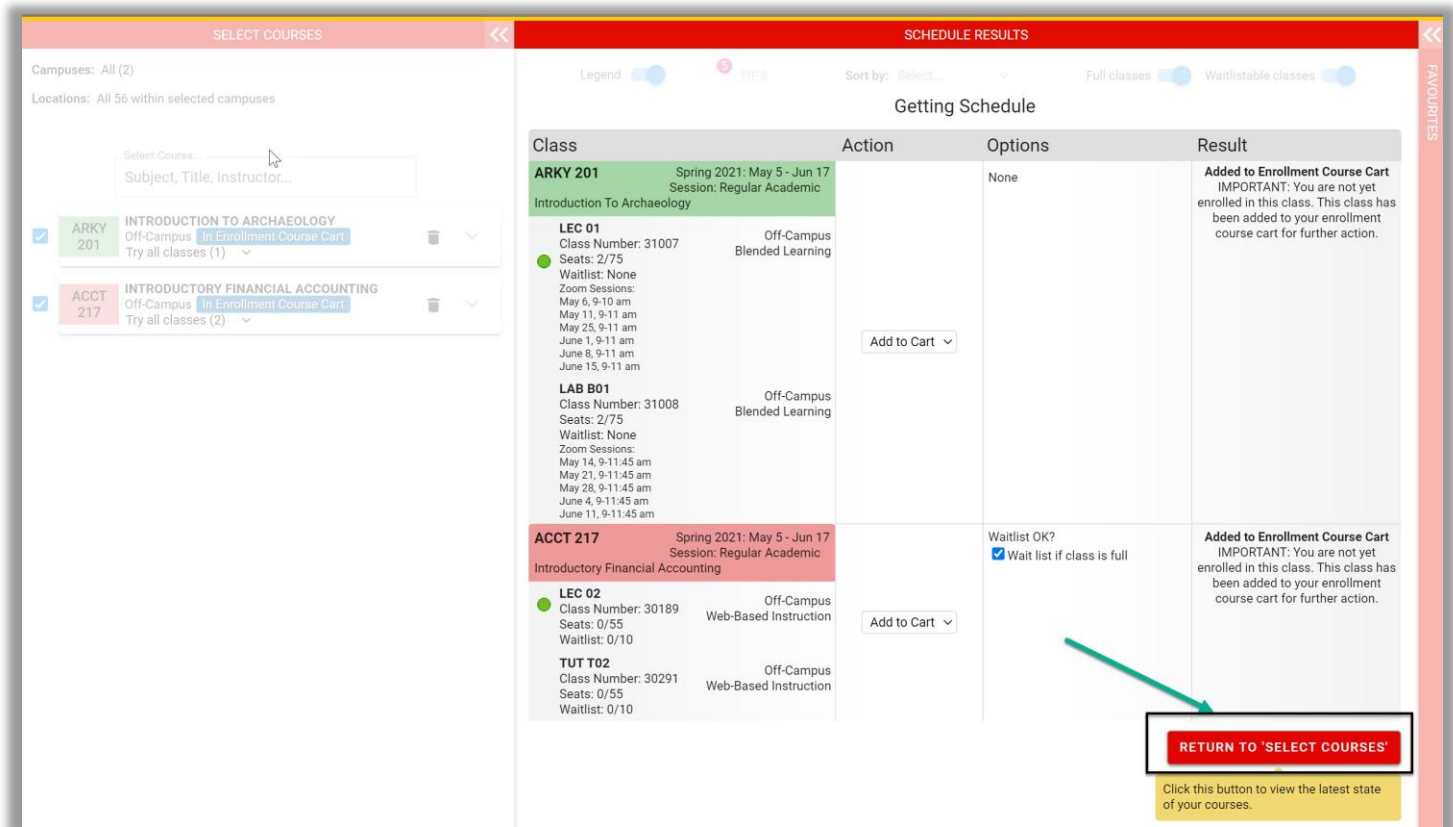
The screenshot displays the 'SCHEDULE RESULTS' interface. On the left, the 'SELECT COURSES' panel shows two selected courses: ARKY 201 (Introduction to Archaeology) and ACCT 217 (Introductory Financial Accounting). The main 'Getting Schedule' table lists these courses with their respective sections and actions.

