

The Shopping Cart allows you to simulate enrolling in courses, prior to your enrollment appointment. It does not enroll you – but will provide feedback about potential errors you may encounter, including:

- Prerequisites not met
- Instructor permission required
- Time conflict
- Course repeat messages
- Holds that will prevent enrollment

Once enrollment begins, if courses in your Shopping Cart become full, this feedback becomes available to you. *Courses in your Shopping Cart can be converted to an actual enrollment request when your Enrollment Appointment begins.*

Using the Shopping Cart to Prepare for Enrollment

Appointments: Each semester, every student is assigned a day and time they can begin to enroll in classes for the coming semester. In addition, students are assigned a day and time they can begin to utilize the Shopping Cart to prepare for actual enrollment.

Enrollment appointments are assigned by projected class level, then randomly. Shopping Cart appointments are similarly assigned.

Placing classes in your Shopping Cart neither enrolls you nor saves a place for you in the class.

To add classes to your Shopping Cart

Log in to PeopleSoft from the Clarkson Home Page <http://www.Clarkson.edu> Current Students; then PeopleSoft; then Student Login.

Check your Shopping Cart and Enrollment dates.

Enrollment Dates

Shopping Cart Appointment
 Your Shopping Cart for the Spring 2013 Regular Academic Session session is available for use beginning October 24, 2012.

Enrollment Appointment
 You may begin enrolling for the Spring 2013 Regular Academic Session session on November 9, 2012.

[details ▶](#)

Select *Shopping Cart*:

Academics

[Class/Course Catalog Search](#)
[Shopping Cart](#)
[Enroll](#)
[My Academics](#)

Select the term for which you will be enrolling and hit [CONTINUE](#).

There are two search methods: Directly enter the 4 or 5-digit class number or Class Search. Each method will lead you through a process to add classes to your Shopping Cart.

Add to Cart:

Spring 2013 Shopping Cart

Enter Class Nbr
 [enter](#)

Find Classes
 Class Search

[search](#)

Your enrollment shopping cart is empty.

Step 1 – Select Classes

Option 1 – Enter Class Nbr

If you know the 4 or 5-digit class number assigned each semester to specific class sections you can input it directly. If there is a discussion required for the class it will list those that you can choose from the click Next.

MA 231 - Calculus III

Lecture selected: Section 01
MoWeFr 11:00AM - 11:50AM Room: TBA

Open Closed

Select Discussion section (Required):						
	Class Nbr	Section	Schedule	Room	Instructor	Status
<input checked="" type="radio"/>	2416	11	Th 8:00AM - 8:50AM	TBA	Staff	<input checked="" type="radio"/>
<input type="radio"/>	2418	12	Th 11:00AM - 11:50AM	TBA	Staff	<input checked="" type="radio"/>
<input type="radio"/>	2420	13	Th 2:00PM - 2:50PM	TBA	Staff	<input checked="" type="radio"/>
<input type="radio"/>	2422	14	Th 3:00PM - 3:50PM	TBA	Staff	<input checked="" type="radio"/>
<input type="radio"/>	2417	21	Th 9:00AM - 9:50AM	TBA	Staff	<input checked="" type="radio"/>

[View All Sections](#) | [First](#) | [1-5 of 12](#) | [Last](#)

Once you hit the Next button you will be shown the class preferences screen. Here you can add a permission number if necessary and see what prerequisites are required or other enrollment information. If everything looks good hit next button.

MA 231 - Calculus III

Class Preferences

MA 231-01	Lecture	<input checked="" type="radio"/> Open	Permission Nbr	<input type="text"/>
MA 231-11	Discussion	<input checked="" type="radio"/> Open	Grading	Graded
Session	Regular Academic Session		Units	3.00
Career	Undergraduate			
Enrollment Information				
<ul style="list-style-type: none"> ● Prerequisites: MA132 				

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWeFr 11:00AM - 11:50AM	TBA	Michael E. Felland	01/10/2013 - 04/26/2013
11	Discussion	Th 8:00AM - 8:50AM	TBA	Staff	01/10/2013 - 04/26/2013

Now you can see that your class has been added to your shopping cart and you can make changes or continue add more classes.

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.

 MA 231 has been added to your Shopping Cart.

