THIS VIDEO SHOWS YOU HOW TO ADD CLASSES TO YOUR SHOPPING CART AND VALIDATE YOUR SHOPPING CART PRIOR TO YOUR ENROLLMENT APPOINTMENT OPENING AND HOW TO ENROLL IN CLASSES FROM YOUR SHOPPING CART ONCE YOUR ENROLLMENT APPOINTMENT OPENS.

LET’S BEGIN!

GO TO YOUR STUDENT HOMEPAGE IN MYWSU. THE STUDENT HOMPAGE IS WHAT APPEARS ON THE SCREEN NOW.

SELECT THE MANAGE CLASSES ICON

SELECT CLASS SEARCH AND ENROLL

SELECT THE TERM IN WHICH WISH TO ENROLL

IN THE SEARCH BOX ENTER THE CLASS IN WHICH YOU WISH ENROLL. IN THIS EXAMPLE HISTORY 105 SCHEDULE LINE NUMBER 1532.

TYPE THE SCHEDULE LINE NUMBER 1532 INTO THE SEARCH BOX AND SELECT THE ARROW ON THE FAR RIGHT SIDE OF THE SEARCH BOX. YOU ALSO HAVE THE OPTION OF TYPING THE WORDS HISTORY 105 IN THE SEARCH BOX.

SELECT THE ARROW TO THE FAR RIGHT OF THE HISTORY 105 CLASS THAT IS DISPLAYED

SELECT THE ARROW TO THE FAR RIGHT OF THE HISTORY 105 CLASS THAT IS DISPLAYED

SELECT NEXT IN THE UPPER RIGHT CORNER OF THE PAGE

ON THIS SCREEN IF YOU WISH TO BE PLACED ON THE WAIT LIST IF THE CLASS IS FULL THEN CHANGE THE WAIT LIST SELCTION TO YES.

SELECT ACCEPT

ADD THE CLASS TO YOUR SHOPPING CART BY SELECTING “ADD TO SHOPPING CART.

SELECT NEXT

REVIEW THE CLASS DATA AND IF ALL IS OK SELECT SUBMIT

SELECT YES

YOU HAVE SUCCESSFULLY ADDED HISTORY 105 TO YOUR SHOPPING CART.

TO ADD ANOTHER CLASS SELECT RETURN TO KEYWORD SEARCH PAGE.

YOU WILL NOW ADD ACCOUNTING 231 TO YOUR SHOPPING CART.

TYPE THE SCHEDULE LINE NUMBER 1244 INTO THE SEARCH BOX AND SELECT THE ARROW ON THE FAR RIGHT SIDE OF THE SEARCH BOX. YOU ALSO HAVE THE OPTION OF TYPING THE WORDS ACCOUNTING 231 INTO THE SEARCH BOX.

SELECT THE ARROW TO THE FAR RIGHT OF ACCOUNTING 231 CLASS THAT IS DISPLAYED

SELECT THE ARROW TO THE FAR RIGHT OF ACCOUNTING 231 CLASS THAT IS DISPLAYED

SELECT NEXT IN THE UPPER RIGHT CORNER OF THE PAGE

ON THIS SCREEN IF YOU WISH TO BE PLACED ON THE WAIT LIST IF THE CLASS IS FULL THEN CHANGE THE WAIT LIST SELCTION TO YES.

SELECT ACCEPT

ADD THE CLASS TO YOUR SHOPPING CART BY SELECTING “ADD TO SHOPPING CART.

SELECT NEXT

REVIEW THE CLASS DATA AND IF ALL IS OK SELECT SUBMIT

SELECT YES

YOU HAVE SUCCESSFULLY ADDED ACCOUNTING 231 TO YOUR SHOPPING CART.

NOW THAT YOU HAVE THE CLASSES ADDED TO YOUR SHOPPING CART YOU WANT TO VALIDATE YOUR SHOPPING CART TO ENSURE THERE WILL BE NO ENROLLMENT ISSUES WHEN YOU ACTUALLY ENROLL IN THE CLASSES ON THE DAY YOUR ENROLLMENT APPOINTMENT OPENS.

GO TO YOUR SHOPPING CART

SELECT THE CLASSES YOU WISH TO VALIDATE

SELECT THE VALIDATE BUTTON IN THE UPPER RIGHT OF THE SCREEN

THE SCREEN WILL SHOW IF THERE ARE ANY ENROLLMENT ISSUES. THIS SCREEN SHOWS THAT THE YOU WILL BE ABLE TO SUCCESSFULLY ENROLL INTO HISTORY 105 AS INDICATED BY THE GREEN CHECK MARK BUT YOU CAN’T ENROLL IN ACCTG 231 BECAUSE YOU DO NOT MEET THE PRE-REQUISITES AS INIDICATED BY THE RED X.

YOU SHOULD CONTACT YOUR ACADEMIC ADVISOR TO RESOLVE ANY ENROLLMENT ISSUES PRIOR TO YOUR ENROLLMENT APPOINTMENT OPENING.

IN THIS EXAMPLE YOUR ADVISOR INSTRUCTED YOU TO DROP ACCOUTING 231 FROM YOUR SHOPPING CART.

TO DROP THE CLASS GO TO YOUR SHOPPING CART

SELECT THE CLASS YOU WISH TO DROP

SELECT THE DELETE BUTTON IN THE UPPPER RIGHT CORNER OF THE SCREEN.

SELECT YES

ONLY HISTORY 105 REMAINS IN YOUR SHOPPING CART.

IF YOU ADD CLASSES TO YOUR SHOPPING CART EARLY, IT IS RECOMMENDED THAT SEVERAL DAYS PRIOR TO YOUR ENROLLMENT APPOINTMENT OPENING THAT YOU VALIDATE YOUR SHOPPING CART AGAIN TO ENSURE EVERYTHING IS STILL OK. THIS WAY YOU WILL AVOID ANY DELAYS WHEN YOU ENROLL IN YOUR CLASSES.

ON THE DAY OF YOUR ENROLLMENT APPOINTMENT TO ENROLL INTO THE CLASS THAT ARE IN YOUR SHOPPING CART COMPLETE THE FOLLIWING STEPS.

GO TO YOUR STUDENT HOMEPAGE

SELECT MANAGE CLASSES

SELECT SHOPPING CART

SELECT THE CLASS YOU WISH TO ENROLL INTO

SELECT ENROLL

SELECT YES

YOU ARE NOW ENROLLED IN THE CLASS AS INDICATED BY THE GREEN CHECK MARK