Class	Action	Options	Result
<b>ARKY 201</b> Spring 2021: May 5 - Jun 17 Session: Regular Academic Introduction To Archaeology		None	
<b>LEC 01</b> Class Number: 31007 Seats: 2/75 Waitlist: None Zoom Sessions: May 6, 9-10 am May 11, 9-11 am May 25, 9-11 am June 1, 9-11 am June 8, 9-11 am June 15, 9-11 am	Off-Campus Blended Learning		
<b>LAB B01</b> Class Number: 31008 Seats: 2/75 Waitlist: None Zoom Sessions: May 14, 9-11:45 am May 21, 9-11:45 am May 28, 9-11:45 am June 4, 9-11:45 am June 11, 9-11:45 am	Off-Campus Blended Learning		
<b>ACCT 217</b> Spring 2021: May 5 - Jun 17 Session: Regular Academic Introductory Financial Accounting			
<b>LEC 02</b> Class Number: 30189 Seats: 0/55 Waitlist: 0/10	Off-Campus Web-Based Instruction		
<b>TUT T02</b> Class Number: 30291 Seats: 0/55 Waitlist: 0/10	Off-Campus Web-Based Instruction		

Numbered callouts in the image indicate the following steps:

- Clicking the 'Add to Cart' button in the Action column for LEC 01.
- Clicking the 'Add to Cart' button in the Action column for LEC 02.
- Checking the 'Waitlist if class is full' checkbox in the 'Waitlist OK?' dialog box.
- Clicking the 'DO ACTIONS' button at the bottom of the table.

8. After this step, click **RETURN TO 'SELECT COURSES'**. You will notice that the courses are added to the shopping cart.

