Schedule Builder to MyU Shopping Cart
How-to Guide & Support Documentation

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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.

My Classes	Registration	Degree Progress	Grades

Questions?

My Enrollment

◀   Week of 05/16/2016   ▶   ▦   List View

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

← Previous	1 of 15 schedules	Next →

Untitled Plan Schedule #1

ANTH 1001: Human Evolution			Preferred ▾
✔	14978 001 LEC	Willey Hall 175	No preference ▾
✔	18736 016 LAB	Blegen Hall 345	No preference ▾

BIOL 1001: Introductory Biology: Evolutionary and Ecological Perspectives			Preferred ▾
✔	11747 001 LEC	Willey Hall 175	No preference ▾
✔	11853 012 LAB	Molecular Cellular Biology 2-140	No preference ▾

HIST 3051: Ancient Civilization: Near East and Egypt			Preferred ▾
✔	31333 001 LEC	Blegen Hall 215	No preference ▾

PSY 1001: Introduction to Psychology			Preferred ▾
✔	14283 001 LEC	Willey Hall 175	No preference ▾
✔	14297 015 DIS	Bruininks Hall 432B	No preference ▾

Log in to save schedules or send to the MyU Shopping Cart.

2

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.

UNIVERSITY OF MINNESOTA
Driven to Discover℠

Search Websites and People   Search

Sign In

Internet ID:

yourID**

Forgot your ID?

Password:

••••••••

Forgot your password?

Sign In

Need an Account?

Find the type of University Internet account that's right for you.

Need More Help?

Contact technology help staff or see the Internet accounts site.

Schedules

Fall 2016 plan Schedule #1

ANTH 1001: Human Evolution Preferred ▾

✓ **14978** 001 LEC   Willey Hall 175   No preference ▾
✓ **15003** 009 LAB   Blegen Hall 345   No preference ▾

BIOL 1001: Introductory Biology: Evolutionary and Ecological Perspectives Preferred ▾

✓ **11747** 001 LEC   Willey Hall 175   No preference ▾
✓ **11750** 004 LAB   Molecular Cellular Biology 2-140   No preference ▾

HIST 3051: Ancient Civilization: Near East and Egypt Preferred ▾

✓ **31333** 001 LEC   Blegen Hall 215   No preference ▾

PSY 1001: Introduction to Psychology Preferred ▾

✓ **14283** 001 LEC   Willey Hall 175   No preference ▾
✓ **14287** 005 DIS   Bruininks Hall 432B   No preference ▾

🛒 Send to Shopping Cart   ★ Save schedule

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:

Saved Schedules

> ⓘ **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.

Fall 2016 plan Saved Schedule

■ ANTH 1001: Human Evolution

■ BIOL 1001: Introductory Biology: Evolutionary and Ecological Perspectives

■ HIST 3051: Ancient Civilization: Near East and Egypt

■ PSY 1001: Introduction to Psychology

Earliest Time: 09:00 AM
Latest Time: 05:00 PM

M	Tu	W	Th	F

Updated just now

✖ Delete Schedule   🛒 Send to Shopping Cart   ☰ View Full Schedule

A saved scheduled can always be returned to at a later time to be modified, sent to the MyU Shopping Cart, or deleted.
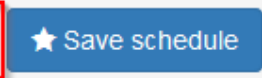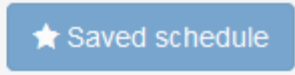
Ineligible to register

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
- Duluth: http://d.umn.edu/onestop/contact/index.html
- Morris: http://onestop.morris.umn.edu/contact/
- Rochester: http://r.umn.edu/one-stop/students/contact-us/contact-us
- Twin Cities: http://onestop.umn.edu/contact_us/index.html

Sending to the Shopping Cart

#	Section	Location	Credits	Grading	Waitlist	Permission ❓
ANTH 1001: Human Evolution						
✔ 14978	001 LEC	Willey Hall 175				
✔ 15003	009 LAB	Blegen Hall 345	4.00	Select... ▾	Select... ▾	00000C
BIOL 1001: Introductory Biology: Evolutionary and Ecological Perspectives						
✔ 11747	001 LEC	Willey Hall 175				
✔ 11750	004 LAB	Molecular Cellular Biology 2-140	4.00	Select... ▾	Select... ▾	00000C
HIST 3051: Ancient Civilization: Near East and Egypt						
✔ 31333	001 LEC	Blegen Hall 215	3.00	Select... ▾	Select... ▾	00000C
PSY 1001: Introduction to Psychology						
✔ 14283	001 LEC	Willey Hall 175				
✔ 14287	005 DIS	Bruininks Hall 432B	4.00	Select... ▾	Unavailable	00000C

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.

