Class Shopping Cart and Validation

Students may use the Enrollment Shopping Cart to save a list of their preferred class sections until it is time to enroll for the term.

Students may validate both their eligibility and the availability of a seat in a class section.

Note: Placing a section in the shopping cart does not hold a seat in the class and it does not add the class to your schedule.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Student Center. |
| 3.   | In the Academics section, click the enrollment shopping cart link. |
4. As needed, on the Shopping Cart page, select a term radio button.

5. Click the CONTINUE button.
Class sections may be added to the shopping cart by searching for a class or entering the class number.

6. **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. This action does not register you for the class, nor save you a seat in the class. Classes in your shopping cart will remain there, indefinitely, until you select the checkbox of each class in your Shopping Cart and click Enroll.

   2013 Fall Term | Undergraduate | College of Staten Island

   ![Shopping Cart Interface](image)

   Add to Cart:

   Enter Class Nbr

   ![Enter Class Number](image)

   Find Classes:

   - [ ] Class Search
   - [ ] My Planner

   ![Search Button](image)

   **My 2013 Fall Term Class Schedule**

   You are not registered for classes in this term.

   ![My Class Schedule](image)

   a. To find a class using Class Search from the **Add Classes to Shopping Cart** page, click the **Class Search** radio button and then click the **search** button.
b. On the **Shopping Cart Enter Search Criteria** page in the **Class Search Criteria** section select at least two search criteria:

   i. Click the **select subject** button;

   ii. enter the course number shown in the Course Catalog in the **Course Number** field or leave the field blank to list all of the subject’s courses;

   iii. select the **Course Career** from the dropdown list.

   iv. to show all sections uncheck the **Show Open Classes Only** checkbox.

   v. and/or select a Pathways category from the **Requirement Designation** dropdown list.

c. To narrow your search results, select the **Additional Search Criteria** link and enter additional criteria. After selecting your search criteria, then click the **Search** button.
d. On the **Search for Classes** page in the **Search Results** area, courses that meet your criteria are listed in alphabetical order. Each Section has a separate row that displays the Section, Status, Session, Requirement Designation, Days & Times, Room, Instructor and Meeting Dates.

Click the **select class** button of the section to be added to your shopping cart.

**Note:** Status displays as either an **Open icon** or a **Closed icon.**

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**e.** On the **Add Classes to Shopping** page, a message displays to indicate that the class has been added to your Shopping Cart.
a. When the class number is known, then on the Add Classes to Shopping Cart page, enter the unique four or five digit class number in the Enter Class Nbr field and then click the enter button.

b. On the 1. Select classes to add – Enrollment Preference page, review section information, and then click the NEXT button to add the class to your Shopping Cart.
c. On the Add Classes to Shopping Cart page, a message displays to indicate that the class has been added to your Shopping Cart.

8. Prior to enrollment, select the checkbox of each class in your Shopping Cart to confirm your eligibility (i.e. prerequisites) and their availability (i.e. time conflicts). Select the validate button.
9.

**Shopping Cart**

**Add Classes to Shopping Cart**

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Description</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA 432</td>
<td>Enrollment Requisites are not met.</td>
<td>✗</td>
</tr>
<tr>
<td></td>
<td>Pre-requisites BBA 204 (formerly BBA 304)</td>
<td></td>
</tr>
</tbody>
</table>

Note: Review the validation status report and adjust your planned schedule as needed.

Note: Classes in your shopping cart remain there throughout the term, until you either enroll in a class or delete the class from your Shopping Cart. The Status column updates each time you view your Shopping Cart displaying whether the class is open or closed.

End of Procedure.