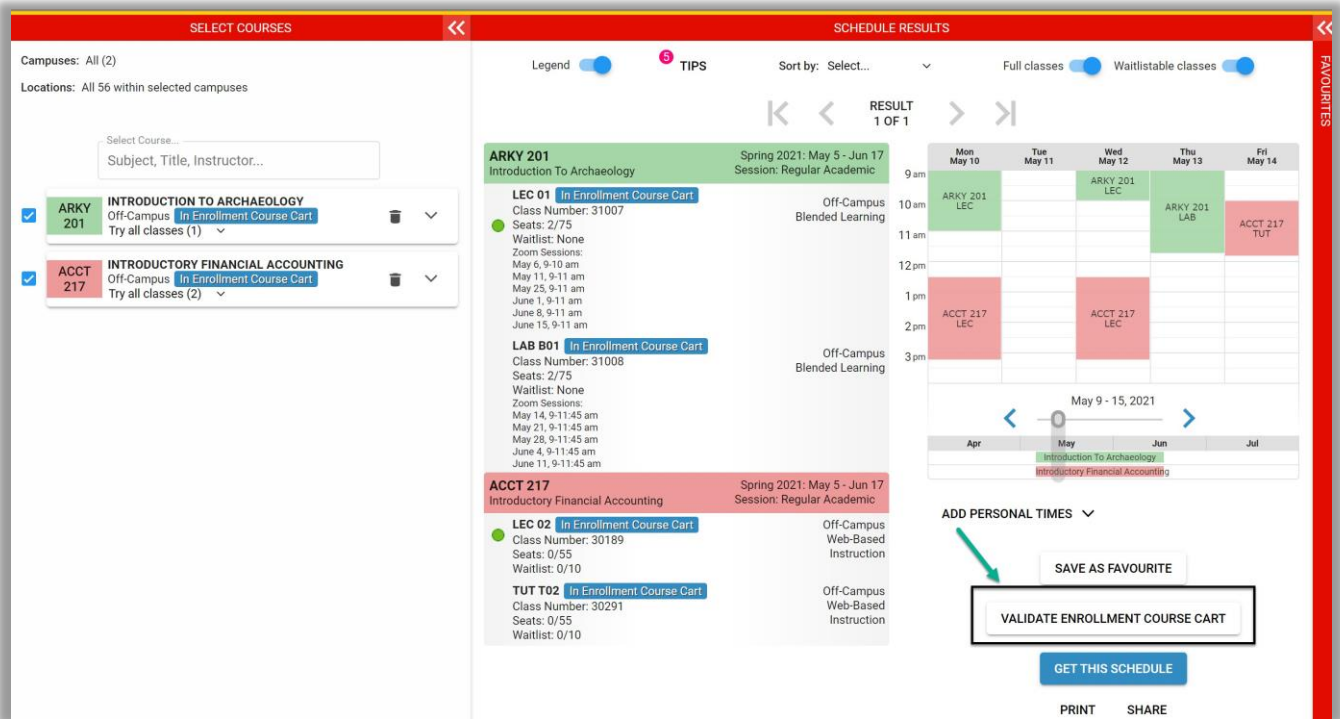


The screenshot displays the 'SELECT COURSES' and 'SCHEDULE RESULTS' interface. On the left, under 'SELECT COURSES', two courses are selected: ARKY 201 (Introduction to Archaeology) and ACCT 217 (Introductory Financial Accounting). The main 'SCHEDULE RESULTS' area shows a table of course details and their status in the shopping cart.

Class	Action	Options	Result
<b>ARKY 201</b> Spring 2021: May 5 - Jun 17 Session: Regular Academic Introduction To Archaeology		None	Added to Enrollment Course Cart <b>IMPORTANT:</b> You are not yet enrolled in this class. This class has been added to your enrollment course cart for further action.
<b>LEC 01</b> Class Number: 31007 Seats: 2/75 Waitlist: None Zoom Sessions: May 6, 9-10 am May 11, 9-11 am May 25, 9-11 am June 1, 9-11 am June 8, 9-11 am June 15, 9-11 am Off-Campus Blended Learning	Add to Cart		
<b>LAB B01</b> Class Number: 31008 Seats: 2/75 Waitlist: None Zoom Sessions: May 14, 9-11:45 am May 21, 9-11:45 am May 28, 9-11:45 am June 4, 9-11:45 am June 11, 9-11:45 am Off-Campus Blended Learning			
<b>ACCT 217</b> Spring 2021: May 5 - Jun 17 Session: Regular Academic Introductory Financial Accounting		Waitlist OK? <input checked="" type="checkbox"/> Wait list if class is full	Added to Enrollment Course Cart <b>IMPORTANT:</b> You are not yet enrolled in this class. This class has been added to your enrollment course cart for further action.
<b>LEC 02</b> Class Number: 30189 Seats: 0/55 Waitlist: 0/10 Off-Campus Web-Based Instruction	Add to Cart		
<b>TUT T02</b> Class Number: 30291 Seats: 0/55 Waitlist: 0/10 Off-Campus Web-Based Instruction			

