Using the Shopping Cart

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log onto My Universe. Click the Go to my Student Center link on the My Page tab.</td>
</tr>
</tbody>
</table>

*Note:* The thumbnail image is also a link to Student Center.
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2. On the Student Center tab, in the **Academics** section, Click the **enrollment shopping cart** link. **Note:** If the student is enrolled in the current term, their weekly schedule displays.

**Result:** The **Shopping Cart** page displays.

**Add Classes to Shopping Cart**

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.
There are three ways to add classes to your shopping cart:

- **Enter Class Number**
- **Find Classes using the Class Search**
- **Find Classes using My Planner**

### Add classes to your shopping cart using:

<table>
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<tr>
<th>Enter Class Nbr</th>
<th>Class Search</th>
<th>My Planner</th>
</tr>
</thead>
</table>
| • Enter the *class number* (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 | • 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 | • Select the **My Planner** option  
• Click the **Search** button  
• Click the **select** button next to the course you wish to add, the *Course Detail* 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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| 5.   | Once you have added all the class sections, click the **shopping cart** link to review your shopping cart.  

**Result:** The shopping cart displays.  
**Shopping Cart**

**Add Classes to Shopping Cart**

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6. Once you have added your classes and registration is open, you may register from your shopping cart by selecting the classes and clicking the **enroll** button.

Follow the instructions for **Registration: Step-by-step** to complete enrollment.