



STUDENT GUIDE

Add Course to Shopping Cart

03/03/2021





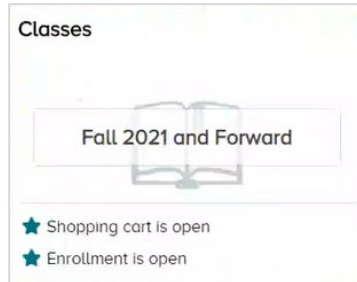
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Student Guide: Add Course to Shopping Cart

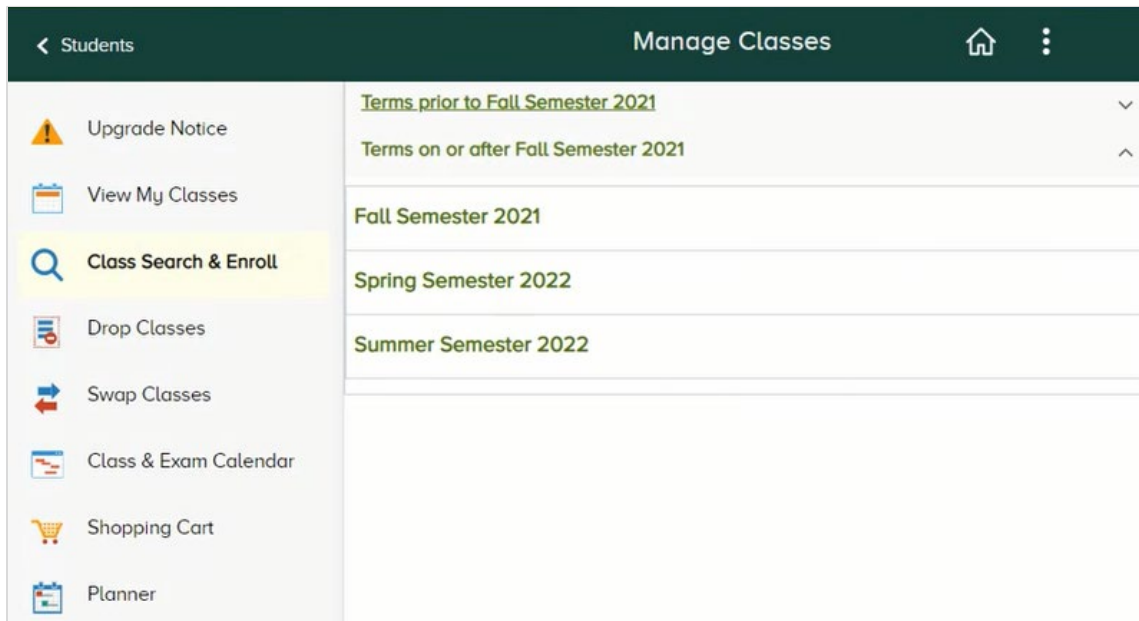
In the new SIS, students will be able to add courses to a Shopping Cart using the **Classes** tile on the Student home page.



When you click the **Classes** tile, the **Manage Classes** page opens with a list of menu items on the left. Let's begin with **Class Search & Enroll**.

Class Search & Enroll

1. Click **Class Search & Enroll** from the left-side menu.
2. Select an **Academic Year** to search.





The **Class Search** page will open where you can search for classes by **Subject**, **Catalog Number** or **Keyword**, or further narrow the results using **Search Filters** on the left.

3. **Search** for class by:
 - a. **Subject**: Click the drop-down and select a subject from the list (i.e., CD-Civil Engineering).
 - b. **Catalog Nbr**: Enter catalog number, if known.
 - c. **Search (keyword)**: Enter keywords.
 - d. **Search Filters (Optional)**: Use the filters on the left to narrow the results by:
 - i. **Class Status**: Show Open Classes Only (Yes or No)
 - ii. **Class Status**: Include Wait Listed Classes (Yes or No)
 - iii. **Days**: Click the filter icon to enter preferred days of the week
 - iv. **Times**: Click the filter icon to enter any preferred times of the day
 - v. **Instructors**: Click the filter icon to select preferred instructor(s)
 - vi. **Additional Search Filters**: Click to see more advanced search options.
4. Click the **Search** icon.

A list of classes will appear in the search results list.
5. Click a course in the results list to view details.

The **Class Information** page will open with three tabs across the top, landing on the Details tab.



- **Details tab:** Displays the course Days & Times, Schedule, Location/Instructor and Final Exam schedule, and includes an option to Enroll or Add to Cart.
- **Availability tab:** Displays the course enrollment totals and waitlist capacity.
- **Textbook tab:** Provides details on textbooks needed for the course.

Class Information

Details Availability Textbooks

ENG (English) 140: Literature and Society
Fall Semester 2021

Lecture
Section 001 / Class Nbr 13331 ● Open
Open Seats: 40

Days & Times	Schedule	Location/Instructor
Mon Wed : 4:10 PM-6:00 PM	9/1/2021 - 12/12/2021	Instructor:

Enroll or Add to Cart

Final Exam Schedule

Days & Time	Date	Location
No final exam information available.		

Department Address
English
CG14 Wells Hall
517-355-7570
http://www.english.msu.edu

Requisites
None

Career: Undergraduate
Grading: Undergraduate Graded
Instruction Mode: In Person
Units: 4.00
Class Fee: None
Location: East Lansing

Course Description

6. On the **Details** tab, click **Enroll or Add to Cart**.

Complete the two steps to add the course to your Shopping Cart.

