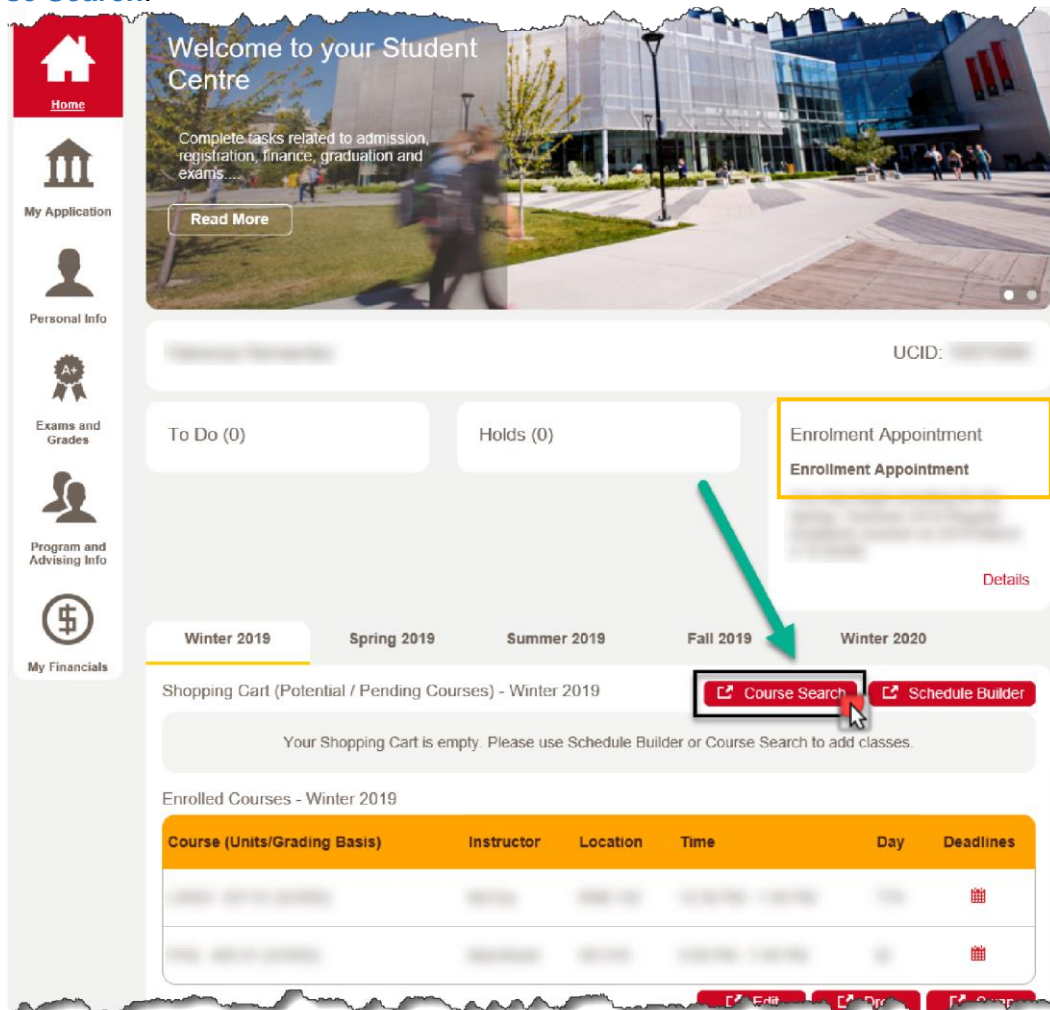


Here are some simple steps to help you successfully validate courses in your shopping cart using the Student Centre:

1. Log into the MyUofC portal



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



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

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.