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

Select... ▾
Select...
UGRD
GRAD
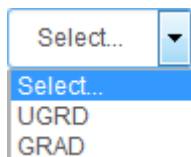
- **Credit selection**
  - If the class allows the student to specify the number of credits they'd like to take, they will need to select the desired number of credits.

Select... ▾   Select... ▾
Select...   Select...
1.00   0.50
2.00   1.00
3.00   1.50
4.00   2.00
5.00   2.50
6.00   3.00
                   3.50
                   4.00
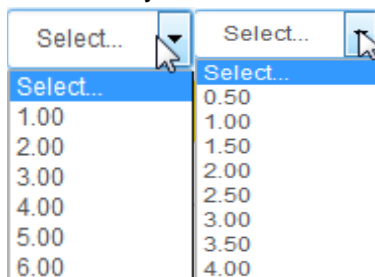
- **Grading basis selection**
  - If the class allows the student to select a grading basis, they will need to select one.

Select... ▼
Select...
A-F only
Audit
S-N only

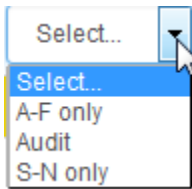If the Audit grading basis is selected, the student will be prompted with the following pop-up message:

> ### ⚠ Audit Grading Basis
>
> You have selected the Audit grading option. You receive no credit for the course, but the course will be placed on your transcript with the symbol V (Visitor) to indicate your special registration status. Please be aware that by choosing this option:
>
> - You will be required to pay tuition and fees on the credit value of the course.
> - The credit value for the course counts in determining the credit total for the student services fee.
> - The credit value of your audit registration will NOT show in your registration total, but WILL count toward the tuition band/plateau.
> - The course will NOT fulfill degree requirements.
> - The course will NOT count toward financial aid eligibility.
> - The course will NOT count toward credit totals when determining enrollment status.
>
> ✔ Acknowledge

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.

Select...
Yes, put me on the waitlist
No, do not put me on the waitlist
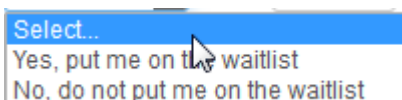
If the student selects 'Yes, put me on the waitlist', they will receive a pop-up message which states:

⚠ **Wait List Enrollment**

By accepting a place on the waitlist for any class, you may be automatically enrolled if space becomes available. If that enrollment occurs, you are entering into and agreeing to a legally-binding contract to pay all tuition, fees, and non-refundable fees. If you fail to pay on schedule, you agree to pay all attorney's fees, collection costs, late fees, installment fees, court costs, collection agency commissions, and other costs incurred.

✔ Acknowledge

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.

    000000

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!

Your shopping cart has been updated with your schedule. Once your appointment time is available, go to the MyU Shopping Cart to complete your registration.

🛒 **MyU Shopping Cart**

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.

Add to Cart:

Enter Class Nbr

[ ] enter

Find Classes

⦿ **Class Search**

search

	Fall 2016 Shopping Cart					
Delete	**Class**	**Days/Times**	**Room**	**Instructor**	**Units**	**Status**
🗑	ANTH 1001-009 (15003)	We 9:00AM - 11:00AM	Blegen Hall 345	Staff	4.00	🟢
	ANTH 1001-001 (14978)	TuTh 11:15AM - 12:30PM	Willey Hall 175	Staff		🟢
🗑	BIOL 1001-004 (11750)	Mo 2:30PM - 4:25PM	Molecular Cellular Biol 2-140	R. Owens-Kurtz	4.00	🟢
	BIOL 1001-001 (11747)	TuTh 2:30PM - 3:45PM	Willey Hall 175	A. Moe, C. Packer		🟢
🗑	HIST 3051-001 (31333)	MoWeFr 11:15AM - 12:05PM	Blegen Hall 215	L. Cowdery	3.00	🟢
🗑	PSY 1001-005 (14287)	Tu 1:25PM - 2:15PM	Bruininks Hall 432B	Staff	4.00	🟢
🗑	PSY 1001-001 (14283)	MoWeFr 1:25PM - 2:15PM	Willey Hall 175	K. Briggs, T. Brothen		🟢

PROCEED TO STEP 2 OF 3

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.