7. **Complete Step 1 of 2: Review Class Preferences**

- Verify that this is the correct course
- Enter waitlist preference - Yes or No. You will only see this step for classes that have a wait list option.
- Click **Accept**.

Fall Semester 2021
Undergraduate
Michigan State University

1 Review Class Preferences
In Progress

2 Review and Submit
Not Started

Step 1 of 2: Review Class Preferences

ENG 140 Literature and Society
Class Comp Lecture - Class Sect 001 - Class Nbr 13

Add to waitlist if class is full? ⓘ

Accept

No



8. Complete Step 2 of 2: Review and Submit

- Review the Class, Session, Meeting Dates, Days and Times.
- Click **Submit**.

Fall Semester 2021
Undergraduate
Michigan State University

1 Review Class Preferences
Complete

2 Review and Submit
Visited

Step 2 of 2: Review and Submit

You have selected to add to your shopping cart

ENG 140 Literature and Society

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Class Comp Lecture - Class Sect 001 - Class Nbr 13331	Regular Academic Session	09/01/2021 - 12/12/2021	Monday Wednesday 4:10PM to 6:00PM	Open Seats 40 of 40

Class Preferences

Submit

A Confirmation page will appear with a green checkmark indicating that the class has been added to your Shopping Cart.

Students Confirmation

Class has been added to your Shopping Cart.

Michigan State University

Upgrade Notice

View My Classes

Class Search & Enroll

Return to Class Search

✓ ENG 140 - Literature and Society
Class has been added to your Shopping Cart.

View Shopping Cart

- Click **Shopping Cart** from the left-side menu.

Students Shopping Cart

Fall Semester 2021
Undergraduate

Upgrade Notice

View My Classes

Class Search & Enroll

Drop Classes

Swap Classes

Class & Exam Calendar

Shopping Cart

Planner

Delete Validate

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Class Comp Lecture - Class Sect 001 - Class Nbr 13331	ENG 140 Literature and Society	Regular Academic Session	Monday Wednesday 4:10PM to 6:00PM	To be Announced	Staff	4.00	Open Seats 40 of 40	Change Preferences

The class(es) you have added to our Shopping Cart will be listed with the following available options:

- Delete:** Removes the course from your Shopping Cart.
- Validate:** Confirms that you may add the course to your schedule, when ready.

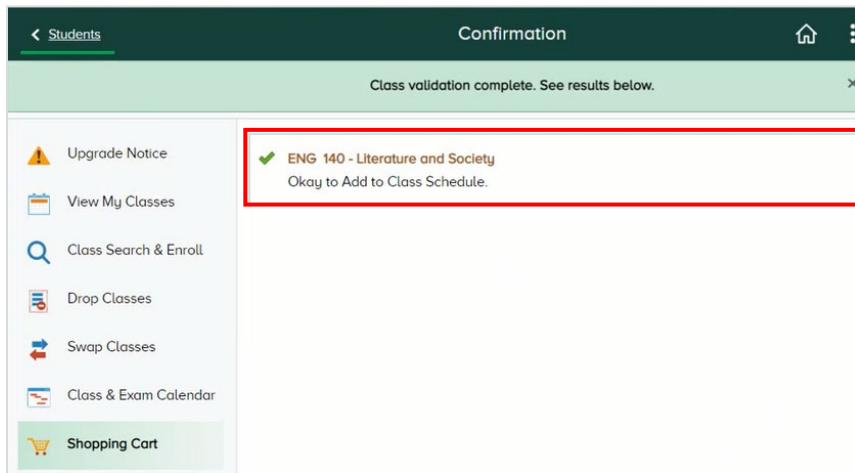


2. Select the **Checkbox** next to the appropriate course(es).

Note: You must select the checkbox even if only one course appears in the list. If more than one course appears in the list, you can select one or all courses to validate at once.

3. Click the **Validate** button.

A Confirmation page will appear with a green checkmark indicating that the class validation is complete, and the class is okay to add to your class schedule.



If the course does not pass the validation, you will see a red **"X"** and an explanation (i.e., *Permission to enroll in this class is required*" or *You are already enrolled in this course*). See the **Shopping Cart Error Messages** section below for an explanation of error messages.

Shopping Cart Error Messages

Message	Explanation
This course has been taken previously.	Student has either enrolled in this course, or may have test, transfer or an equivalent course on their record.
Enrollment Requisites are not met.	Pre-requisite or course restriction has not been met.
This class requires %1 consent.	Department consent is required for special permission classes
The Requirement Designation Option was set to 'YES' by the enrollment process.	This is not an error, it's a message to the student that there is a requirement designation on this class, an example would be credit for an honors class.
There is a time conflict for class number %1 and class number %2.	The classes listed in this error have a time conflict.
Permission to enroll in this class is required.	Student is in a career that requires them to get permission to enroll in the class.



Duplicate Add Transaction, transaction not processed.	Student is trying to validate two sections of the same course, both considered enrollment sections.
There is a hold on your record that is preventing enrollment from processing. Please see StuInfo for hold details.	Details on holds can be seen by logging into StuInfo. Holds cleared in StuInfo will be reflected in SIS within the hour.