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

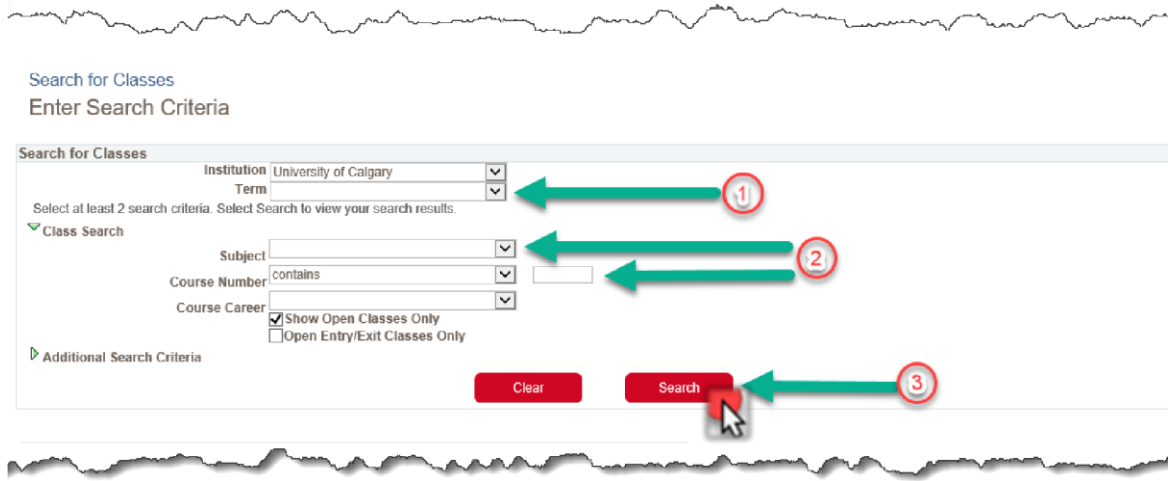
Course Number contains

Course Career

Show Open Classes Only  
 Open Entry/Exit Classes Only

Additional Search Criteria

Clear Search



4. 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 [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	<input checked="" type="checkbox"/>	
50041 B02-LAB Regular	TuTh 4:00PM - 4:50PM	Main UofC Campus	ES 054	Staff	1	2019/07/02 - 2019/08/13	<input checked="" type="checkbox"/>	

MATH 267 - University Calculus II

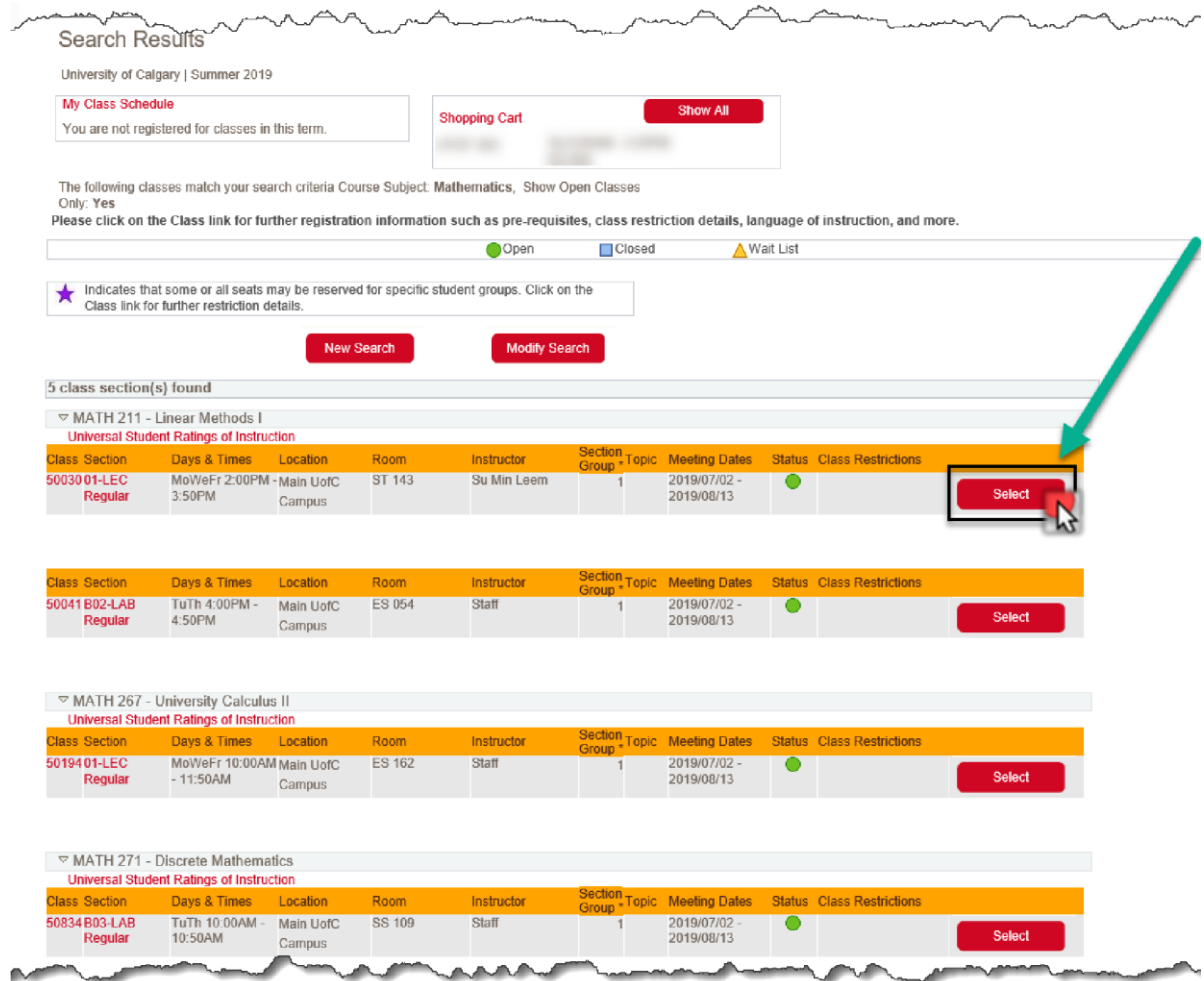
Universal Student Ratings of Instruction

