

How to Register with Shopping Cart

After your Advising appointment, you can use or have already used “Schedule Planner” to create a schedule. Once you have sent your preferred schedule to self-service you can register using the shopping cart option.

Click on the STUDENT menu tab.



Personal Information Update addresses and contact information. View name, email address, and other personal information.	Admissions Apply for admission to another campus. Return to complete an application. Check your application status.	Student View your profile. Prepare for registration. Add/drop classes. View academic records. Access community education modules.	Account Information View your account summaries, statement/payment history, and tax information.	Financial Aid View financial aid status, eligibility, and outstanding requirements. Accept award offers. Access other helpful financial aid websites.
--	---	---	--	---

From here, you will need to click on the “REGISTRATION” tab.



Student	Account Information	Financial Aid	
Student Profile (New) View your personal information, current curriculum, holds and advisor (if assigned).	Advisement Planning Prepare for advisement and registration: Life Scholarship GPA, DegreeWorks, Schedule Planner, Book Info.	Registration Browse classes, register for classes, view shopping cart. Select the appropriate term before registering.	Grades View grades, course grade forgiveness information, advising transcript.
Graduation While submitting your graduation application, please review your name, address, and academic program information.	Official Record Request Request an official transcript and enrollment or degree verification.	Final Exams View final exam schedules.	Community Education Alcohol Edu & Sexual Assault Prevention for students.

Click on “Register for Classes”



What would you like to do?

Registration Notices and Holds View registration status and holds.	Browse Classes Looking for classes? In this section you can browse classes you find interesting.
Register for Classes Search and register for your classes. You can also view and manage your schedule.	View Registration Information View your past schedules and your ungraded classes.
Schedule Planner Shopping Cart Give yourself a head start by adding sections to a shopping cart. When you are ready to register, you'll be able to add the sections in your shopping cart using the Register for Classes link above.	View Important Academic and Refund Deadlines View drop/add, W, WF, and refund deadlines for Parts of Term.

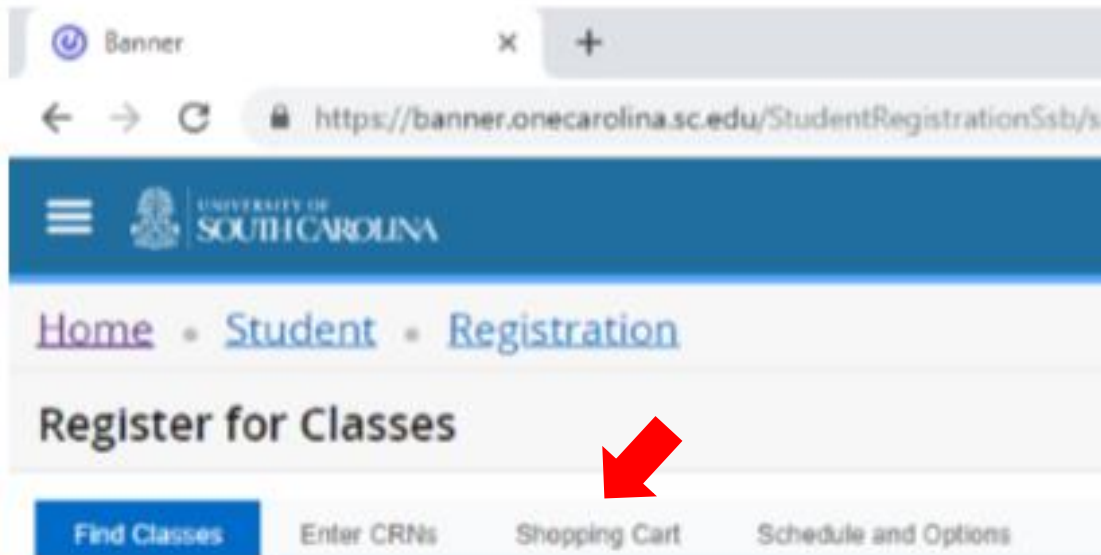
Select the correct term for registration

Terms Open for Registration

Select Term

Continue

Click "Shopping Cart"



Your courses will show in Registration Summary as PENDING

***** YOU HAVE NOT FINISHED REGISTERED YET *****

Click the SUBMIT button!

The screenshot shows a table titled "Summary" with columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. The table contains four rows of course information, all with a "Pending" status. At the bottom of the table, there is a summary row: "Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0". A "Submit" button is located at the bottom right of the page.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Community Psychology	PSYC B415, PW2	3	26884	Lecture	Pending	Web Registered
Life Span Developmental Psyc...	PSYC B321, PW2	3	26880	Lecture	Pending	Web Registered
RAD Self-Defense for Women	PEDU B101, B82	1	29065	Studio / PE...	Pending	Web Registered
Human Services: An Introduction	HMSV B190, PW2	3	26891	Lecture	Pending	Web Registered
Total Hours Registered: 0 Billing: 0 CEU: 0 Min: 0 Max: 0						

After submitting, your registered courses will change to "Registered".



Any errors preventing registration will display in red. Find a new section/time or replacement course using "Find Classes"

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	
Community Psychology	PSYC B415, PW2	3	26884	Lecture	Errors Preventing Regist...	Remove	
Life Span Developmental Psyc...	PSYC B321, PW2	3	26880	Lecture	Errors Preventing Regist...	Remove	
RAD Self-Defense for Women	PEDU B101, B82	1	29065	Studio / PE...	Registered	None	
Human Services: An Introduction	HMSV B190, PW2	3	26891	Lecture	Errors Preventing Regist...	Remove	