How to add courses to the Shopping Cart and using 'Validate Shopping Cart' in Schedule Builder

Validating a shopping cart allows students to check for potential issues with their class selections before their enrollment appointment starts and finalizing their enrollment. This includes identifying time conflicts, missing prerequisites, class permissions needed, essentially giving them a heads-up to resolve any problems before attempting to register for classes. Students can identify and address potential issues with their course selections early on, preventing last-minute enrollment complications, adjustments, or overrides. For example, the shopping cart opens for Fall 2025 on April 7th and registration starts April 21st. This feature gives students 14 days to get their enrollment correct to avoid any last minute issues the day their enrollment appointment begins.
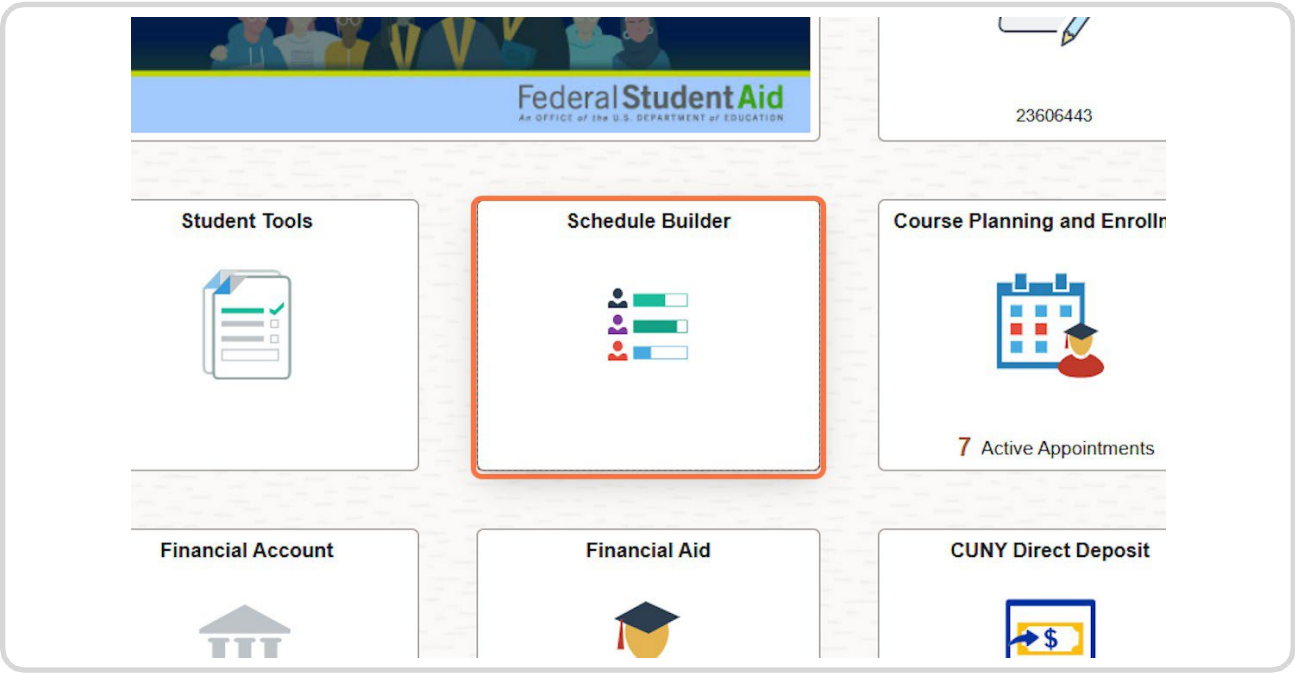
STEP 1

