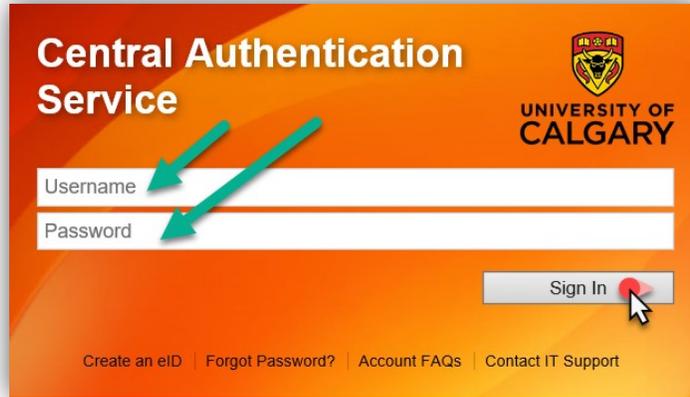
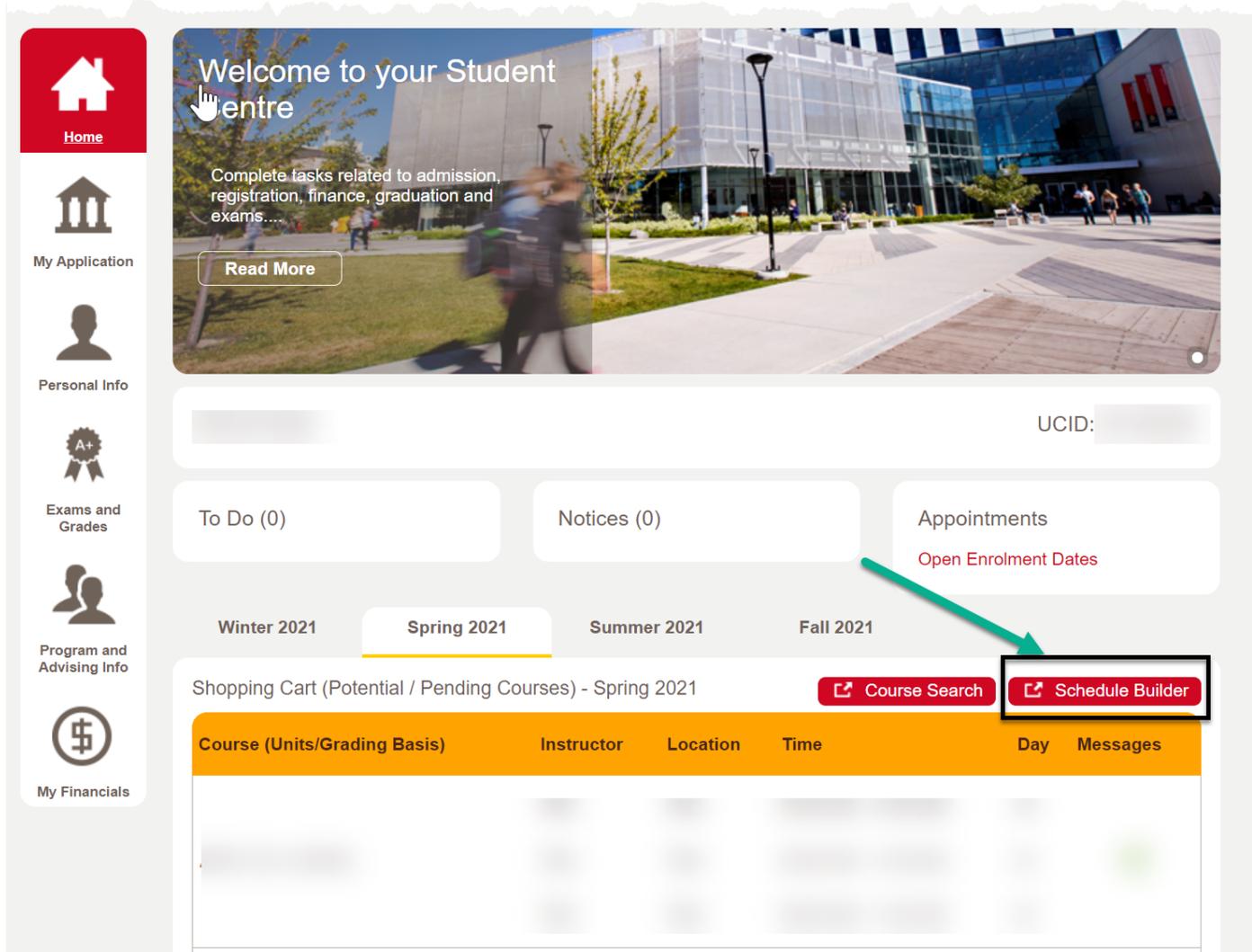


