


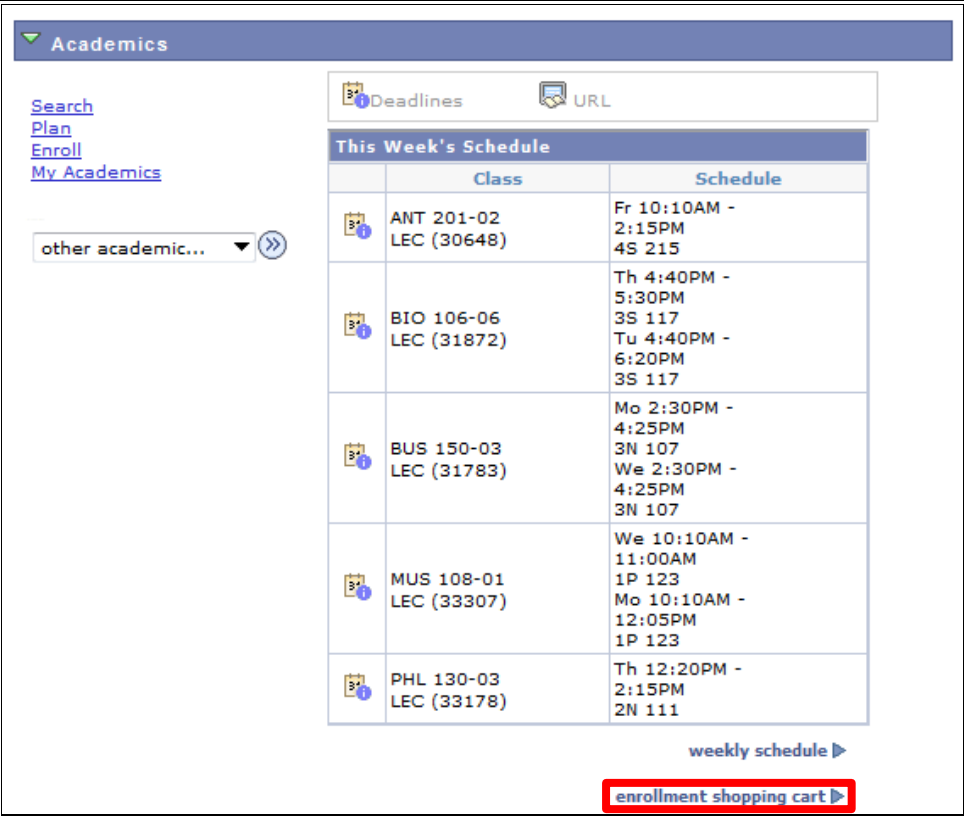
## Class Shopping Cart and Validation

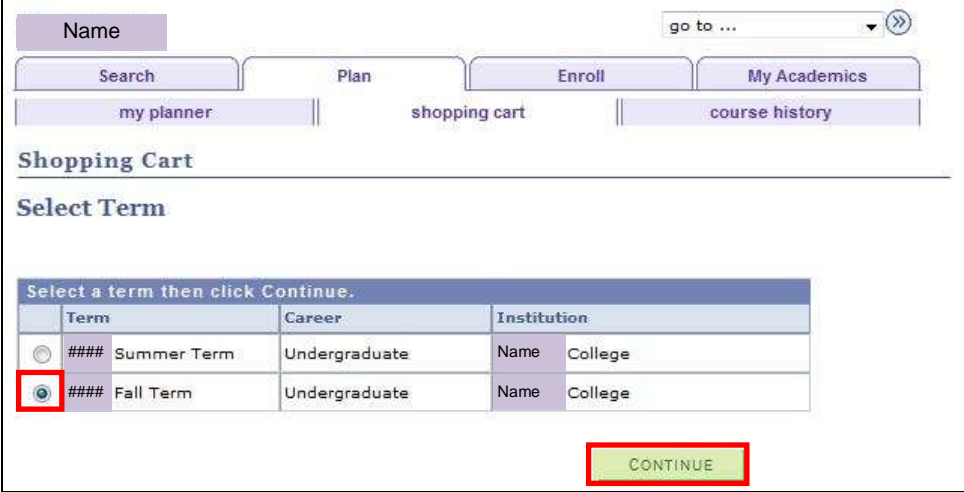
Students may use the Enrollment Shopping Cart to save a list of their preferred class sections until it is time to enroll for the term.

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.**

Note: Parts of images may be obscured for security reasons.

