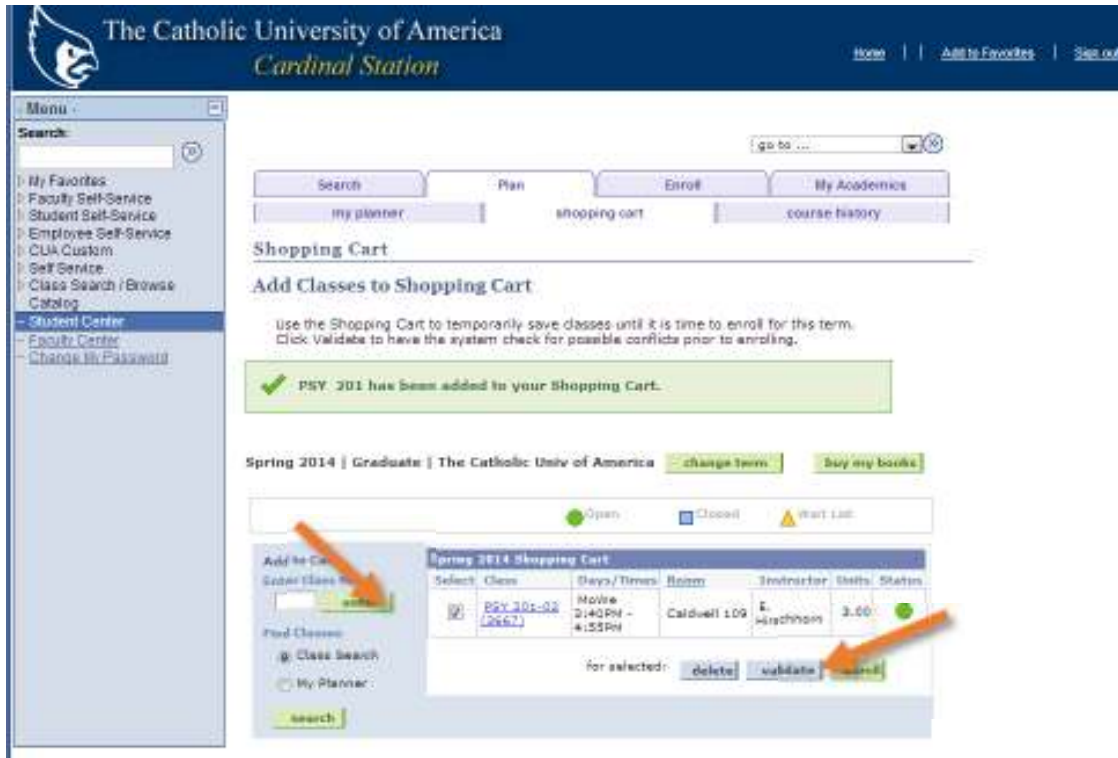


Completing Your Registration - Enrolling in Classes

Placing classes in your shopping cart does not reserve you a seat in the course. You must complete the enrollment/registration process in order to be guaranteed a seat in the course.

Enrolling in a Class:



The screenshot shows the 'Shopping Cart' page on the Cardinal Station website. A green notification box at the top states: 'PSY 201 has been added to your Shopping Cart.' Below this, a table titled 'Spring 2014 Shopping Cart' lists the added class:

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	PSY 201-02 (2667)	Mo/Wr 3:40PM - 4:55PM	Caldwell 109	E. Hirschhorn	3.00	

Below the table, there are buttons for 'delete', 'validate', and 'enroll'. An orange arrow points to the 'enroll' button. The left sidebar contains a 'Menu' with various options, and the top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out'.

- When you are ready to enroll, select each of the courses you have placed into your shopping cart and click the green “enroll” button.