Here are some simple steps to help you successfully validate courses in your shopping cart using Visual Schedule Builder

1. Log into the MyUofC portal

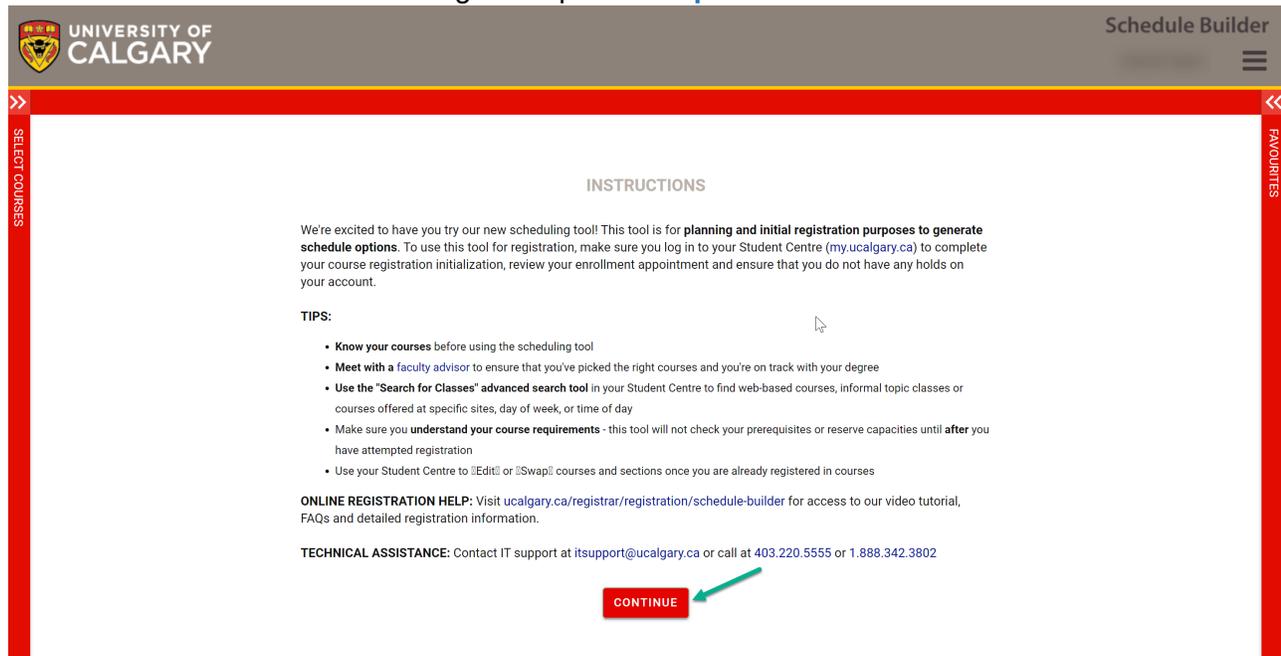


2. After logging into the MyUofC portal, on the **Home** page, scroll to the middle of the page and click on **Schedule Builder**



Course (Units/Grading Basis)	Instructor	Location	Time	Day	Messages
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3. Click continue after reading the important “Tips”



UNIVERSITY OF CALGARY Schedule Builder

SELECT COURSES FAVOURITES

INSTRUCTIONS

We're excited to have you try our new scheduling tool! This tool is for **planning and initial registration purposes to generate schedule options**. To use this tool for registration, make sure you log in to your Student Centre (my.ucalgary.ca) to complete your course registration initialization, review your enrollment appointment and ensure that you do not have any holds on your account.

