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Start with building a schedule

A student must first create a schedule by accessing Schedule Builder through MyU and selecting the Academics tab and selecting the campus-specific link under the Enrollment Tools section of My Classes. Below is an example for a student on the Twin Cities campus.

No Onsite Classes Scheduled Week of Monday, May 16, 2016

Enrollment Tools

- Moodle Home
- Class Search
- Schedule Builder - UMTC
- Final Exam Dates - UMTC
- Graduation Planner
- Academic Calendar - UMTC
- Forms - UMTC
- Register (Shopping Cart)
- Course Enrollment Status
- Course Catalog
- APAS
- Enrollment Verification
- Grad Planning & Audit System
- Student Center

Schedules

Untitled Plan Schedule #1

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE #</th>
<th>DATE/ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 1001: Human Evolution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14978 001 LEC</td>
<td>Willey Hall 175</td>
<td></td>
</tr>
<tr>
<td>18736 016 LAB</td>
<td>Blegen Hall 345</td>
<td></td>
</tr>
<tr>
<td>BIOL 1001: Introductory Biology: Evolutionary and Ecological Perspectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11747 001 LEC</td>
<td>Willey Hall 175</td>
<td></td>
</tr>
<tr>
<td>11853 012 LAB</td>
<td>Molecular Cellular Biology 2-140</td>
<td></td>
</tr>
<tr>
<td>HIST 3051: Ancient Civilization: Near East and Egypt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31333 001 LEC</td>
<td>Blegen Hall 215</td>
<td></td>
</tr>
<tr>
<td>PSY 1001: Introduction to Psychology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14283 001 LEC</td>
<td>Willey Hall 175</td>
<td></td>
</tr>
<tr>
<td>14297 015 DIS</td>
<td>Bruininks Hall 432B</td>
<td></td>
</tr>
</tbody>
</table>

Log in to save schedules or send to the MyU Shopping Cart.
Once a schedule has been created that the student is interested in saving or sending to the MyU Shopping Cart, if they are not already authenticated, they must first log in with their university-issued internet ID and password.
After a student has successfully logged in, two options become available:

- **Send to Shopping Cart**: If the student is eligible to enroll for the campus and term of the schedule, this option can be used to send the chosen schedule’s classes to the shopping cart.
  - **Note**: It is possible to send classes to the shopping cart ahead of the student’s enrollment appointment time (or open registration time, if they do not have an appointment), but they will not be able to formally register until that time has arrived. Sending forward a schedule will also save it within Schedule Builder.

- **Save schedule**: This option is used to save the schedule within Schedule Builder. The student can come back later and make adjustments, or send it to the shopping cart at another time from the saved schedules page:
A saved scheduled can always be returned to at a later time to be modified, sent to the MyU Shopping Cart, or deleted.
Ineligible to register

If the student is not term activated & eligible to enroll for the campus and term that their schedule is built under, they are ineligible to register. If that is the case, after they have logged in, they will be able to save their schedule, but the Send to Shopping Cart button will be greyed out.

Click here opens a new window, to the following page, based on campus:

- Crookston: [http://www.crk.umn.edu/units/office-registrar](http://www.crk.umn.edu/units/office-registrar)
- Duluth: [http://d.umn.edu/onestop/contact/index.html](http://d.umn.edu/onestop/contact/index.html)
- Morris: [http://onestop.morris.umn.edu/contact/](http://onestop.morris.umn.edu/contact/)
- Rochester: [http://r.umn.edu/one-stop/students/contact-us/contact-us](http://r.umn.edu/one-stop/students/contact-us/contact-us)
- Twin Cities: [http://onestop.umn.edu/contact_us/index.html](http://onestop.umn.edu/contact_us/index.html)
Sending to the Shopping Cart

When the student is ready to send their schedule to the MyU Shopping Cart, they may have some additional information to provide, depending on the chosen classes.

● Career selection
  ○ If the student is active in multiple careers (e.g. Undergraduate (UGRD) and Graduate (GRAD)), they will need to indicate to which shopping cart they would like to send each class. If they are only active in one career, this option will not display.

![Career selection input]

You are active in more than one career. Select the career for each course to send it to the appropriate cart:

- Select...
- UGRD
- GRAD

● Credit selection
  ○ If the class allows the student to specify the number of credits they’d like to take, they will need to select the desired number of credits.

![Credit selection input]
● Grading basis selection
  ○ If the class allows the student to select a grading basis, they will need to select one.