The screenshot shows the 'Confirm classes' step in the 'Shopping Cart' process. The page title is '2. Confirm classes'. A message states: 'Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.' Below this, a table lists the class to be confirmed:

Class	Description	Days/Times	Room	Instructor	Units	Status
PSY 201-02 (2667)	General Psychology (Lecture)	Mo/Wr 3:40PM - 4:55PM	Caldwell 109	E. Hirschhorn	3.00	

At the bottom of the table, there are buttons for 'Cancel', 'Previous', and 'Finish Enrolling'. An orange arrow points to the 'Finish Enrolling' button. The left sidebar and top navigation bar are consistent with the previous screenshot.

- On the next screen, click the green “Finish Enrolling” button.

The Catholic University of America
Cardinal Station

Home | Add to Favorites | Sign out

Menu

Search: [input] [go]

- My Favorites
- Faculty Self-Service
- Student Self-Service
- Employee Self-Service
- CUA Custom
- Self Service
- Class Search / Browse Catalog
- Student Center**
- Faculty Center
- Change My Password

Shopping Cart [1] [2] [3]

3. View results

View the following status report for enrollment confirmations and errors:

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Success: enrolled Error: unable to add class

Class	Message	Status
PHY 301	Success: This class has been added to your schedule.	✓

[My Class Schedule] [Add Another Class]

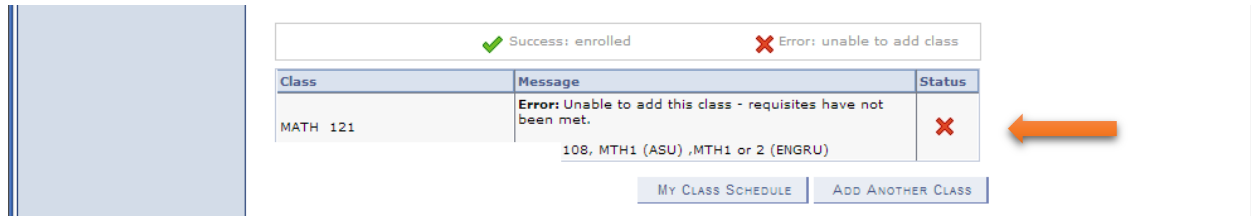
[go to ...] [go]

- The green checkmark indicates that you have successfully enrolled in the class.

Error Messages

At times, you may receive an error message indicating that you have not been admitted to a particular course for any number of reasons. See the examples of registration error messages below.

Example 1: Pre-requisites



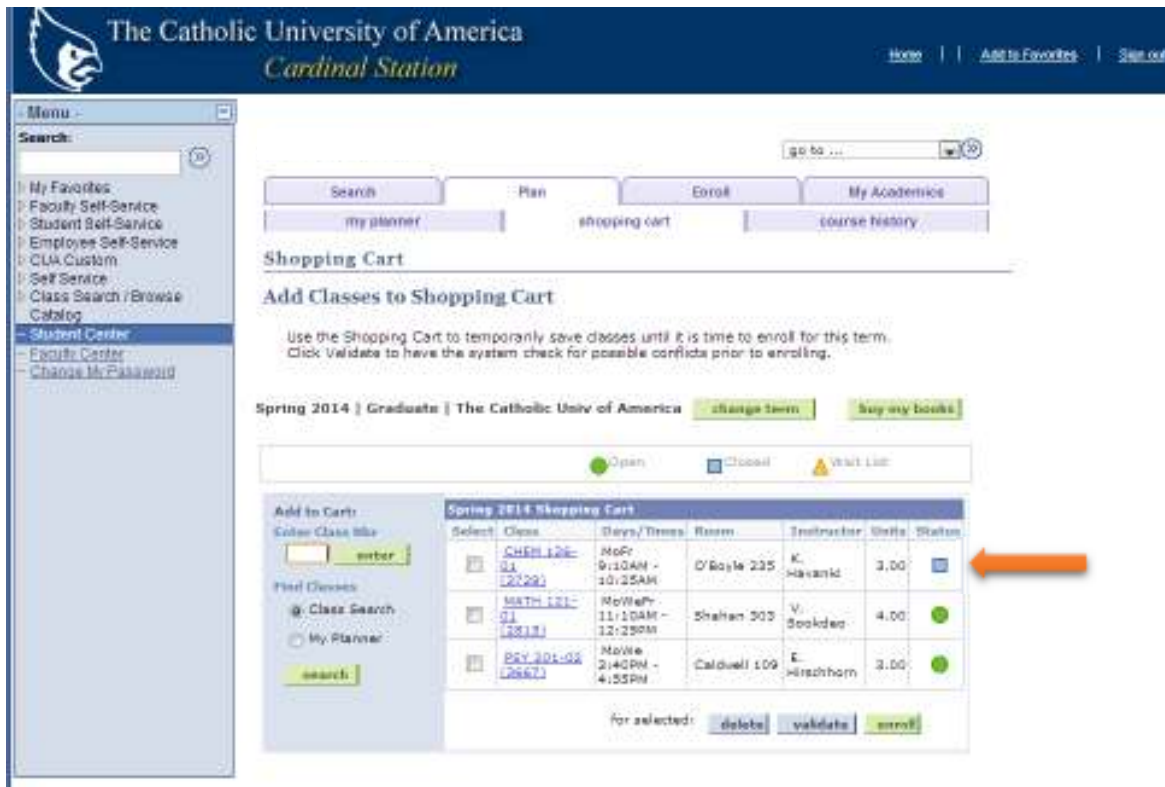
The screenshot shows a registration interface with a table of class messages. A red 'x' icon is next to the message for MATH 121, indicating an error. An orange arrow points to this red 'x'.