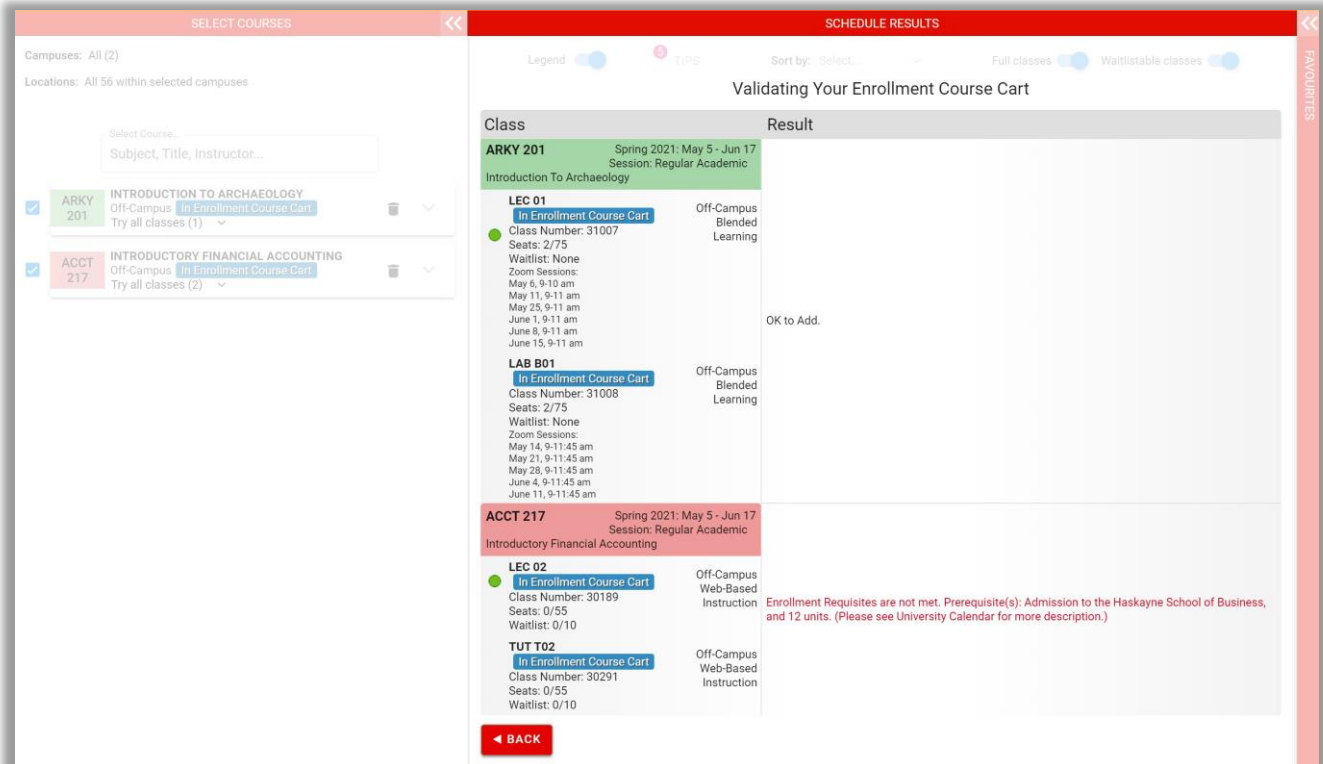
A red button labeled **RETURN TO 'SELECT COURSES'** is highlighted with a green arrow. Below the button, a yellow note states: "Click this button to view the latest state of your courses."

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



The screenshot shows the 'SCHEDULE RESULTS' interface. On the left, under 'SELECT COURSES', two courses are selected: ARKY 201 (Introduction to Archaeology) and ACCT 217 (Introductory Financial Accounting). The main area displays a schedule grid for May 9-15, 2021. A red box highlights the 'VALIDATE ENROLLMENT COURSE CART' button, which is active. Other buttons visible include 'SAVE AS FAVOURITE', 'GET THIS SCHEDULE', 'PRINT', and 'SHARE'.

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.



The screenshot shows the 'Validating Your Enrollment Course Cart' screen. It displays a table with columns for 'Class' and 'Result'. The classes listed are ARKY 201 (Introduction to Archaeology), ACCT 217 (Introductory Financial Accounting), and TUT T02 (Introductory Financial Accounting). The results for ARKY 201 and ACCT 217 are 'OK to Add'. The result for TUT T02 is 'Enrollment Requisites are not met. Prerequisite(s): Admission to the Haskayne School of Business, and 12 units. (Please see University Calendar for more description.)'. A red 'BACK' button is visible at the bottom left.

Class	Result
<b>ARKY 201</b> Spring 2021: May 5 - Jun 17 Session: Regular Academic Introduction To Archaeology <b>LEC 01</b> In Enrollment Course Cart Class Number: 31007 Seats: 2/75 Waitlist: None Zoom Sessions: May 6, 9-10 am May 11, 9-11 am May 25, 9-11 am June 1, 9-11 am June 8, 9-11 am June 15, 9-11 am Off-Campus Blended Learning	OK to Add.
<b>ACCT 217</b> Spring 2021: May 5 - Jun 17 Session: Regular Academic Introductory Financial Accounting <b>LEC 02</b> In Enrollment Course Cart Class Number: 30189 Seats: 0/55 Waitlist: 0/10 Off-Campus Web-Based Instruction	OK to Add.
<b>TUT T02</b> In Enrollment Course Cart Class Number: 30291 Seats: 0/55 Waitlist: 0/10 Off-Campus Web-Based Instruction	Enrollment Requisites are not met. Prerequisite(s): Admission to the Haskayne School of Business, and 12 units. (Please see University Calendar for more description.)

### 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