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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. In this example, we selected Spring Semester 2021.
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**: 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**: Select preferred days of the week
      iv. **Times**: Enter any preferred times of the day
      v. **Instructors**: 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.

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

   Follow the four steps to add the course to your Shopping Cart by clicking through each item on the left-side menu, or by clicking **Next** at the top of each page.

7. **Step 1 of 4: Review Class Selection** – Verify this is the correct course then click **Next**.

8. **Step 2 of 4: Review/Select Class Preferences** – Enter waitlist preference (Yes or No) and click **Accept**.

   **Note:** You will only see this step for classes that have a wait list option.
9. **Step 3 of 4: Enroll or Add to Cart** – Make a selection and click **Next**.

   In this example, we will click **Add to Shopping Cart**.

   **Note:** The option to enroll is only available when you are eligible for enrollment.

10. **Step 4 of 4: Review and Submit** – click the **Submit** button.
11. Click **Yes** on the pop-up to confirm your intention to submit.

A green checkmark indicates the class has been added to your Shopping Cart.

View Shopping Cart

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

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

- **Enroll**: Adds the course to your schedule.
- **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.

You will receive a confirmation: Class validation complete. See results below. and a green checkmark with message, “Okay to Add to 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

<table>
<thead>
<tr>
<th>Message</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course has been taken previously.</td>
<td>Student has either enrolled in this course, or may have test, transfer or an equivalent course on their record.</td>
</tr>
<tr>
<td>Enrollment Requisites are not met.</td>
<td>Pre-requisite or course restriction has not been met.</td>
</tr>
<tr>
<td>This class requires %1 consent.</td>
<td>Department consent is required for special permission classes</td>
</tr>
<tr>
<td>The Requirement Designation Option was set to ‘YES’ by the enrollment process.</td>
<td>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.</td>
</tr>
<tr>
<td>Error Description</td>
<td>Explanation</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>There is a time conflict for class number %1 and class number %2.</td>
<td>The classes listed in this error have a time conflict.</td>
</tr>
<tr>
<td>Permission to enroll in this class is required.</td>
<td>Student is in a career that requires them to get permission to enroll in the class.</td>
</tr>
<tr>
<td>Duplicate Add Transaction, transaction not processed.</td>
<td>Student is trying to validate two sections of the same course, both considered enrollment sections.</td>
</tr>
<tr>
<td>There is a hold on your record that is preventing enrollment from processing.</td>
<td>Details on holds can be seen by logging into StuInfo. Holds cleared in StuInfo will be reflected in SIS within the hour.</td>
</tr>
</tbody>
</table>