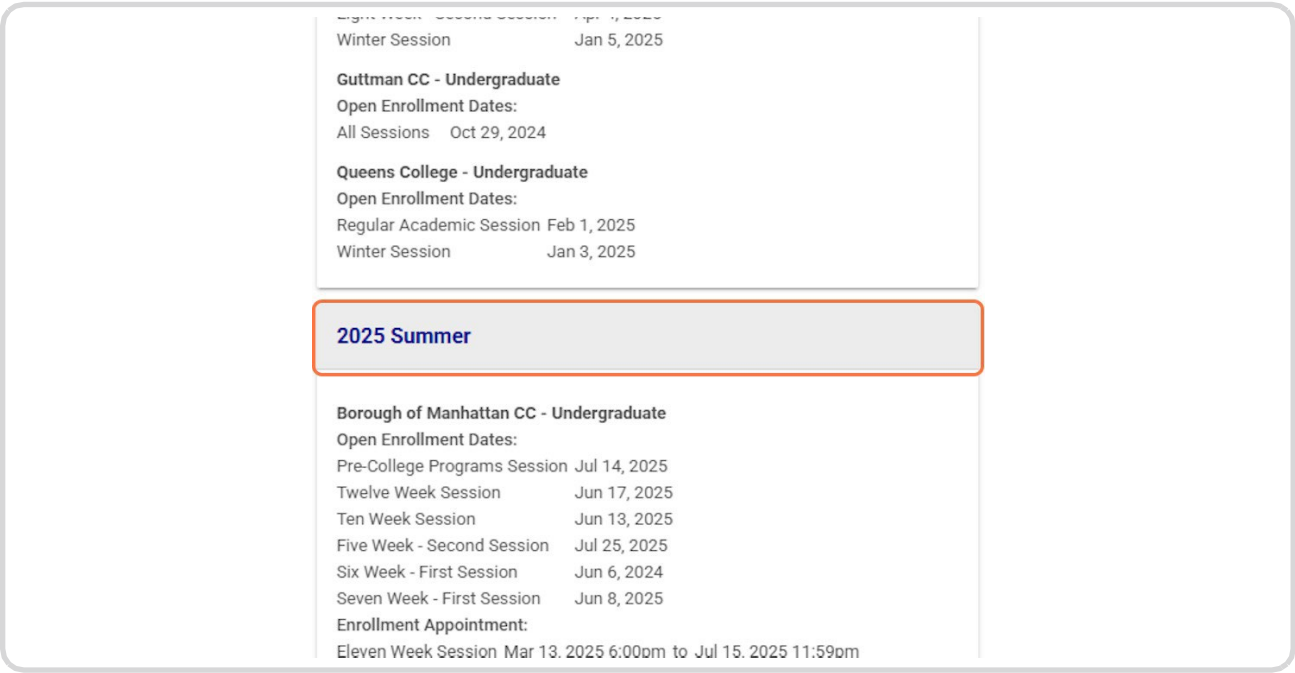## Click on Student Center

STEP 2

<u>Click on Schedule Builder</u>

STEP 3

<u>Scroll down to the Term you would like to review your schedule</u>

STEP 4

Type in the course you would like to add to your shopping cart

STEP 5

Type "ACCP 36700"

Type "THEA 16100"