TIPS:

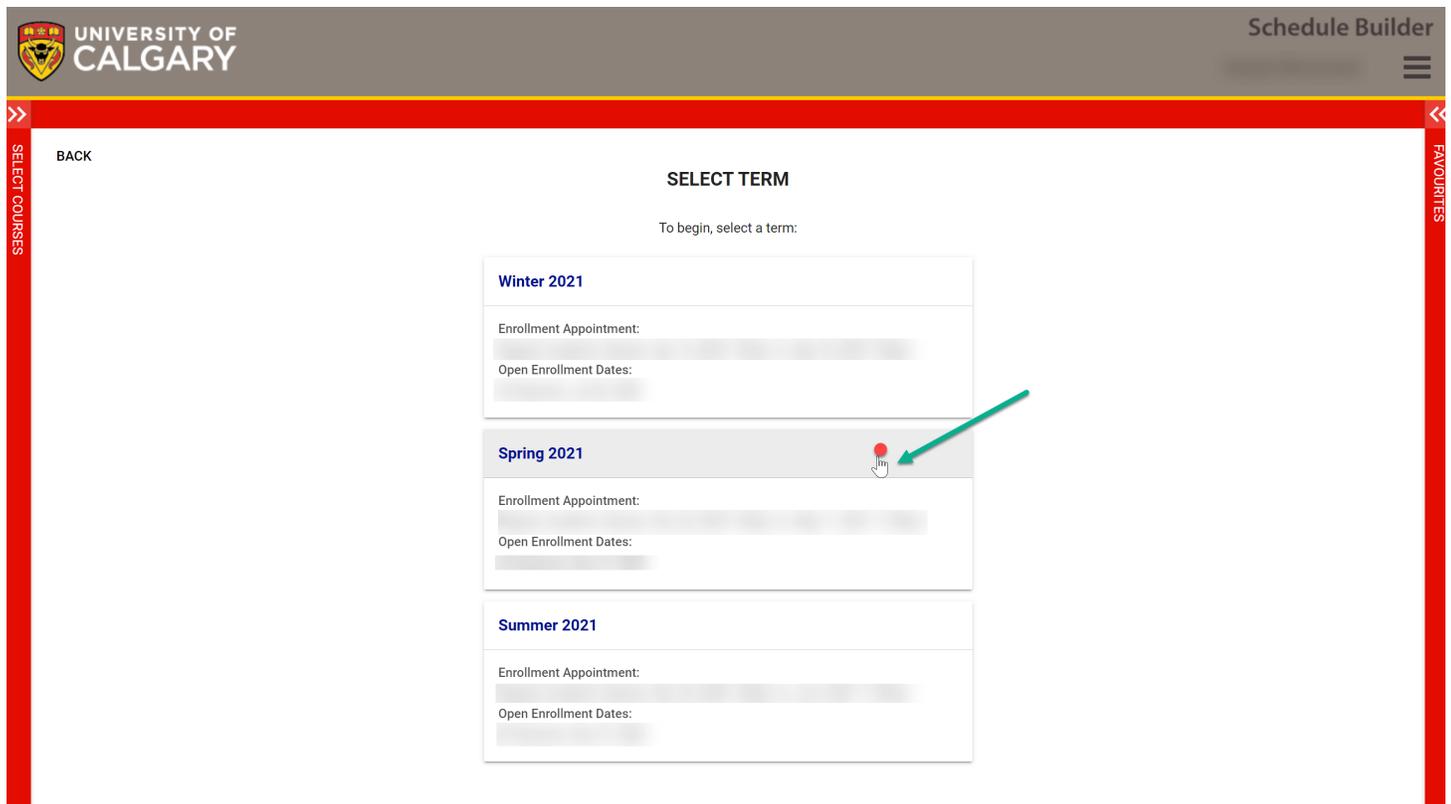
- Know your courses before using the scheduling tool
- Meet with a **faculty advisor** to ensure that you've picked the right courses and you're on track with your degree
- Use the **"Search for Classes" advanced search tool** in your Student Centre to find web-based courses, informal topic classes or courses offered at specific sites, day of week, or time of day
- Make sure you **understand your course requirements** - this tool will not check your prerequisites or reserve capacities until **after** you have attempted registration
- Use your Student Centre to **[[Edit]]** or **[[Swap]]** courses and sections once you are already registered in courses