Class	Message	Status
MATH 121	Error: Unable to add this class - requisites have not been met. 108, MTH1 (ASU) ,MTH1 or 2 (ENGRU)	✗

Buttons: My CLASS SCHEDULE, ADD ANOTHER CLASS

- A red x indicates that enrollment was not successful. See the message for further details. If you do not know how to resolve the problem, contact your advisor.

Example 2: Registering for Multiple Classes - Closed Class and Pre-Requisite



The screenshot shows the 'Shopping Cart' page. A table lists selected courses with their status. A blue square in the 'Status' column for CHEM 126-31 indicates the course is full. An orange arrow points to this blue square.

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	CHEM 126-31	MoF 9:10AM - 10:25AM	O'Boyle 225	K. Havanic	3.00	✗
<input type="checkbox"/>	MATH 121-01	MoWeF 11:10AM - 12:25PM	Shahan 303	V. Bookdoo	4.00	●
<input type="checkbox"/>	PHY 201-02	MoWe 2:40PM - 4:55PM	Caldwell 109	E. Hirschhorn	3.00	●

Buttons: delete, validate, enroll

- Notice that one of the courses selected has a blue square indicating that the course is full and is therefore closed.

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Cardinal Station

Home | Add to Favorites | Sign out

Menu

Search: [input] go to ...

Search Plan Enroll My Academics

my planner shopping cart course history

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.

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Open Closed Wait List

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	CHEM 120-01 [2728]	MoF 9:10AM - 10:25AM	O'Boyle 235	K. Havant	3.00	Closed
<input type="checkbox"/>	MATH 121-01 [2813]	MoThFr 11:10AM - 12:25PM	Shahan 303	V. Sookdeo	4.00	Open
<input type="checkbox"/>	PHY 201-02 [2667]	MoWe 3:40PM - 4:55PM	Caldwell 109	E. Hrachom	3.00	Open

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

- However, the other two classes have green circles in the status column indicating that they are open.

Tip: It is always a good idea to check your shopping cart a day or two before you are allowed to enroll to ensure all of the classes you have selected are still open.

The Catholic University of America
Cardinal Station

Home | Add to Favorites | Sign out

Menu

Search: [input] go to ...

Search Plan Enroll My Academics

my planner shopping cart course history

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.