STEP 7

<u>Click on GET THIS SCHEDULE once you have selected all your interested courses</u>
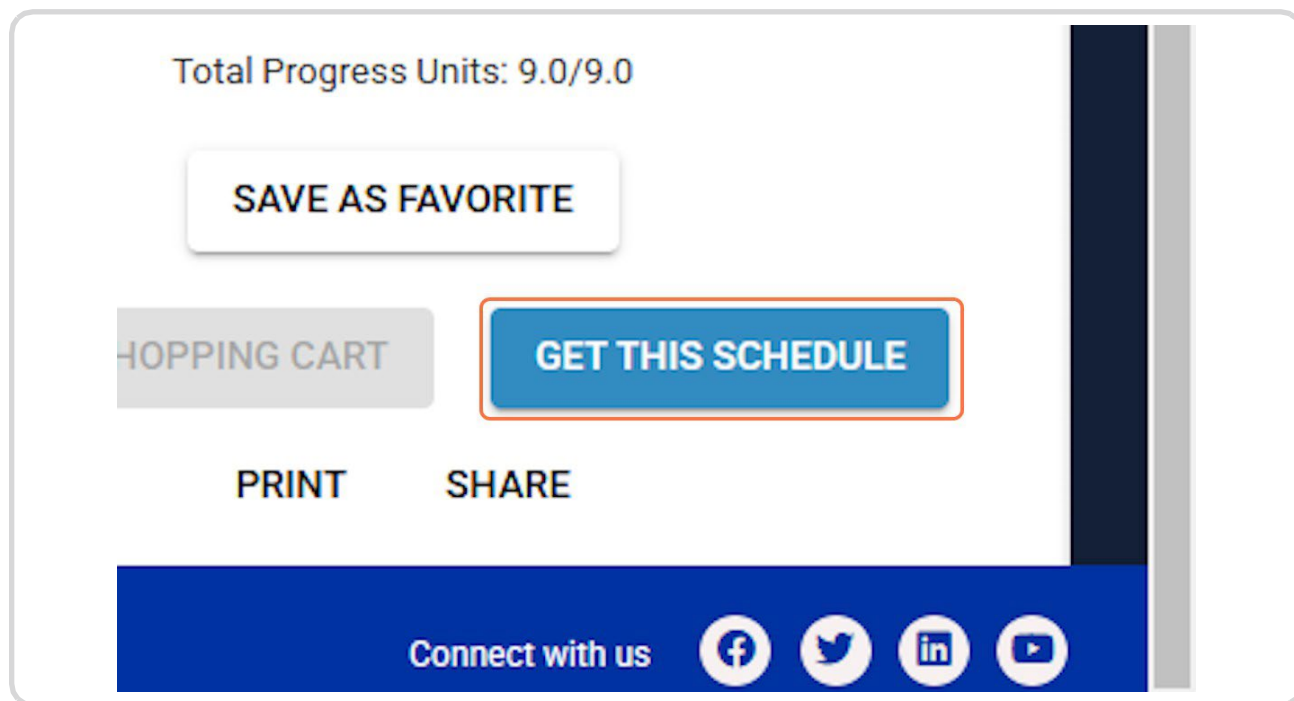
STEP 8

In the Action column on this page, click the dropdown and choose 'Add to Cart' for all courses to add them to your shopping cart

STEP 9

Select Add to Cart

STEP 10

Select Add to Cart

## Click on Do Actions to officially add the courses to the shopping cart

After adding all the courses the shopping cart and receiving the message you see in the screenshot below, you can click 'Return to Select Courses'.

rolled in this class. This class has been added to your shopping cart for further action.

RETURN TO 'SELECT COURSES'

Click this button to view the latest state of your courses.
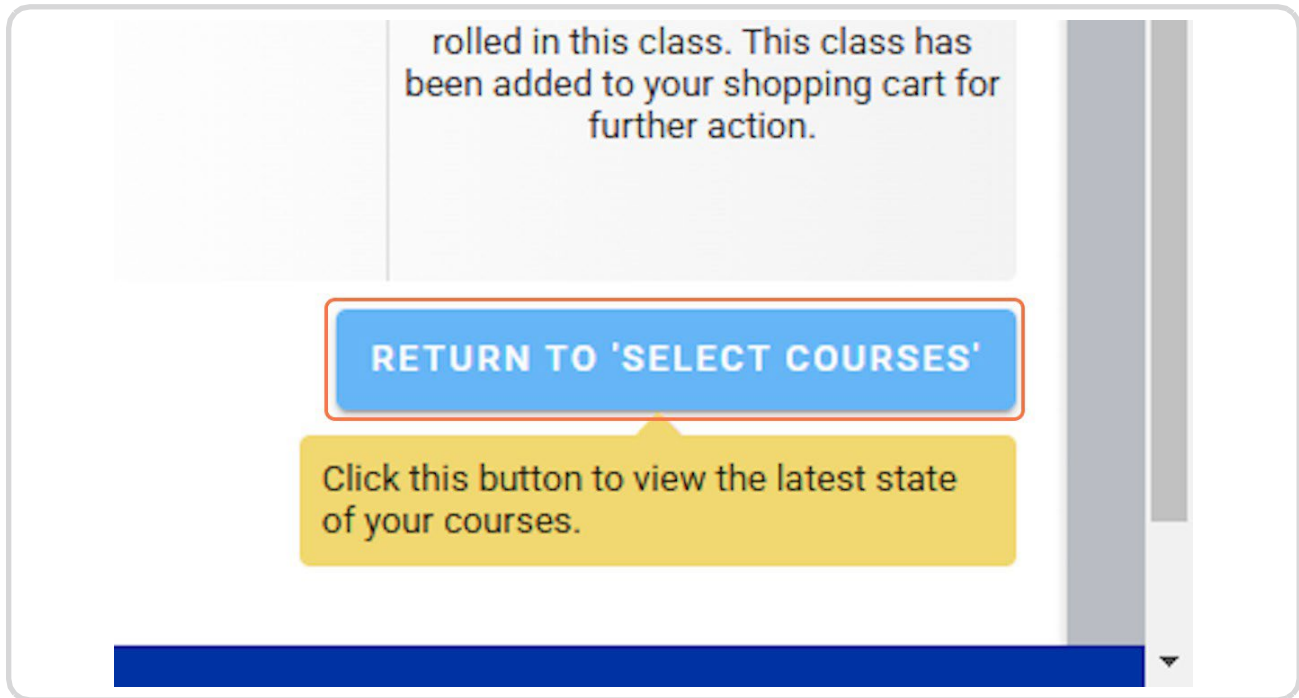
STEP 13