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 checked="" type="checkbox"/>	

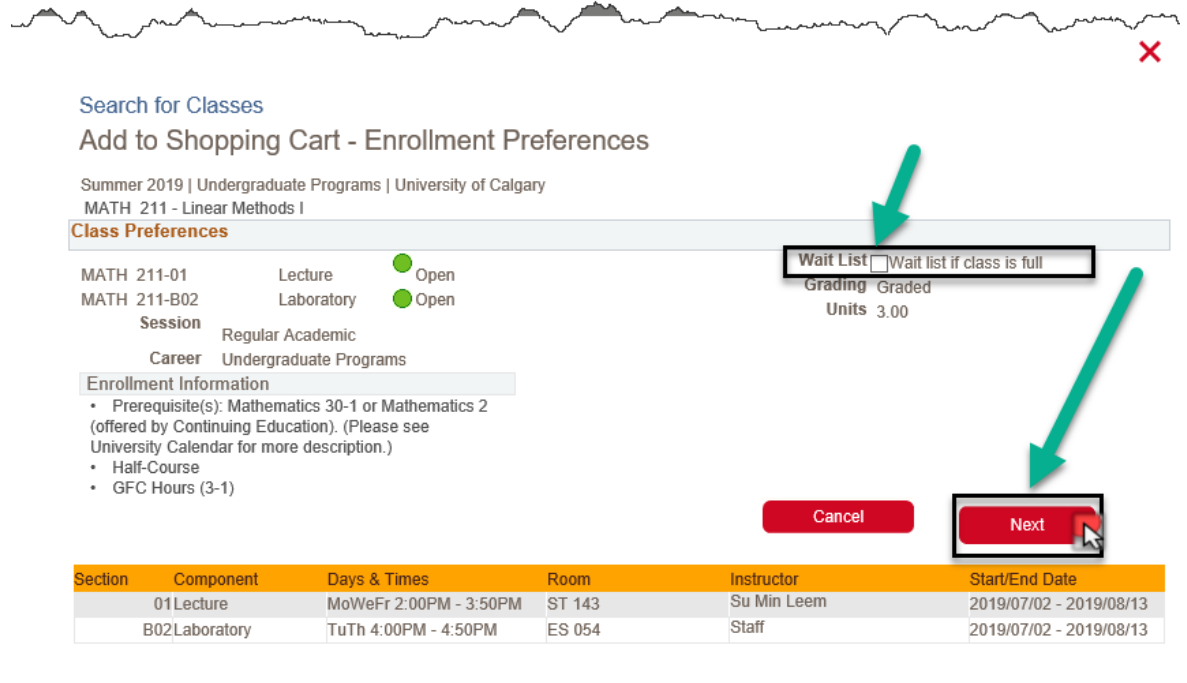
MATH 271 - Discrete Mathematics

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 checked="" type="checkbox"/>	