#	Section	Location
ANTH 1001: Human Evolution		
✔ 14978	001 LEC	Willey Hall 175
✔ 15001	007 LAB	Blegen Hall 345
BBE 1002: Biorenewable Resources		
✔ 19312	001 LEC	UMN ONLINEONLY
CHIC 1102: Latinos in the United States: Culture and Citizenship		
✔ 15777	001 LEC	Nicholson Hall 35
HIST 3051: Ancient Civilization: Near East and Egypt		
✔ 31333	001 LEC	Blegen Hall 215
PSY 1001: Introduction to Psychology		
✔ 14283	001 LEC	Willey Hall 175
✔ 14284	002 DIS	Bruininks Hall 432B

Shopping Cart

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

#	Section	Location
ANTH 1001: Human Evolution		
✔ 14978	001 LEC	Willey Hall 175
✔ 15003	009 LAB	Blegen Hall 345
BIOL 1001: Introductory Biology: Evolutionary and Ecological Perspectives		
✔ 11747	001 LEC	Willey Hall 175
✔ 11750	004 LAB	Molecular Cellular Biology 2-140
HIST 3051: Ancient Civilization: Near East and Egypt		
✔ 31333	001 LEC	Blegen Hall 215
PSY 1001: Introduction to Psychology		
✔ 14283	001 LEC	Willey Hall 175
✔ 14287	005 DIS	Bruininks Hall 432B

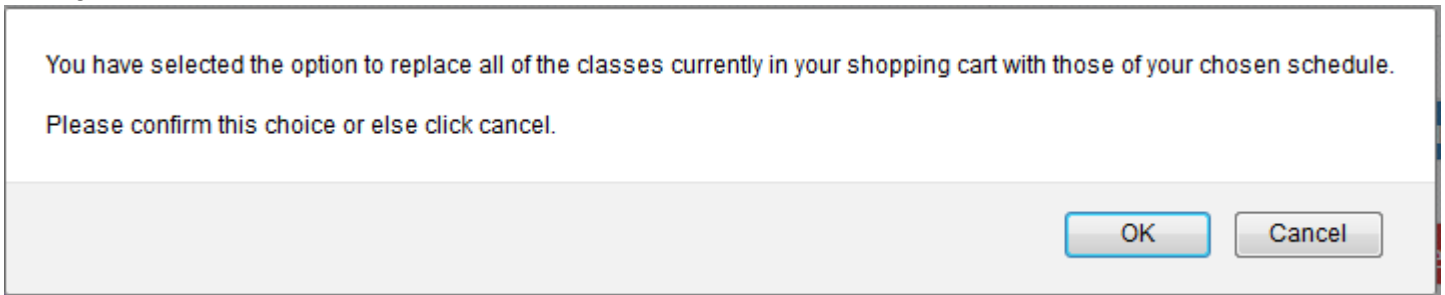ℹ "Add to Shopping Cart" will add the list of classes on the left to your MyU Shopping Cart on the right.
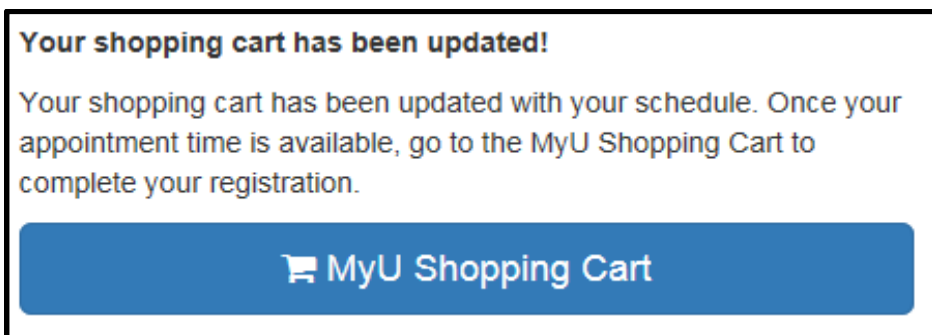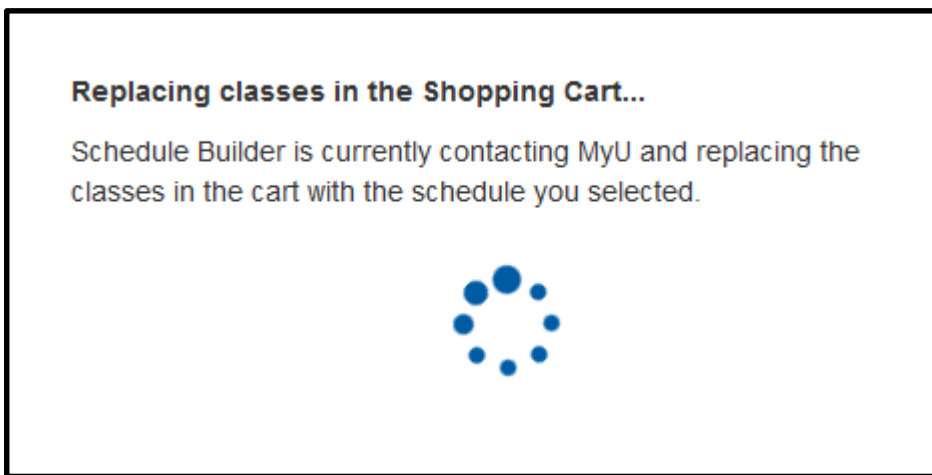
🛒 Add to Shopping Cart

OR

ℹ "Replace Shopping Cart" will remove the classes in your MyU Shopping Cart (on the right) and replace them with the list of classes on the left.