Once you get back to the select courses page, you will see that the Validate Shopping Cart is now available to select.
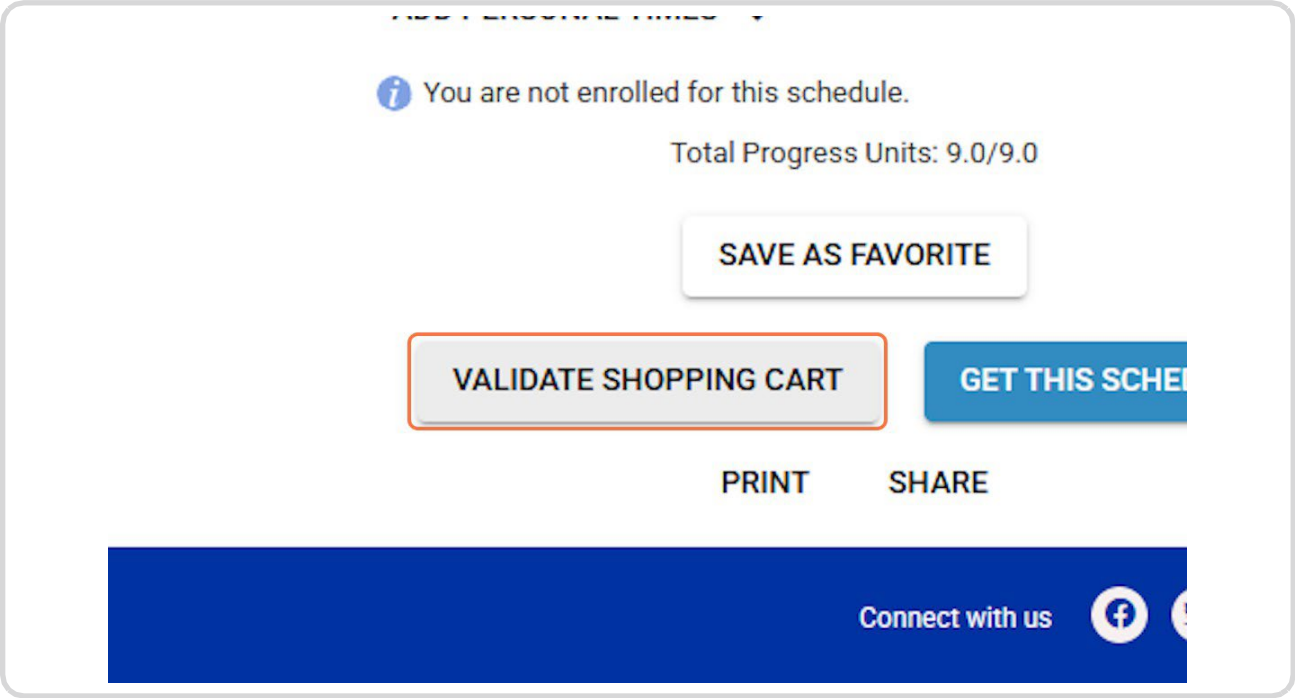
STEP 14

You can see in the screenshot that the selected courses have enrollment errors. This gives students the knowledge of what will happen if they were to try to enroll before their enrollment appointment begins and what issues they will need to address before being able to enroll.