ONLINE REGISTRATION HELP: Visit ucalgary.ca/registrar/registration/schedule-builder for access to our video tutorial, FAQs and detailed registration information.

TECHNICAL ASSISTANCE: Contact IT support at itsupport@ucalgary.ca or call at 403.220.5555 or 1.888.342.3802

CONTINUE

4. Select the term in which you wish to register for.



UNIVERSITY OF CALGARY Schedule Builder

SELECT COURSES FAVOURITES

BACK

SELECT TERM

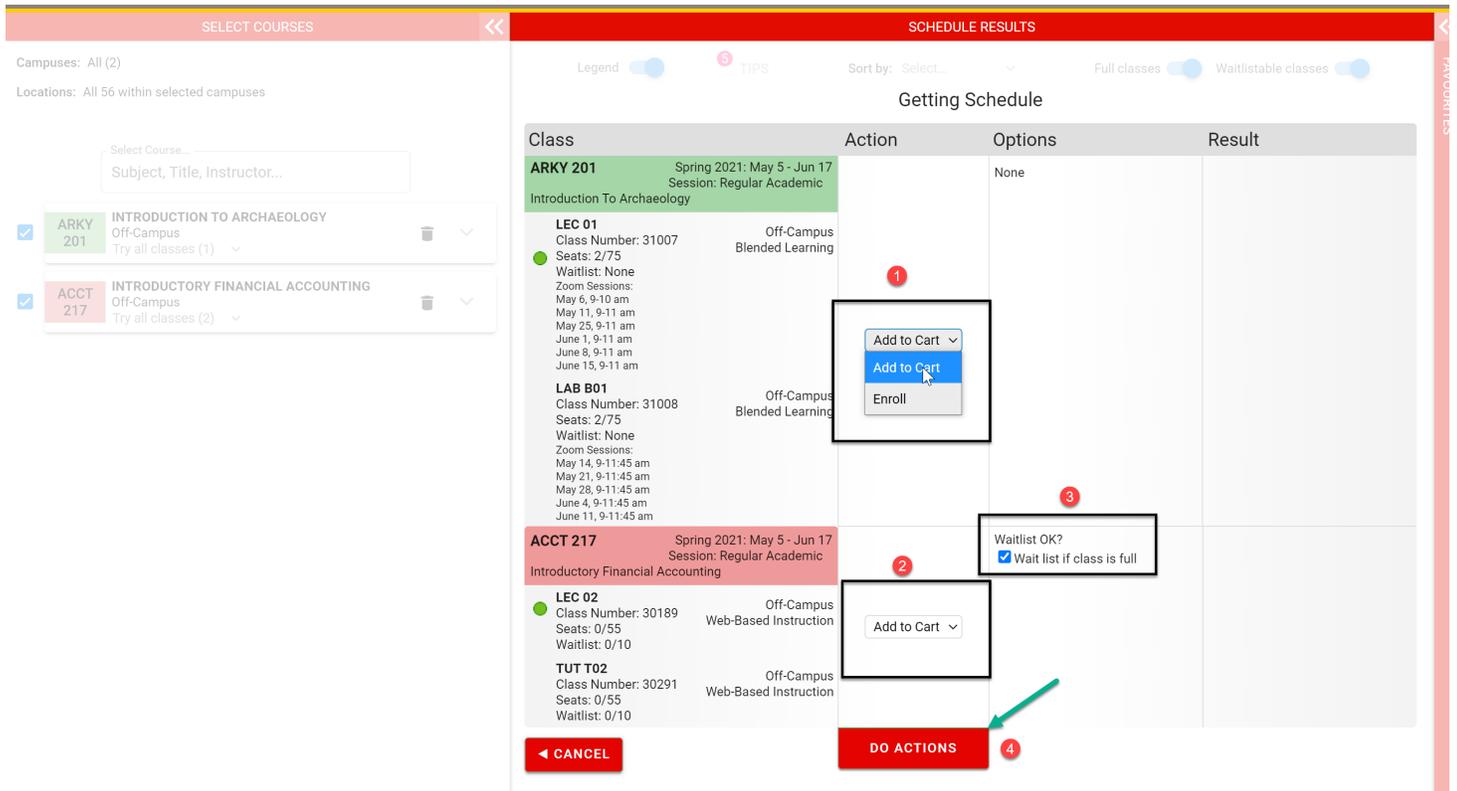
To begin, select a term:

- Winter 2021
Enrollment Appointment: [blurred]
Open Enrollment Dates: [blurred]
- Spring 2021** (Selected)
Enrollment Appointment: [blurred]
Open Enrollment Dates: [blurred]
- Summer 2021
Enrollment Appointment: [blurred]
Open Enrollment Dates: [blurred]

- Add your preferred courses in the **"Select Course"** box

- Once you finish adding your preferred courses in the **"Select Course"** box, click **GET THIS SCHEDULE**

- Under the **"Action"** Menu, select **"Add to Cart"** for all the courses you wish to validate. In the case that a class is full during your enrolment appointment and you prefer to be put on a waitlist for the course, please be sure to check off the **"Waitlist if class is full"** box now, so you do not have to repeat this step during your enrolment appointment. Then click **DO ACTION**

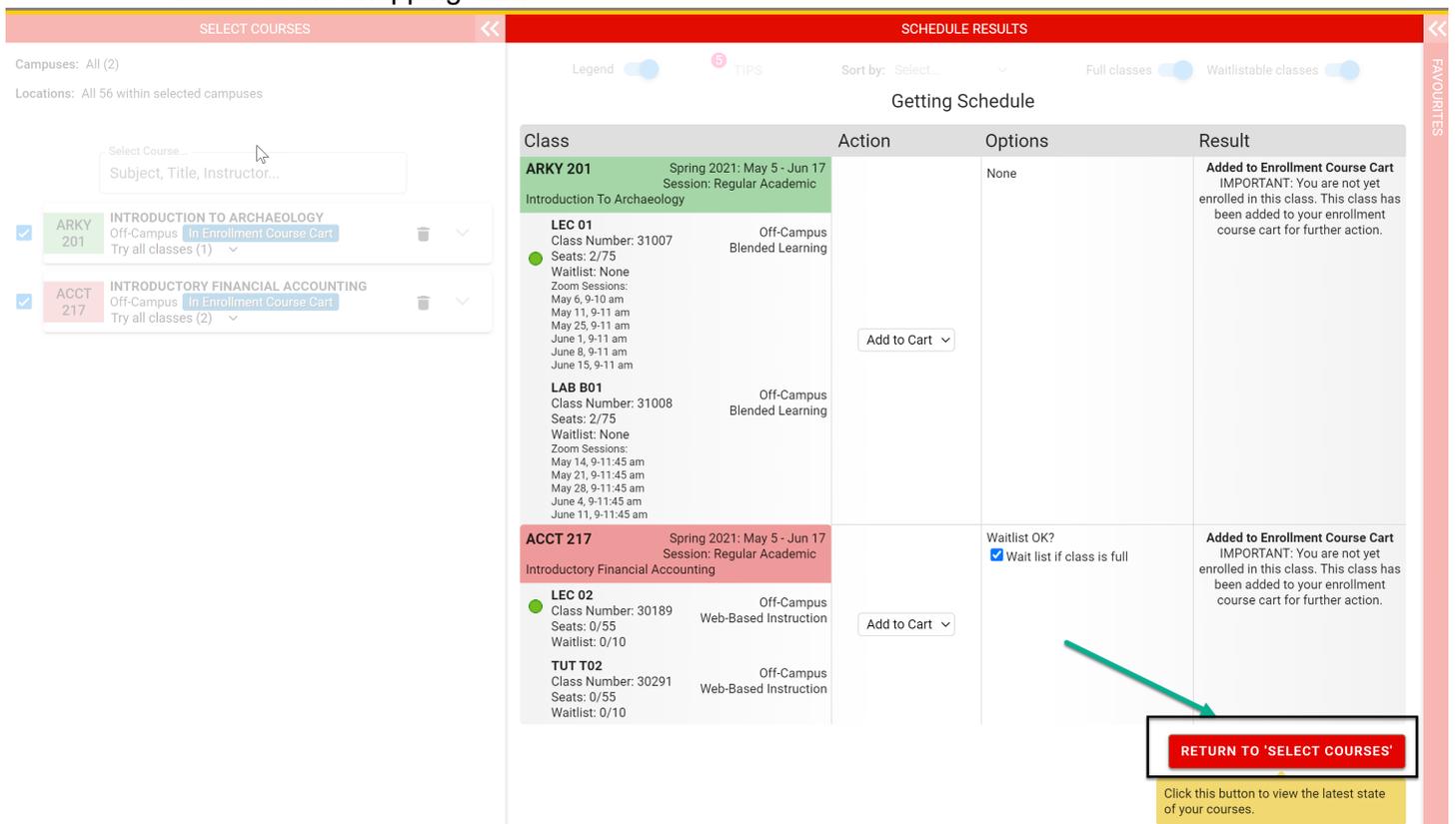


The screenshot shows the 'Getting Schedule' interface. On the left, under 'SELECT COURSES', two courses are selected: ARKY 201 (Introduction To Archaeology) and ACCT 217 (Introductory Financial Accounting). The main table lists the following classes:

Class	Action	Options	Result
ARKY 201 Spring 2021: May 5 - Jun 17 Session: Regular Academic Introduction To Archaeology		None	
LEC 01 Class Number: 31007 Seats: 2/75 Waitlist: None Zoom Sessions: May 6, 9-10 am May 11, 9-11 am May 25, 9-11 am June 1, 9-11 am June 8, 9-11 am June 15, 9-11 am	Off-Campus Blended Learning		
LAB B01 Class Number: 31008 Seats: 2/75 Waitlist: None Zoom Sessions: May 14, 9-11:45 am May 21, 9-11:45 am May 28, 9-11:45 am June 4, 9-11:45 am June 11, 9-11:45 am	Off-Campus Blended Learning		
ACCT 217 Spring 2021: May 5 - Jun 17 Session: Regular Academic Introductory Financial Accounting			
LEC 02 Class Number: 30189 Seats: 0/55 Waitlist: 0/10	Off-Campus Web-Based Instruction		
TUT T02 Class Number: 30291 Seats: 0/55 Waitlist: 0/10	Off-Campus Web-Based Instruction		

Numbered callouts in the image indicate: 1. 'Add to Cart' dropdown menu; 2. 'Add to Cart' button; 3. 'Waitlist OK?' dialog box; 4. 'DO ACTIONS' button. A 'CANCEL' button is also visible at the bottom left.