Step	Action
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"> <li>Enter your Username and Password and click the  Go icon.</li> <li>From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li> </ul>
2.	Navigate to: <b>Self Service &gt; Student Center.</b>
3.	 <p>In the <b>Academics</b> section, click the <b>enrollment shopping cart</b> link.</p>

<p>4.</p>	 <p>As needed, on the <b>Shopping Cart</b> page, select a <b>term</b> radio button.</p>
<p>5.</p>	<p>Click the <b>CONTINUE</b> button.</p>

6. Class sections may be added to the shopping cart by searching for a class or entering the class number.

### 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**

● Open    ■ Closed    ▲ Wait List

**Add to Cart:**

Enter Class Nbr

**Find Classes**

Class Search  
 My Planner



**2013 Fall Term Shopping Cart**

Your enrollment shopping cart is empty.

**My 2013 Fall Term Class Schedule**


You are not registered for classes in this term.

- 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.

▼ **AMS 101 - America: An Introduction**

First 1 of 1 Last

Section [01-LEC\(14338\)](#) Status  select class

Session Regular

Requirement Designation Regular Liberal Arts

Days & Times	Room	Instructor	Meeting Dates
We 6:30PM - 9:10PM	TBA	Niles French	08/28/2013 - 12/23/2013

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**.




**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.

 **AMS 101 has been added to your Shopping Cart.**


**2013 Fall Term | Undergraduate | College of Staten Island**

 Open   
  Closed   
  Wait List

**Add to Cart:**

Enter Class Nbr  
 enter

Find Classes  
 Class Search  
 My Planner  
search

2013 Fall Term Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	<a href="#">AMS 101-01 (14338)</a>	We 6:30PM - 9:10PM	TBA	N. French	3.00	

for selected: delete validate enroll

e. On the **Add Classes to Shopping** page, a message displays to indicate that the class has been added to your Shopping Cart.

7.

**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

Open
  Closed
  Wait List

**Add to Cart:**

Enter Class Nbr

Find Classes  
 Class Search  
 My Planner

2013 Fall Term Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AMS 101-01 (14338)	We 6:30PM - 9:10PM	TBA	N. French	3.00	<input checked="" type="radio"/>

for selected:

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.

**Shopping Cart**

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

2013 Fall Term | Undergraduate | College of Staten Island

**BUS 160 - BUSINESS LAW I**

**Class Preferences**

BUS 160-06    Lecture     Open    Wait List     Wait list if class is full

Session    Regular Academic Session    Permission Nbr   

Career    Undergraduate    Grading    Undergraduate Letter Grades

Enrollment Information    Units    3.00

- Pre-Requisite: ENG 111 and successful completion of the CUNY Math Assessment Test

Requirement Designation  
 Regular Non-Liberal Arts


Section	Component	Days & Times	Room	Instructor	Start/End Date
06	Lecture	Tu 6:55PM - 9:25PM	TBA	Christopher McDonnell	08/28/2013 - 12/23/2013

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**.

**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.

 **BUS 160 has been added to your Shopping Cart.**

2013 Fall Term | Undergraduate | College of Staten Island



Open   
  Closed   
  Wait List

**Add to Cart:**

Enter Class Nbr

**Find Classes**

Class Search  
 My Planner

2013 Fall Term Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	<a href="#">AMS 101-01</a> <a href="#">(14338)</a>	We 6:30PM - 9:10PM	TBA	N. French	3.00	
<input type="checkbox"/>	<a href="#">BUS 160-06</a> <a href="#">(15220)</a>	Tu 6:55PM - 9:25PM	TBA	C. McDonnell	3.00	

for selected:

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.

**Add to Cart:**

Enter Class Nbr

**Find Classes**

Class Search  
 My Planner

2012 Fall Term Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	<a href="#">BBA 432-01</a> <a href="#">(8626)</a>		TBA	Staff	3.00	

for selected:

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.	<p><b>Shopping Cart</b></p> <hr/> <p><b>Add Classes to Shopping Cart</b></p> <p>View the following status report for enrollment confirmations and errors:</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <span style="color: green;">✔</span> OK to Add           <span style="color: red;">✘</span> Potential Problem         </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6f2ff;"> <th style="text-align: left;">Description</th> <th style="text-align: left;">Message</th> <th style="text-align: center;">Status</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">BBA 432</td> <td style="vertical-align: top;">Enrollment Requisites are not met. Pre-requisite BBA 204 (formerly BBA 304)</td> <td style="text-align: center; vertical-align: middle; color: red;">✘</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <span style="background-color: #90ee90; padding: 5px 15px; border: 1px solid #ccc;">SHOPPING CART</span> </div> </div> <p><b>Note:</b> Review the validation status report and adjust your planned schedule as needed.</p> <p><b>Note:</b> 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.</p>	Description	Message	Status	BBA 432	Enrollment Requisites are not met. Pre-requisite BBA 204 (formerly BBA 304)	✘
Description	Message	Status					
BBA 432	Enrollment Requisites are not met. Pre-requisite BBA 204 (formerly BBA 304)	✘					
	<b>End of Procedure.</b>						