- 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**

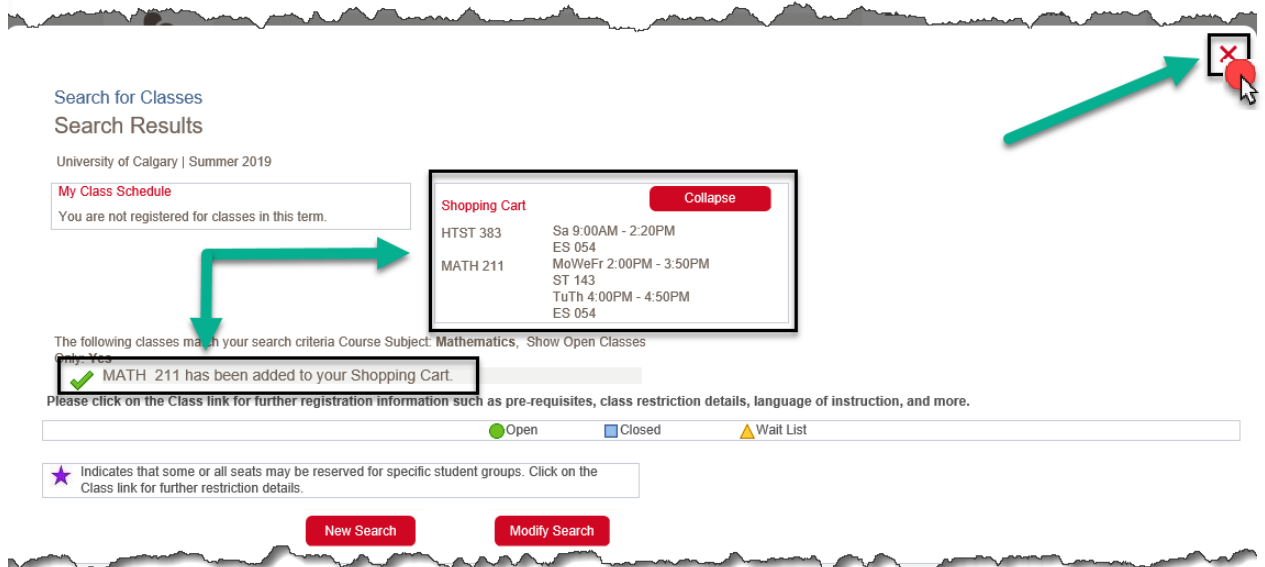
- Prerequisite(s): Mathematics 30-1 or Mathematics 2 (offered by Continuing Education). (Please see University Calendar for more description.)
- Half-Course
- GFC Hours (3-1)

Wait List     Wait list if class is full  
 Grading    Graded  
 Units    3.00

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

✔ 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

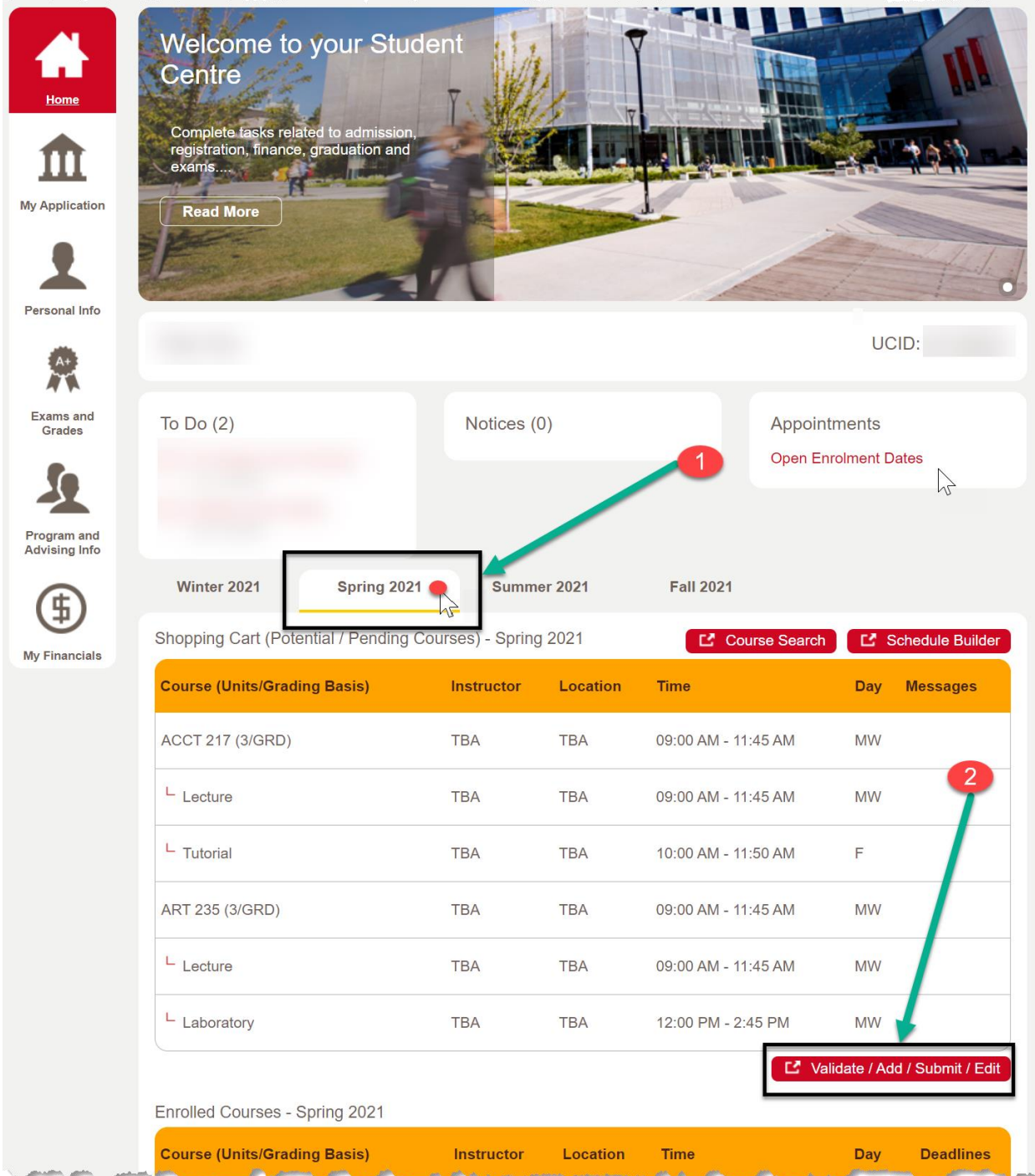
★ Indicates that some or all seats may be reserved for specific student groups. Click on the Class link for further restriction details.