Spring 2013 | Undergraduate | Clarkson University [change term](#)

Open Closed

Add to Cart:
Enter Class Nbr
 [enter](#)

Find Classes
 Class Search
[search](#)

Spring 2013 Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	MA 231-01 (2347)	MoWeFr 11:00AM - 11:50AM	TBA	M. Felland	3.00	<input checked="" type="radio"/>
<input type="checkbox"/>	MA 231-11 (2416)	Th 8:00AM - 8:50AM	TBA	Staff		<input checked="" type="radio"/>

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

Option 2 – Class Search

An alternative to entering the class number is Class Search. This alternative makes accessible advanced search tools.

Class Search Criteria

Course Subject select subject Mathematics 

Course Number

Course Career

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▼ Additional Search Criteria

Meeting Time between and (example: 1:00PM)

Day of Week

Mon Tues Wed Thurs Fri Sat

Instructor Last Name

Class Nbr (example: 1136)

Course Title Keyword (example: statistics)

Course Component

Session

Mode of Instruction

Campus

Location

Once you input your selection criteria click the Search button the list of classes that match your search criteria will be listed. Choose the class by clicking on the select class button. You can start a new search at anytime by clicking the Start A New Search button.

The following classes match your search criteria Course Subject: **Biology**, Course Number is exactly '110', Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

[Return to Shopping Cart](#)

START A NEW SEARCH

Open Closed

▼ **BY 110 - Biology and Society**

View All Sections First 1 of 1 Last

Section [01-LEC\(2719\)](#) Status ● select class

Session Regular

Days & Times	Room	Instructor	Meeting Dates	
TuTh 11:00AM - 12:15PM	360 Science Center	Patricia C Burdick	01/10/2013 - 04/26/2013	View Book Info

[Return to Shopping Cart](#)

START A NEW SEARCH

Repeat this process until you have all desired classes in your Shopping Cart.

Step 2: Validation

You now have an opportunity to validate some or all of the class(es) selected. Use the check-box next to each course you wish to validate.

Select	Class	Class Name	Days/Times	Location	Instructor	Units	Status
<input checked="" type="checkbox"/>	BY 491-42 (9395)	Undergraduate Thesis (Ind Study)		TBA	T. Langen	6.00	●
<input checked="" type="checkbox"/>	HIST 220-01 (10135)	America: 1776 - 1877 (Lecture)	MoWeFr 1:00PM - 1:50PM	344 Science Center	L. Lange	3.00	●
<input checked="" type="checkbox"/>	HIST 394-01 (27081)	ST:Hist Medicine in Eur & N Am (Lecture)	MoWe 1:00PM - 2:15PM	177 Bertrand H. Snell Hall	S. Casper	3.00	●
<input checked="" type="checkbox"/>	MA 231-02 (10047)	Calculus III (Lecture)	MoWeFr 8:00AM - 8:50AM	162 Science Center	Staff	3.00	●
	MA 231-15 (8565)	Calculus III (Discussion)	Th 11:00AM - 11:50AM	356 Science Center	Staff		●
<input checked="" type="checkbox"/>	MA 383-01 (8607)	Applied Statistics I (Lecture)	MoWeFr 8:00AM - 8:50AM	362 Science Center	S. Mondal	3.00	●
<input checked="" type="checkbox"/>	PY 151-01 (8879)	Introduction to Psychology (Lecture)	MoWeFr 9:00AM - 9:50AM	162 Science Center	R. Carlson	3.00	●

View 5 First 1-7 of 7 Last

Then hit validate.

Step 3: Validation Results

Feedback here will let you know if there are any impediments to your enrollment. *Do note, however, there is no guarantee that the courses will be open when you actually enroll.* The validation here relates to requisites, time conflicts and other issues that will impede your success.

Wish List

View the following status report for enrollment confirmations and errors:



If there are errors noted by the , you can take corrective action – either selecting a different course, or by getting a permission number from the instructor to enroll if you feel the problem is unfounded. Note: a paper add/drop form will be required for time conflicts. Contact SAS for more information.

Complex Course Enrollment Actions

Multiple-component Classes: Many courses have more than one component, i.e. lecture, lab, discussion. In order to be fully enrolled, you must be enrolled in each required component.

Begin the search as before. These classes often have many sections, so pay attention that you see all the sections by selecting View All Sections:



Each section has a tag in the middle indicating the component the section represents:

Section [01-LEC\(2455\)](#) Lecture
Section [16-LAB\(2556\)](#) Lab
Section [37-DIS\(2569\)](#) Discussion

In this case you will need to enroll in one of each. You may begin with any of the three – typically the part that is most important to you. [Using this search tool, one no longer needs to identify the “enrollment” component.]