If the Audit grading basis is selected, the student will be prompted with the following pop-up message:

![Audit Grading Basis]

This message must be acknowledged to proceed.

● Waitlist option selection
  ○ If the class has a waitlist available, the student will need to select ‘Yes’ or ‘No’ to indicate whether or not they would like to be placed on the waitlist if there are no available enrollment seats, and the waitlist is not yet at capacity.

If the student selects ‘Yes, put me on the waitlist’, they will receive a pop-up message which states:
This message must be acknowledged to proceed.

- **Permission number entry**
  - If the student has been given a permission number for a class, they may enter it, otherwise the field should be left as-is. Students who receive student-specific permission for a class will not be provided a permission number to enter, and the MyU Shopping Cart will instead verify their eligibility to enroll when the student completes the registration process.

If the student does not select a value for each required entry, the following message will appear above their schedule:

⚠️ Please select a value for each of the drop-down fields below. Some courses may also require a permission number to enroll.
Starting with an empty shopping cart

If the student’s MyU Shopping Cart is empty, they will receive the following messages if the schedule is successfully uploaded to the shopping cart:

![Your shopping cart has been updated!](image)

If they click the MyU Shopping Cart button, the browser will open a second browser tab to display the shopping cart with the classes from the schedule.

<table>
<thead>
<tr>
<th>Class</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 1001-003</td>
<td>We 9:00AM - 11:00AM</td>
<td>Blegen Hall 245</td>
<td>Staff</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>ANTH 1001-001</td>
<td>TuTh 11:15AM - 12:30PM</td>
<td>Willey Hall 175</td>
<td>Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 1001-004</td>
<td>Mo 2:10PM - 4:25PM</td>
<td>Molecular Cellular Biol 2-140</td>
<td>R. Owens-Kurtz</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>BIOL 1001-001</td>
<td>TuTh 2:30PM - 3:45PM</td>
<td>Willey Hall 175</td>
<td>A. Moe, C. Packer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 2051-001</td>
<td>MoWeFr 11:15AM - 12:05PM</td>
<td>Blegen Hall 215</td>
<td>L. Cowdery</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>PSY 1001-002</td>
<td>Tu 1:25PM - 2:15PM</td>
<td>Bruininks Hall 432B</td>
<td>Staff</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>PSY 1001-001</td>
<td>MoWeFr 1:25PM - 2:15PM</td>
<td>Willey Hall 175</td>
<td>K. Briggs, T. Brothen</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please note:** This action only places classes into the shopping cart. The student must formally register in the classes by following the registration steps in the shopping cart when they are eligible to do so.
Starting with classes already in the shopping cart

If the student’s MyU Shopping Cart is not empty, they will be asked whether they would like to replace the classes currently in their shopping cart (right-hand side) with those from Schedule Builder (left-hand side), or add the classes to the ones already there. They can make adjustments to their shopping cart once the classes have been sent over. This does not affect classes the student is already registered for.

Send to Shopping Cart

⚠️ You currently have the following class(es) in your MyU Shopping Cart. Please review the list of classes in your saved schedule on the left and the list of classes already in your shopping cart on the right and indicate below if you would like to keep the existing classes in your cart and add your saved schedule to them or if you would like to replace them with the classes in your saved schedule.

### Fall 2016 plan Saved Schedule

These are the class sections in your saved schedule.

<table>
<thead>
<tr>
<th>#</th>
<th>Section</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ANTH 1001: Human Evolution</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>Willey Hall 175</td>
<td></td>
</tr>
<tr>
<td>14978</td>
<td>001 LEC</td>
<td>Willey Hall 175</td>
</tr>
<tr>
<td>16001</td>
<td>007 LAB</td>
<td>Blegen Hall 345</td>
</tr>
<tr>
<td>19312</td>
<td>001 LEC</td>
<td>UMN ONLINEONLY</td>
</tr>
<tr>
<td>16777</td>
<td>001 LEC</td>
<td>Nicholson Hall 35</td>
</tr>
<tr>
<td>31333</td>
<td>001 LEC</td>
<td>Blegen Hall 215</td>
</tr>
<tr>
<td>14283</td>
<td>001 LEC</td>
<td>Willey Hall 175</td>
</tr>
<tr>
<td>14284</td>
<td>002 DIS</td>
<td>Bruninks Hall 432B</td>
</tr>
</tbody>
</table>

### Shopping Cart

These are the class sections that currently exist in your Shopping Cart.