New Search    Modify Search

# 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.



The screenshot shows the Student Centre Home page. A sidebar on the left contains navigation 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, a UCID input field, and three notification cards: 'To Do (2)', 'Notices (0)', and 'Appointments' with a sub-link 'Open Enrolment Dates'. Below these is a term selection bar with 'Spring 2021' highlighted. A red circle with the number '1' and a green arrow points to this selection. The 'Shopping Cart (Potential / Pending Courses) - Spring 2021' section includes 'Course Search' and 'Schedule Builder' buttons. A table lists courses with columns for Course (Units/Grading Basis), Instructor, Location, Time, Day, and Messages. The table contains entries for ACCT 217 (3/GRD) and ART 235 (3/GRD), each with sub-rows for Lecture and Laboratory. A red circle with the number '2' and a green arrow points to the 'Messages' column of the Laboratory row for ART 235. A red button labeled 'Validate / Add / Submit / Edit' is located at the bottom right of the shopping cart section.

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	

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.

Shopping Cart

Add Classes to Shopping Cart Schedule Builder

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

Spring 2021 | Undergraduate Programs | University of Calgary Change Term

● Open    ■ Closed    ▲ Wait List

Add to Cart

Enter Class Nbr  Enter

Find Classes ● Class Search Search

Spring 2021 Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ACCT 217-01 (30187)	MoWe 9:00AM - 11:45AM	TBA	Staff	3.00	●
<input type="checkbox"/>	ACCT 217-T01 (30188)	Fr 10:00AM - 11:50AM	TBA	Staff		●
<input type="checkbox"/>	ART 235-01 (30930)	MoWe 9:00AM - 11:45AM	TBA	Staff	3.00	●
<input type="checkbox"/>	ART 235-B01 (30931)	MoWe 12:00PM - 2:45PM	TBA	Staff		●

for selected

Delete
Validate
Enroll

My Spring 2021 Class Schedule (You ARE registered or waitlisted in these)

You are not registered for classes in this term.

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.

Shopping Cart

Add Classes to Shopping Cart

View the following status report for enrollment confirmations and errors

✓ OK to Add    ✗ Potential Problem

Description	Message	Status
ACCT 217	Enrollment Requisites are not met. Prerequisite(s): Admission to the Haskayne School of Business, and 12 units. (Please see University Calendar for more description.)	✗
ART 235	OK to Add.	✓

Shopping Cart

## **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**