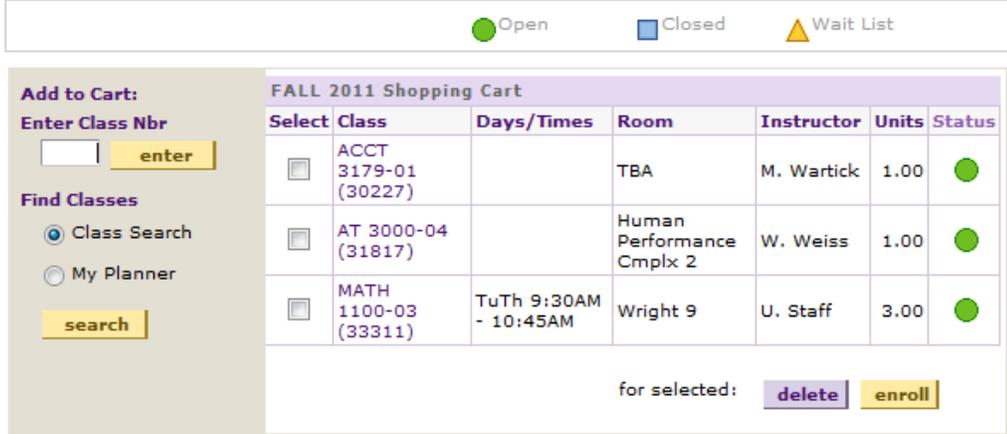# Using the Shopping Cart

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

Step	Action
1.	Log onto *My Universe*. Click the **Go to my Student Center** link on the *My Page* tab. *Note:* The thumbnail image is also a link to **Student Center**.

Step	Action
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.

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Step	Action
3.	There are three ways to add classes to your shopping cart: **Add to Cart:** **Enter Class Nbr** [ ] enter **Find Classes** ⦿ Class Search ○ My Planner search • **Enter Class Number** • **Find Classes using the Class Search** • **Find Classes using My Planner**
4.	Add classes to your shopping cart using: <table><tr><td>**Enter Class Nbr**</td><td>• 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</td></tr><tr><td>**Class Search**</td><td>• 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>**My Planner**</td><td>• 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</td></tr></table>

Step	Action
5.	Once you have added all the class sections, click the **shopping cart** link to review your shopping cart. *Result:* The shopping cart displays.
6.	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. Follow the instructions for **Registration: Step-by-step** to complete enrollment.