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Open Closed Wait List

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	CHEM 120-01 [2728]	MoF 9:10AM - 10:25AM	O'Boyle 235	K. Havant	3.00	Closed
<input type="checkbox"/>	MATH 121-01 [2813]	MoThFr 11:10AM - 12:25PM	Shahan 303	V. Sookdeo	4.00	Open
<input checked="" type="checkbox"/>	PHY 201-02 [2667]	MoWe 3:40PM - 4:55PM	Caldwell 109	E. Hrachom	3.00	Open

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

1. To register for multiple classes at once, check each of the boxes.

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Home | Add to Favorites | Sign out

Menu -

Search:

- My Favorites
- Faculty Self-Service
- Student Self-Service
- Employee Self-Service
- CUA Custom
- Self Service
- Class Search / Browse Catalog
- Student Center**
- Faculty Center
- Change My Password

go to ...

Search Plan Enroll My Academic

my planner shopping cart course history

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.

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Open Closed Wait List

Add to Cart: [enter](#)

Find Classes: [search](#)

Class Search My Planner

Spring 2014 Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	CHEM 126-01 (2722)	MoFr 9:10AM - 10:25AM	O'Boyle 225	K. Havanick	3.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MATH 121-01 (2815)	MoWeFr 11:10AM - 12:25PM	Shahan 303	V. Bookides	4.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	PSY 201-02 (2667)	MoWe 2:40PM - 4:55PM	Caldwell 109	E. Hirschhorn	3.00	<input checked="" type="checkbox"/>

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

1. Click "enroll."

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Cardinal Station

Home | Add to Favorites | Sign out

Menu -

Search:

- My Favorites
- Faculty Self-Service
- Student Self-Service
- Employee Self-Service
- CUA Custom
- Self Service
- Class Search / Browse Catalog
- Student Center**
- Faculty Center
- Change My Password

go to ...

1 2 3

Shopping Cart

2. Confirm classes

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

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Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
CHEM 126-01 (2722)	Chemistry in Modern Times (Lecture)	MoFr 9:10AM - 10:25AM	O'Boyle 225	K. Havanick	3.00	<input type="checkbox"/>
MATH 121-01 (2815)	Analytic Geometry & Calc I (Lecture)	MoWeFr 11:10AM - 12:25PM	Shahan 303	V. Bookides	4.00	<input checked="" type="checkbox"/>
PSY 201-02 (2667)	General Psychology (Lecture)	MoWe 2:40PM - 4:55PM	Caldwell 109	E. Hirschhorn	3.00	<input checked="" type="checkbox"/>

[Cancel](#) [Previous](#) [Finish Enrolling](#)

2. Click "Finish Enrolling."

The Catholic University of America
Cardinal Station

Home | Add to Favorites | Sign out

Menu -

Search:

My Favorites
Faculty Self-Service
Student Self-Service
Employee Self-Service
CIA Custom
Self Service
Class Search / Browse
Catalog
Student Center
Faculty Center
Change My Password

go to ...

Saved

Shopping Cart

3. View results

View the following status report for enrollment confirmations and errors:

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Class	Message	Status
	Success: enrolled	
	Error: Unable to add class	
CHEM 126	Error: Class 3722 is full. If a wait list is available, click Add Another Class to return to step 1. Click the class link, select the wait list option and resubmit your request.	✗
MATH 121	Error: Unable to add this class - requisites have not been met. MATH 106, MATH (AGU), MATH or 3 (ENGRU)	✗
PSY 201	Success: This class has been added to your schedule.	✓

By Class Schedule | Add Another Class

This student successfully enrolled in only one of the three classes. What should this student do?

- Chem 126: The class is full. Follow the instructions to get onto a wait list if available or choose a different course. Contact your advisor for advice about alternative classes.
- Math 121: The requisites (requirements that must be met prior to enrolling in the class) have not been met. Another class must be selected.
 - If you receive this message despite having met the requirement, contact the course's department (in this case, the Math department). If they are unable to help you, contact your advisor.
 - If you don't know the number for the department, dial 202-319-5000 for the main switchboard.