
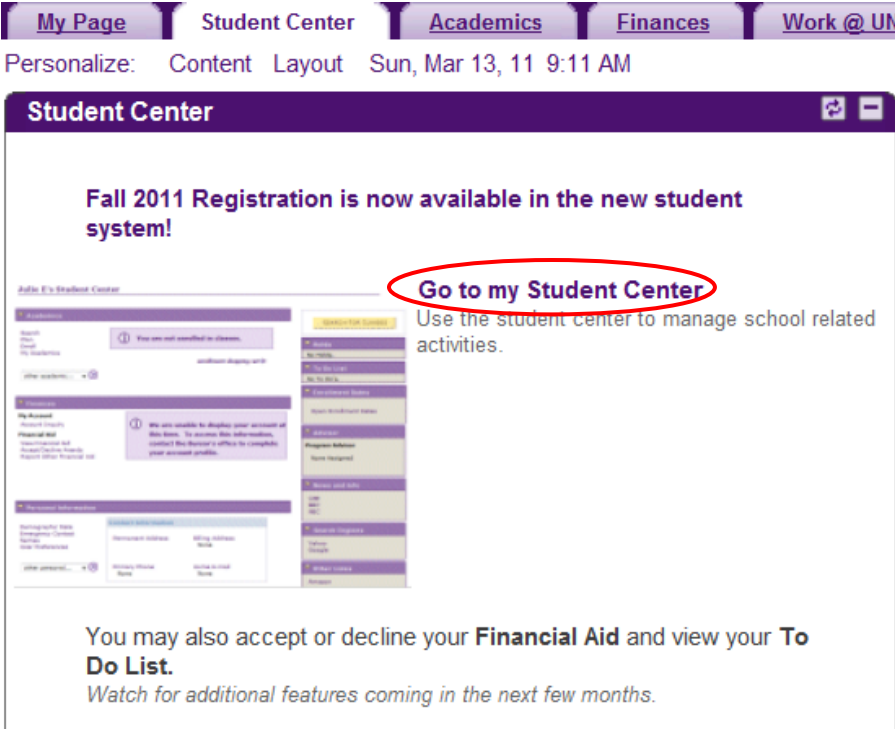
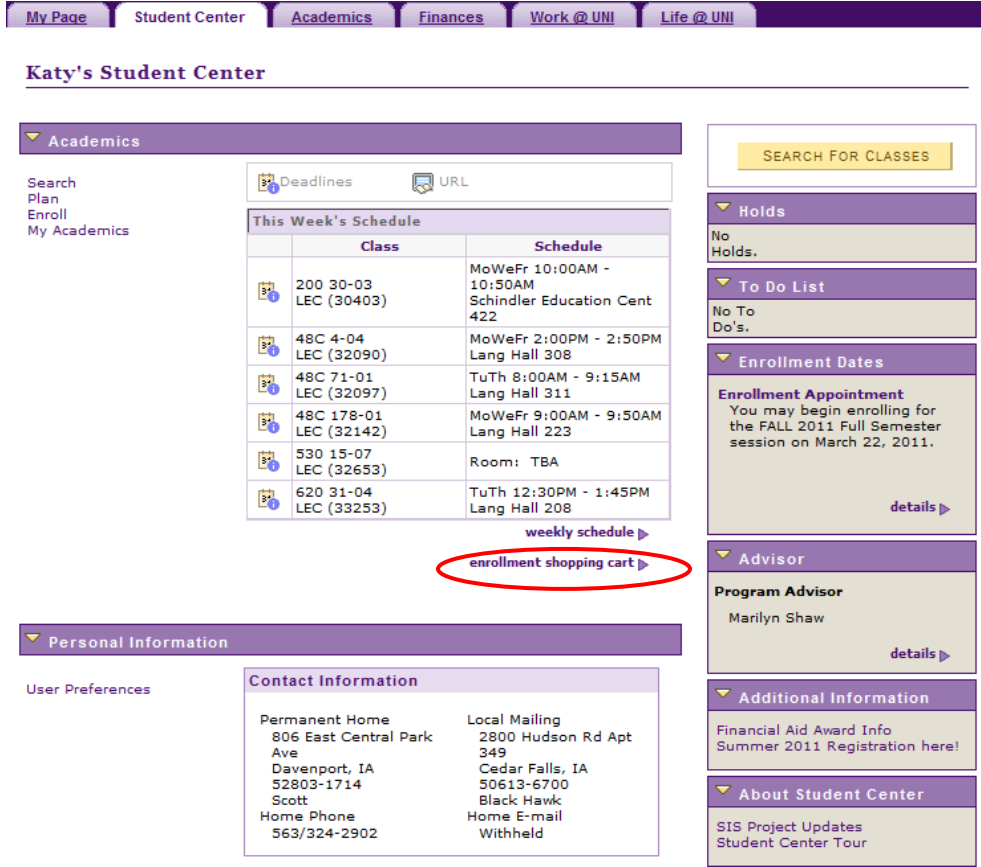



