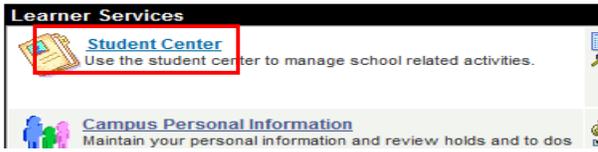
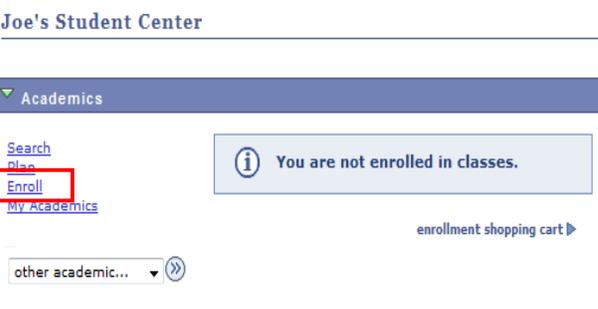


Using Shopping Cart

After logging into E-Services, you can use the Shopping Cart to enroll classes.

Steps	Illustrations									
<p>1. Under the Learner Services section, Click on Student Center</p>	 <p>Learner Services</p> <p>Student Center Use the student center to manage school related activities.</p> <p>Campus Personal Information Maintain your personal information and review holds and to dos</p>									
<p>2. In Academics section, click on Plan.</p>	 <p>Joe's Student Center</p> <p>Academics</p> <p>Search Plan Enroll MY Academics</p> <p>other academic... >></p> <p>You are not enrolled in classes.</p> <p>enrollment shopping cart ▶</p>									
<p>3. Select the appropriate term, e.g. Fall 2011. Click on Continue.</p>	 <p>Add Classes</p> <p>Select Term</p> <p>Select a term then click Continue.</p> <table border="1"> <thead> <tr> <th>Term</th> <th>Career</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Summer 2011</td> <td>Undergraduate</td> <td>UH-Clear Lake</td> </tr> <tr> <td><input checked="" type="radio"/> Fall 2011</td> <td>Undergraduate</td> <td>UH-Clear Lake</td> </tr> </tbody> </table> <p>CONTINUE</p>	Term	Career	Institution	<input type="radio"/> Summer 2011	Undergraduate	UH-Clear Lake	<input checked="" type="radio"/> Fall 2011	Undergraduate	UH-Clear Lake
Term	Career	Institution								
<input type="radio"/> Summer 2011	Undergraduate	UH-Clear Lake								
<input checked="" type="radio"/> Fall 2011	Undergraduate	UH-Clear Lake								
<p>4. You can add classes into your shopping cart by entering the Class Nbr or by finding classes using Class Search, My Requirements, and My Planner.</p>	 <p>Add Classes</p> <p>1. Select classes to add</p> <p>To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.</p> <p>Fall 2011 Undergraduate UH-Clear Lake change term</p> <p>Open Closed</p> <p>Add to Cart:</p> <p>Enter Class Nbr [] enter</p> <p>Find Classes</p> <p><input checked="" type="radio"/> Class Search <input type="radio"/> My Requirements <input type="radio"/> My Planner</p> <p>search</p> <p>Fall 2011 Shopping Cart</p> <p>Your enrollment shopping cart is empty.</p>									

5. Option 1: Enter Class Nbr

- 1. Enter Class number
- 2. Click on **Enter**.

- 3. Click on **Next**.

- 4. A confirmation message will display.

Fall 2011 | Undergraduate | UH-Clear Lake [change term](#)

Open Closed

Add to Cart: **Fall 2011 Shopping Cart**

Enter Class Nbr
23278 [enter](#)

Your enrollment shopping cart is empty.

Shopping Cart 1

1. Select classes to add - Enrollment Preferences

Fall 2011 | Undergraduate | UH-Clear Lake

PSOFT 1234 - Intro to PeopleSoft

Class Preferences

PSOFT 1234-01 Lecture Open Permission Nbr

Grading Graded

Session Regular Academic Session

Career Undergraduate Units 3.00

[CANCEL](#) [NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	We 7:00AM - 9:50AM	TBA	Joe Test	08/22/2011 - 12/27/2011

PSOFT 1234 has been added to your Shopping Cart.