In this example, if you choose the Lab first, the next screen offers lectures and discussion that are compatible with the selected lab. Often certain sections are grouped together, so not every combination of component sections is allowed. Again, be sure to watch for



To add such a course to your Shopping Cart, you will need to select one section of each component.

To drop classes from your Shopping Cart

Select the check-box next to the class our wish to remove, then hit  .

To edit classes in your Shopping Cart, select the hyperlink that is the class in your Shopping Cart – use to change related component sections or to correct credit hours

MA 231-02
(10047)

If you have selected a course lecture, but want to change the discussion or lab, you can do so using edit. This will only work on the non-enrollment components. You can determine which section is the enrollment component by looking at your class schedule to see which of the components has the class hyperlink associated with it.

In this example, the lecture is enrollment component because it is the class hyperlink:

MA 132-01 (2479)	Calculus II (Lecture)
MA 132-14 (2582)	Calculus II (Discussion)

If you wish to change the enrollment component, you will need to delete the class and add the section you prefer.

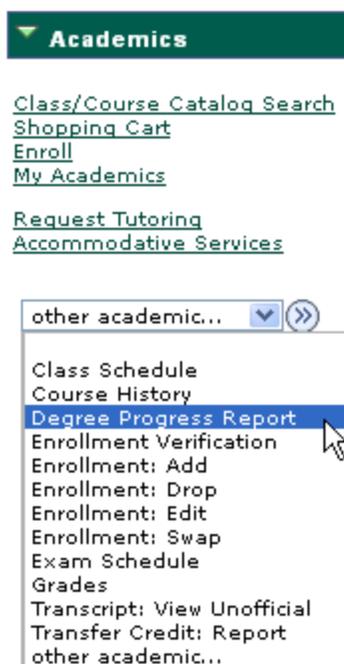
In addition, use Edit to change or correct credit hours for thesis and other variable-credit courses.

Degree Progress

You are encouraged to use the Degree Progress functionality throughout your time at Clarkson. This will help, particularly with Knowledge Area and Communication Point requirements as well as requirements within most majors. However, do note this is an imperfect advising tool; not every course that has a Knowledge Area or Communication Point requirement is listed here. This can be accessed directly from the Shopping Cart panel by checking the courses you wish to review, then hitting the hyperlink at the bottom of the page:

What degree requirements will the selected classes fill? [Click here to find out.](#)

You can always run a degree progress report from the first panel of the Student Services Center.



Permission Numbers

The enrollment engine will not allow you to enroll in a class that is at capacity, nor will it allow you to enroll if you do not have on your Clarkson record the specific pre-requisites or co-requisites specified. If enrollment in this class is critical, you may seek permission from the instructor, or in some cases the course department, who may give you a Permission Number that will allow enrollment for one student into that particular section of the class. It can only be used once, and it will only work in that particular class section. If you drop a class for which you used a permission number, you will not be able to reuse the permission number to re-add the course.

Once enrollment begins, enter the Permission Number using Add or Swap. If you know the 4 or 5-digit class number, enter it directly by Enter Class Nbr.

*Note – a permission number will override class capacity and pre-requisites. **It will not override a time conflict.*** If you have permission of the course instructors to enroll in classes that overlap, you will need to bring an add/drop form to SAS for processing. It must be approved by your advisor and both instructors with a specific notation that they are aware of the time conflict.

Having classes in your Shopping Cart is no guarantee that you will be able to successfully enroll – because you will still be subject to class limits. By the time you are eligible to enroll for the term, the selected class may be full. But this tool does allow you to experiment with course combinations.

Finalizing Enrollment

You can monitor your Shopping Cart after enrollment begins, prior to your own enrollment appointment. If a class in your Shopping Cart becomes full, a blue box (closed) will show up. This will prompt you to either seek alternative sections or courses, or if the course is critical to you, you may see if the instructor will provide you with a permission number that will ultimately allow you to enroll.

When your enrollment appointment becomes active, you may go into your Shopping Cart, check all courses you want to enroll in (be sure to select all), then hit the Enroll button.

for selected:

This will move you to the Add component and you must finish enrollment here.

See specific documentation on enrollment for more detailed explanation of the entire enrollment procedure.

Contact SAS

Questions, comments and concerns can be addressed to Student Administrative Services, sas@clarkson.edu