New Registration Process Guide

Below is a step-by-step guide on how to use the new Fall Registration process in CaneLink.

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<thead>
<tr>
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<th>Add courses to your Enrollment Shopping Cart</th>
<th>Date Available</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td>3/25/13</td>
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In CaneLink, click on the Student Center link on the Home page. From the Student Center click on Plan.

Then click on Shopping Cart.
To select your courses:

1. Enter the class number, if you know it, to add that class to your Shopping Cart.
2. If you do not know the class number, then, select the radio button next to Class Search to find a class from the searchable schedule of classes.
3. If you want to select classes that are listed on your Degree Progress Report, (not all Degree Progress Reports are available at this time), select the radio button next to My Requirements. This will search only for classes that will meet your degree requirements.
4. You can also select classes from your Planner. To use this feature you must have already added classes to your course Planner. To start the search, select the radio button next to My Planner. Repeat this process until you have all the classes you want to take.
5. This grid —the Shopping Cart— shows classes that have already been added to your proposed schedule.
6. The Status column shows the status of the class. In this case, the classes in the Shopping Cart have an open status indicated by the Open icon. A Closed icon would indicate that the class was closed and a Wait icon would indicate that there is a wait list.

The next step in your registration process is called Validation. The validation process checks for time conflicts, prerequisites, and the need for instructor or departmental permission.
Shopping Cart Appointments will be scheduled beginning on April 1st. Check your Student Center for the date and time of your appointment.

In CaneLink, click on the Student Center link on the Home page. From the Student Center click the Shopping Cart link to validate the courses in your Shopping Cart. Click Continue.

Once classes are in your cart, select one (or more) and click Validate.
Once you click Validate the shopping cart status report appears.

Displayed next to each class are a status indicator and a message. The message lets you know if the class is OK to Add to your schedule, or if a problem could keep you from registering for a class. If you receive an X or Potential Problem, review the class information or check with your advisor prior to your Enrollment Appointment (Registration) to see what is causing the problem. You may need to choose a different class.
Enrollment Appointments for course registration will be scheduled between April 8th and April 19th. Check your Student Center for the date and time of your appointment.

In CaneLink, click on the Student Center link on the Home page. From the Student Center click the Shopping Cart link to register for the courses in your Shopping Cart. Click Continue.

Select the classes in which you wish to enroll.

Click Enroll once your enrollment appointment date has arrived to register for the selected classes.
Confirm that you wish to enroll in these classes.

You will know that you have enrolled successfully when you see the green check mark under Status.