Fall 2011 | Undergraduate | UH-Clear Lake [change term](#)

Open Closed

Add to Cart: **Fall 2011 Shopping Cart**

Enter Class Nbr [enter](#)

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	PSOFT 1234-01 (23278)	We 7:00AM - 9:50AM	TBA	J. Test	3.00	<input checked="" type="radio"/>

Find Classes

Class Search

My Requirements

My Planner

for selected: [delete](#) [enroll](#)

[search](#)

5. **Option 2: Class Search**

1. Select **Class Search**.
2. Click on **Search**. It will take you to the class search.
3. Select the appropriate **Course Subject** and other search criteria.
4. Click on **Search**.

Select at least 2 search criteria. Specifying as many values as possible will return quicker results.

Class Search Criteria

*Course Subject: [dropdown]
 Course Number: is exactly [input]
 Course Career: Graduate [dropdown]
 Show Open Classes Only

Reminder: Not all courses are held on campus. Use the Additional Search Criteria to select a "Location" and/or "Mode of Instruction" to narrow your search results.
 Click Search to view your search results.

Additional Search Criteria

Course Title Keyword: [input] (example: statistics)
 Minimum Units: [input]
 Maximum Units: [input]
 Course Component: [dropdown]
 Session: [dropdown]
 Mode of Instruction: [dropdown] (example: Internet, Face to Face)
 Campus: [dropdown]
 Location: [dropdown] (example: Cinco Ranch or Sugar Land)

[Return to Shopping Cart](#) CLEAR CRITERIA **SEARCH**

5. Click on **Select Class** for the section you want to add or **Start a New Search** to go back to the search criteria.

PSOFT 1234 - Intro to PeopleSoft [Link to Textbook Lookup](#)

View All Sections First 1 of 1 Last

Section 01-LEC(23278) Status ● **select class**

Session Regular

Days & Times	Room	Instructor	Meeting Dates	Location	Instruction Mode
We 7:00AM - 9:50AM	TBA	Joe Test	08/22/2011 - 12/27/2011	UH - Clear Lake	Face to Face

[Return to Shopping Cart](#) **START A NEW SEARCH**

6. Click on **Next** to add the class into the shopping cart.

Shopping Cart 1 2 3

1. Select classes to add - Enrollment Preferences

Fall 2011 | Undergraduate | UH-Clear Lake

PSOFT 1234 - Intro to PeopleSoft

Class Preferences

PSOFT 1234-01 Lecture ● Open Permission Nbr [input]
 Grading Graded
 Session Regular Academic Session Units 3.00
 Career Undergraduate

[CANCEL](#) **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	We 7:00AM - 9:50AM	TBA	Joe Test	08/22/2011 - 12/27/2011

7. A confirmation message will display.

✔ PSOFT 1234 has been added to your Shopping Cart.

5. **Option 3: My Requirements**

1. Select **My Requirements**.
2. Click on **Search**. It will take you to the unsatisfied requirements.
3. Click on **show detail fall 2011** (as we are adding courses for fall 2011).
4. Select the course you want to add to your shopping cart from the requirements, e.g. ECON 3131.

Find Classes

Class Search

My Requirements

My Planner

GENBUSBS PReq-RG2534 Not Satisfied

GENBUS Bus Core - RQ 887 **show detail fall 2011**

GENBUSBS PReq-RG2534 Not Satisfied

GENBUS Bus Core - RQ 887 **hide detail fall 2011**

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
DSCI3131	Quant Methods For Mgmt	3.00			
DSCI3231	Statistics I	3.00			
ECON3131	Money And Banking	3.00			
FINC3331	Business Finance	3.00			
ISAM3033	Info Systems For Mgmt	3.00			
MGMT3031	Mgmt Theory And Practice	3.00			

5. Click on **Select** for the section you want to add to your shopping cart.

Fall 2011 Course Schedule

My Class Schedule: You are not registered for classes in this term.

Shopping Cart: Your shopping cart is empty.