<table>
<thead>
<tr>
<th>#</th>
<th>Section</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ANTH 1001: Human Evolution</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>Willey Hall 175</td>
<td></td>
</tr>
<tr>
<td>14978</td>
<td>001 LEC</td>
<td>Willey Hall 175</td>
</tr>
<tr>
<td>16001</td>
<td>007 LAB</td>
<td>Blegen Hall 345</td>
</tr>
<tr>
<td>19312</td>
<td>001 LEC</td>
<td>UMN ONLINEONLY</td>
</tr>
<tr>
<td>11747</td>
<td>001 LEC</td>
<td>Willey Hall 175</td>
</tr>
<tr>
<td>11759</td>
<td>004 LAB</td>
<td>Molecular Cellular Biology 2-140</td>
</tr>
<tr>
<td>31333</td>
<td>001 LEC</td>
<td>Blegen Hall 215</td>
</tr>
<tr>
<td>14283</td>
<td>001 LEC</td>
<td>Willey Hall 175</td>
</tr>
<tr>
<td>14287</td>
<td>005 DIS</td>
<td>Bruninks Hall 432B</td>
</tr>
</tbody>
</table>

**Add to Shopping Cart**

Add to Shopping Cart

OR

**Replace Shopping Cart**

Replace Shopping Cart
If the student chooses the Replace Shopping Cart option, they will see a pop-up message asking them to confirm their selection:

You have selected the option to replace all of the classes currently in your shopping cart with those of your chosen schedule. Please confirm this choice or else click cancel.

If the student confirms, they will see the same message as if they were adding classes to an empty or existing shopping cart.

Please note: This action only places classes into the shopping cart. The student must formally register in the classes by following the registration steps in the shopping cart when they are eligible to do so.
Potential Errors when Sending to MyU Shopping Cart

The following error messages from Schedule Builder may appear if there is a failure in its attempt to communicate with the MyU Shopping Cart. These may be due to a loss of connectivity between the two systems (e.g. session time-out), MyU being unavailable, or the service that Schedule Builder is utilizing to pass the information to MyU may be down.

* Schedule Builder was unable to contact the shopping cart.
* The shopping cart was unable to understand Schedule Builder's request.
* Schedule Builder encountered an unknown error while communicating with the shopping cart.

Appropriate courses of action should be tried in the following order:

1. Try to again send the schedule to the MyU Shopping Cart
2. Log out of Schedule Builder and/or MyU, close all of the browser's windows, and then log back into Schedule Builder and re-attempt from the Saved Schedules page.
3. If there is still an error, 1-HELP should be contacted.
The error messages below replicate errors students would encounter if they attempt to add classes to their Shopping Cart directly from within MyU. For example, if a student tries to place a class in their shopping cart that they are already enrolled in, or if a class is outside of a student’s academic career (e.g. Undergraduate student trying to register for graduate-level class for which they are ineligible to enroll).

Close-up of images:

The error message will appear above each class that encounters an error when trying to be sent to the shopping cart.

Note: The error message will appear above each class that encounters an error when trying to be sent to the shopping cart.
To resolve these errors, students would need to make adjustments to the schedule they are trying to send forward and re-try.
Registering for classes

Schedule Builder is designed to help students build a schedule that meets their needs. However, students will still need to complete the registration process through the Shopping Cart when they are eligible to enroll. The following message is located throughout Schedule Builder to remind them of this:

### Note:
Creating schedules **does not register** you for classes. When you are ready to register, use the Send to Shopping Cart button to move your classes to the **MyU Shopping Cart** and complete all the registration steps. Consult with your adviser(s) with questions when planning your schedule for the upcoming term.

Help Resources:

1-HELP (help@umn.edu | 612-301-4357) can always be utilized as the first point of contact for any issue with a University of Minnesota’s enterprise system.

For assistance with class and registration questions, please contact the following offices, depending on the campus:

**Crookston:** [http://www.crk.umn.edu/units/office-registrar](http://www.crk.umn.edu/units/office-registrar)

**Duluth:** [http://d.umn.edu/onestop/contact/index.html](http://d.umn.edu/onestop/contact/index.html)

**Morris:** [http://onestop.morris.umn.edu/contact/](http://onestop.morris.umn.edu/contact/)

**Rochester:** [http://r.umn.edu/one-stop/students/contact-us/contact-us](http://r.umn.edu/one-stop/students/contact-us/contact-us)

**Twin Cities:** [http://onestop.umn.edu/contact_us/index.html](http://onestop.umn.edu/contact_us/index.html)