🛒 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.

OK   Cancel

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

Replacing classes in the Shopping Cart...

Schedule Builder is currently contacting MyU and replacing the classes in the cart with the schedule you selected.

Your shopping cart has been updated!

Your shopping cart has been updated with your schedule. Once your appointment time is available, go to the MyU Shopping Cart to complete your registration.
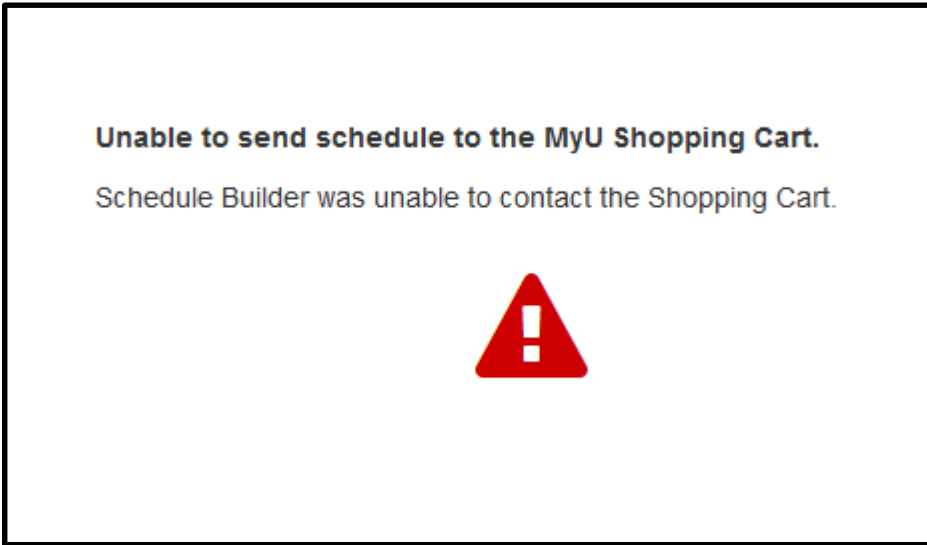
🛒 MyU Shopping Cart

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.

Unable to send schedule to the MyU Shopping Cart.

Schedule Builder was unable to contact 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).

Send to Shopping Cart

⚠ Schedule Builder was unable to add some of the courses in your schedule to the shopping cart. Please review your schedule below and any errors Schedule Builder encountered.

Untitled Plan Saved Schedule

#	Section	Location	Credits	Grading	Waitlist	Permission ❓
⚠ You are already enrolled in this class.						
ACCT 3001: Introduction to Management Accounting						
✔ 19862	004 LEC	Hanson Hall 1-106	3.00	A-F	No, do not put me on the waitlist	
FINA 4221: Principles of Corporate Finance						
✔ 19885	004 LEC	Carlson School of Management 1-143	2.00	A-F only	No, do not put me on the waitlist	

Close-up of images:

⚠ **Schedule Builder was unable to add some of the courses in your schedule to the shopping cart. Please review your schedule below and any errors Schedule Builder encountered.**

#	Section	Location	Credits	Grading	Waitlist
⚠ You are already enrolled in this class.					
ACCT 3001: Introduction to Management Accounting					
✔ 19862	004 LEC	Hanson Hall 1-106	3.00	A-F	No, do not put me on the waitlist

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

Send to Shopping Cart

⚠ Schedule Builder was unable to add some of the courses in your schedule to the shopping cart. Please review your schedule below and any errors Schedule Builder encountered.

Error on send (MH) 1 Saved Schedule

#	Section	Location	Career	Credits	Grading	Waitlist
⚠ Enrollment in Courses in Career: Undergraduate are normally not allowed for those in Career: Graduate						
ACCT 2050: Introduction to Financial Reporting						
✔ 20017	010 LEC	Hanson Hall 1-105	GRAD	4.00	A-F	Yes, put me on the waitlist

#	Section	Location	Career	Credits
⚠ Enrollment in Courses in Career: Undergraduate are normally not allowed for those in Career: Graduate				
ACCT 2050: Introduction to Financial Reporting				
✔ **20017** 010 LEC	Hanson Hall 1-105	GRAD	4.00	

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

Duluth: http://d.umn.edu/onestop/contact/index.html

Morris: http://onestop.morris.umn.edu/contact/

Rochester: http://r.umn.edu/one-stop/students/contact-us/contact-us

Twin Cities: http://onestop.umn.edu/contact_us/index.html