Open Closed

sections for Fall 2011

Section	Session	Status	
02-LEC (10408)	1	●	select
Days	Start	End	Room
Tu	7:00PM	9:50PM	TBA
Instructor	Dates		
Staff	08/22/2011 - 12/10/2011		
03-LEC (10498)	1	●	select
Days	Start	End	Room
TR	TR	TR	TR
Instructor	Dates		
Staff	08/22/2011 -		

6. Click on **Next**.

Shopping Cart

1. **Select classes to add - Enrollment Preferences**

Fall 2011 | Undergraduate | UH-Clear Lake

ECON 3131 - Money And Banking

Class Preferences

ECON 3131-02 **Lecture** ● Open **Permission Nbr**

Session Regular Academic Session **Grading** Graded

Career Undergraduate **Units** 3.00

Section	Component	Days & Times	Room	Instructor	Start/End Date
02	Lecture	Tu 7:00PM - 9:50PM	TBA	Staff	08/22/2011 - 12/10/2011

NOTES

Class Notes Prerequisite must be completed prior to enrolling in class (See Catalog).

7. A confirmation message will display.

✔ ECON 3131 has been added to your Shopping Cart.

5. **Option 4: My Planner** (assuming you have planned some courses in your planner):

1. Select **My Planner**.
2. Click on **Search**.
3. Click on **Select** for the course you want to add into your shopping cart, e.g. PSOFT 1234.

Find Classes

Class Search

My Requirements

My Planner

4. Click on **Select** for the section you want to add.

Shopping Cart 1 - [] - []

Search from My Planner

Fall 2011 | Undergraduate | UH-Clear Lake

[Return to Add Classes to Shopping Cart](#)

Unassigned Courses				
Course	Description	Units	Term Status	Select
PSOFT 1234	Intro to PeopleSoft	3.00	Classes available this term.	<input type="button" value="select"/>

5. Click on **Next**.

PSOFT 1234 - Intro to PeopleSoft

Course Detail

Career	Undergraduate	This course is in your planner under Term(s) Unassigned.
Units	3.00	
Grading Basis	Graded	
Course Components	Lecture Required	
Campus	UH - Clear Lake	
Academic Group	UH-Clear Lake	
Academic Organization	UH-Clear Lake	
Enrollment Information		
Typically Offered	Fall Only	

Fall 2011 Course Schedule

My Class Schedule
You are not registered for classes in this term.

Shopping Cart
Your shopping cart is empty.

Open Closed

sections for Fall 2011

Section	Session	Status	Select
01-LEC (23278)	1	<input checked="" type="radio"/>	<input type="button" value="select"/>
Days	Start	End	Room
We	7:00AM	9:50AM	TBA
Instructor	Dates		
Joe Test	08/22/2011 - 12/27/2011		

6. A confirmation message will display.

Shopping Cart 1 - [] - []

1. Select classes to add - Enrollment Preferences

Fall 2011 | Undergraduate | UH-Clear Lake

PSOFT 1234 - Intro to PeopleSoft

Class Preferences

PSOFT 1234-01 Lecture Open **Permission Nbr**

Grading Graded

Session Regular Academic Session **Units** 3.00

Career Undergraduate

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	We 7:00AM - 9:50AM	TBA	Joe Test	08/22/2011 - 12/27/2011

PSOFT 1234 has been added to your Shopping Cart.

6. After adding classes to the Shopping Cart, you can validate for any prerequisites and holds before enrolling.
Select the course and click on **Validate**.

Shopping Cart

Add Classes to Shopping Cart

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.

Fall 2011 | Undergraduate | UH-Clear Lake change term

Open Closed

Add to Cart: Fall 2011 Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	PSOFT 1234-01 (23278)	We 7:00AM - 9:50AM	TBA	J. Test	3.00	●

Find Classes

Class Search

My Requirements

My Planner

for selected:

7. A validation message will show if you have any potential program.

Click on **Shopping Cart** to return to the cart.

Shopping Cart

Add Classes to Shopping Cart

View the following status report for enrollment confirmations and errors:

✔ OK to Add ✘ Potential Problem

Description	Message	Status
PSOFT 1234	OK to Add.	✔

8. To delete, select the course and click on **Delete**.

To enroll, click on **Enroll**.

Fall 2011 Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	PSOFT 1234-01 (23278)	We 7:00AM - 9:50AM	TBA	J. Test	3.00	●

for selected:

9. Click on **Finish Enrolling**.

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2011 | Undergraduate | UH-Clear Lake

Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
PSOFT 1234-01 (23278)	Intro to PeopleSoft (Lecture)	We 7:00AM - 9:50AM	TBA	J. Test	3.00	●

10. A confirmation message will display.

Shopping Cart

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2011 | Undergraduate | UH-Clear Lake

✔ Success: enrolled ✘ Error: unable to add class

Class	Message	Status
PSOFT 1234	Success: This class has been added to your schedule.	✔