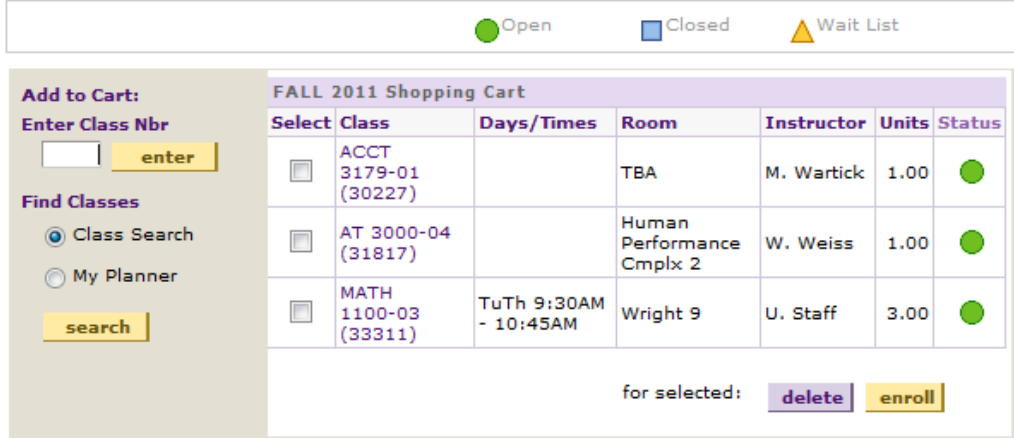

Using the Shopping Cart

Purpose: The following instructions describe how to use the **Shopping Cart** feature to add classes to your shopping cart.

Step	Action
1.	<p>Log onto <i>My Universe</i>. Select the Student Center tab.</p> 
2.	<p>Select <i>Go to my Student Center</i> in the Student Center pagelet.</p>  <p>Note: The thumbnail image is also a link to Student Center.</p>

Step	Action
3.	<p>On the Student Center tab, in the <i>Academics</i> section, Click the enrollment shopping cart link. <i>Note:</i> If the student is enrolled in the current term, their weekly schedule displays.</p>  <p>The screenshot shows the 'Katy's Student Center' page with the 'Academics' section expanded. A table titled 'This Week's Schedule' lists several classes. Below the table, the 'enrollment shopping cart' link is circled in red. Other sections include 'Personal Information', 'Advisor', and 'Additional Information'.</p> <p>Result: The Shopping Cart page displays.</p> <p>Shopping Cart</p> <p>Add Classes to Shopping Cart</p> <p>Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.</p> <p>FALL 2011 Undergraduate University of Northern Iowa</p> <p>Legend: ● Open ■ Closed ▲ Wait List</p> <p>Add to Cart: Enter Class Nbr <input type="text"/> <input type="button" value="enter"/></p> <p>Find Classes: <input checked="" type="radio"/> Class Search <input type="button" value="search"/></p> <p>FALL 2011 Shopping Cart</p> <p>Your enrollment shopping cart is empty.</p>

Step	Action						
4.	<p>There are three ways to add classes to your shopping cart:</p> <div style="display: flex; align-items: flex-start;"> <div style="border: 1px solid #ccc; padding: 10px; width: 300px; background-color: #f9f9f9;"> <p>Add to Cart: Enter Class Nbr <input type="text"/> <input type="button" value="enter"/></p> <p>Find Classes <input checked="" type="radio"/> Class Search <input type="radio"/> My Planner <input type="button" value="search"/></p> </div> <div style="margin-left: 20px;"> <ul style="list-style-type: none"> Enter Class Number Find Classes using the Class Search Find Classes using My Planner </div> </div>						
5.	<p>Add classes to your shopping cart using:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Enter Class Nbr</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> Enter the <i>class number</i> (this is not the course id, it is the system generated class number found next to the section in the schedule of classes), click the enter button Click the Next button Confirmation displays – the class has been added to your shopping cart </td> </tr> <tr> <td style="padding: 5px;">Class Search</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> Select the Class Search option Click the Search button Enter search criteria, click the Search button Find the desired section and click the Select Class button Click the Next button Confirmation displays – the class has been added to your shopping cart </td> </tr> <tr> <td style="padding: 5px;">My Planner</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> Select the My Planner option Click the Search button Click the select button next to the course you wish to add, the <i>Course Detail</i> will display Scroll to the bottom of the page to view the sections Click the select button next to the section you wish to add Confirmation displays – the class has been added to your shopping cart </td> </tr> </table>	Enter Class Nbr	<ul style="list-style-type: none"> Enter the <i>class number</i> (this is not the course id, it is the system generated class number found next to the section in the schedule of classes), click the enter button Click the Next button Confirmation displays – the class has been added to your shopping cart 	Class Search	<ul style="list-style-type: none"> Select the Class Search option Click the Search button Enter search criteria, click the Search button Find the desired section and click the Select Class button Click the Next button Confirmation displays – the class has been added to your shopping cart 	My Planner	<ul style="list-style-type: none"> Select the My Planner option Click the Search button Click the select button next to the course you wish to add, the <i>Course Detail</i> will display Scroll to the bottom of the page to view the sections Click the select button next to the section you wish to add Confirmation displays – the class has been added to your shopping cart
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6.	<p>Once you have added all the class sections, click the shopping cart link to review your shopping cart.</p>  <p>Result: The shopping cart displays.</p> <p>Shopping Cart</p> <p>Add Classes to Shopping Cart</p> <p>Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.</p> <p>FALL 2011 Undergraduate University of Northern Iowa</p> 
7.	<p>Once you have added your classes and <u>registration is open</u>, you may register from your shopping cart by selecting the classes and clicking the enroll button.</p>  <p>Follow the instructions for Registration: Step-by-step to complete enrollment.</p>