

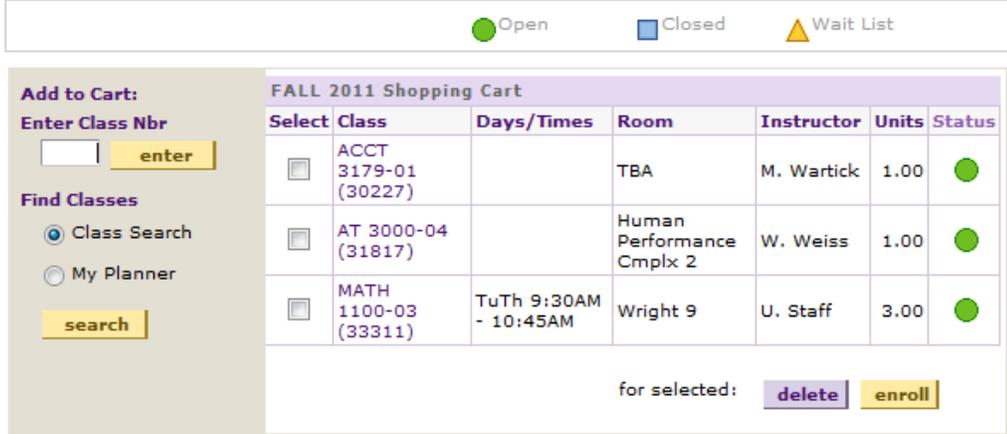
Using the Shopping Cart

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>. Click the Go to my Student Center link on the <i>My Page</i> tab.</p>  <p><i>Note:</i> The thumbnail image is also a link to Student Center.</p>

Step	Action																												
2.	<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>Katy's Student Center</p> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Academics</p> <p>Search Plan Enroll My Academics</p> <p>Deadlines URL</p> <table border="1"> <thead> <tr> <th colspan="3">This Week's Schedule</th> </tr> <tr> <th>Class</th> <th colspan="2">Schedule</th> </tr> </thead> <tbody> <tr> <td>200 30-03 LEC (30403)</td> <td colspan="2">MoWeFr 10:00AM - 10:50AM Schindler Education Cent 422</td> </tr> <tr> <td>48C 4-04 LEC (32090)</td> <td colspan="2">MoWeFr 2:00PM - 2:50PM Lang Hall 308</td> </tr> <tr> <td>48C 71-01 LEC (32097)</td> <td colspan="2">TuTh 8:00AM - 9:15AM Lang Hall 311</td> </tr> <tr> <td>48C 178-01 LEC (32142)</td> <td colspan="2">MoWeFr 9:00AM - 9:50AM Lang Hall 223</td> </tr> <tr> <td>530 15-07 LEC (32653)</td> <td colspan="2">Room: TBA</td> </tr> <tr> <td>620 31-04 LEC (33253)</td> <td colspan="2">TuTh 12:30PM - 1:45PM Lang Hall 208</td> </tr> </tbody> </table> <p style="text-align: right;"> weekly schedule ▶ enrollment shopping cart ▶ </p> </div> <div style="width: 35%;"> <p style="text-align: center; background-color: #f0f0f0; padding: 5px;">SEARCH FOR CLASSES</p> <p>Holds No Holds.</p> <p>To Do List No To Do's.</p> <p>Enrollment Dates Enrollment Appointment You may begin enrolling for the FALL 2011 Full Semester session on March 22, 2011. details ▶</p> <p>Advisor Program Advisor Marilyn Shaw details ▶</p> <p>Additional Information Financial Aid Award Info Summer 2011 Registration here!</p> <p>About Student Center SIS Project Updates Student Center Tour</p> </div> </div> <hr/> <p>Personal Information</p> <p>User Preferences</p> <table border="1"> <thead> <tr> <th colspan="2">Contact Information</th> </tr> </thead> <tbody> <tr> <td>Permanent Home 806 East Central Park Ave Davenport, IA 52803-1714 Scott Home Phone 563/324-2902</td> <td>Local Mailing 2800 Hudson Rd Apt 349 Cedar Falls, IA 50613-6700 Black Hawk Home E-mail Withheld</td> </tr> </tbody> </table> <hr/> <p>Result: The Shopping Cart page displays.</p> <p>Shopping Cart</p> <hr/> <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> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;"> ● Open ■ Closed ▲ Wait List </p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <p>Add to Cart:</p> <p>Enter Class Nbr</p> <input type="text"/> <input type="button" value="enter"/> <p>Find Classes</p> <p><input checked="" type="radio"/> Class Search</p> <input type="button" value="search"/> </div> <div style="width: 65%; border: 1px solid #ccc; padding: 5px;"> <p style="background-color: #e0e0e0; padding: 2px;">FALL 2011 Shopping Cart</p> <p style="text-align: center; padding: 5px;">Your enrollment shopping cart is empty.</p> </div> </div> </div>	This Week's Schedule			Class	Schedule		200 30-03 LEC (30403)	MoWeFr 10:00AM - 10:50AM Schindler Education Cent 422		48C 4-04 LEC (32090)	MoWeFr 2:00PM - 2:50PM Lang Hall 308		48C 71-01 LEC (32097)	TuTh 8:00AM - 9:15AM Lang Hall 311		48C 178-01 LEC (32142)	MoWeFr 9:00AM - 9:50AM Lang Hall 223		530 15-07 LEC (32653)	Room: TBA		620 31-04 LEC (33253)	TuTh 12:30PM - 1:45PM Lang Hall 208		Contact Information		Permanent Home 806 East Central Park Ave Davenport, IA 52803-1714 Scott Home Phone 563/324-2902	Local Mailing 2800 Hudson Rd Apt 349 Cedar Falls, IA 50613-6700 Black Hawk Home E-mail Withheld
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Step	Action						
3.	<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; margin-right: 20px;"> <p>Add to Cart:</p> <p>Enter Class Nbr</p> <div style="display: flex; align-items: center;"> <input style="width: 50px; height: 20px; margin-right: 5px;" type="text"/> <input style="background-color: #f0e68c; padding: 2px 10px; border: 1px solid #ccc;" type="button" value="enter"/> </div> <p>Find Classes</p> <p><input checked="" type="radio"/> Class Search</p> <p><input type="radio"/> My Planner</p> <div style="text-align: right; margin-top: 10px;"> <input style="background-color: #f0e68c; padding: 2px 10px; border: 1px solid #ccc;" type="button" value="search"/> </div> </div> <div style="flex: 1;"> <ul style="list-style-type: none"> Enter Class Number Find Classes using the Class Search Find Classes using My Planner </div> </div>						
4.	<p>Add classes to your shopping cart using:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <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> </tbody> </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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5.	<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> 
6.	<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>