

Welcome to Enrollment Shopping Cart

The Enrollment Shopping Cart is a tool in the Student Center in OneStart that you can use to build a list of classes that interest you. Your shopping cart and the information you have placed there will last until the end of the current semester.

Accessing the Enrollment Shopping Cart

You will access the Academic Planner through the Student Center.

1. Log into OneStart. The "Student Center" area should be visible; if it is not, select the **Services** tab, and choose the **Student Self-Service** section on the left.

Click **Go to Student Center**.

Note: The Student Center and other Self-Service applications use pop-up pages and subpages. If your Internet pop-up blocker is set to block all pop-ups, you'll need to turn it off or change the setting to allow these pop-ups; see *For Windows web browsers, how do I enable or disable pop-ups?* For further assistance, contact your local Support Center.

2. In the Student Center, click **Enrollment Shopping Cart**

The first time you access this service, you will see an information screen. Familiarize yourself with the features of the services described there, and then click **Next**.

Adding classes

To place classes in your cart, go to the Enrollment Shopping Cart as above and follow these steps:

1. Make any needed changes or additions to your addresses; click **Next**.
2. Review the "Optional Services", select any that are of interest to you, and then click **Next**.
3. If necessary, select the radio button for the term for which you are registering. Click **Continue**.
4. On the "Add Classes to Shopping Cart" page, click the **Class Search** radio button.
5. Enter the course subject and course number for your class.

If you do not know the subject, click the **Search for a subject** button. If you do not know the course number, use the drop-down menu to make your search appropriately broad.

6. The **Show Open Classes Only** checkbox is automatically marked; if you want to see both open and closed classes, uncheck the box.

Use the other checkboxes to further narrow your search as desired. To access more options for limiting your search results, click **Additional Search Criteria**.

7. Click the **Search** button.
8. On the search results page, click **details** for more information about a specific class. When you have found a class to add, click **select class**.
9. The "Enrollment Preview" page will display.

If your campus uses waitlists, a "Waitlist" column with checkboxes will display. A waitlist checkbox will not be shown unless the class you want is closed and you have searched for closed classes.

If you choose to waitlist a class, a "Drop if Enroll" column will display. If there is a class you want to drop if you successfully enroll in the waitlisted class, click the magnifying glass icon in the "Drop if Enroll" column, and select the class to be dropped from your schedule.

10. To add the course to your shopping cart, click **Add to Shopping Cart**.
11. Repeat from step 4 above until you have added all the classes you want to your schedule.

Classes will remain in your shopping cart through the end of this semester unless used to register. The "Status" column updates dynamically every time you view your shopping cart, showing you if the class is open or closed.

Prior to your enrollment time, you can check to see if these classes have time conflicts or unmet requisites, or require class permission to enroll. Select the classes to be checked and click the blue **validate** button; after reviewing the validation results, click **Shopping Cart** to return.

Registering from your shopping cart

If your registration appointment has arrived, you can register for your stored classes. If you are already in your shopping cart, click **Enroll** and then click **OK** to go to the "Register & Drop/Add" service; otherwise, you can go to this service directly.

For complete directions for registration, see At IU, how do I use Register & Drop/Add?