8. After this step, click **RETURN TO 'SELECT COURSES'**. You will notice that the courses are added to the shopping cart.

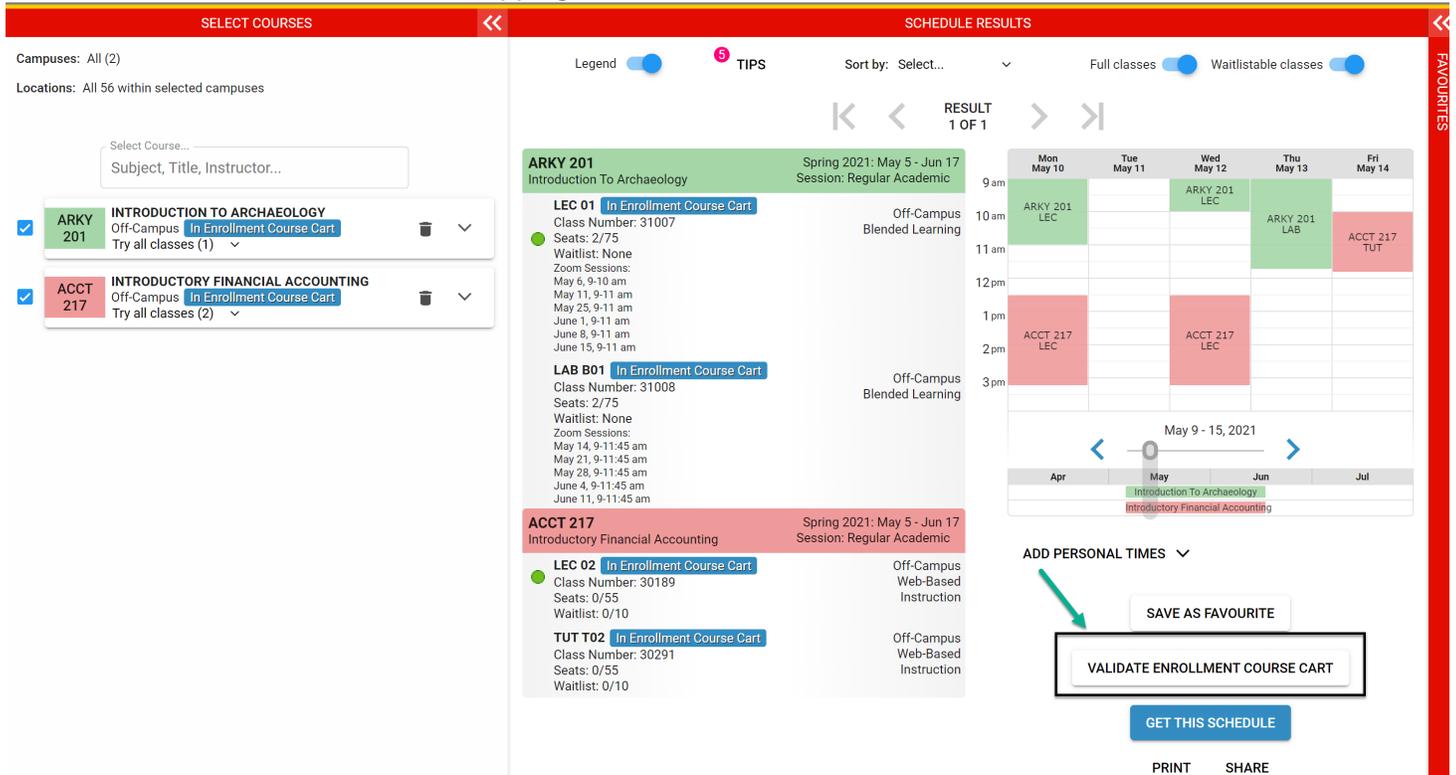


This screenshot shows the same 'Getting Schedule' interface after the 'DO ACTIONS' button was clicked. The 'Result' column now contains the following messages:

Class	Action	Options	Result
ARKY 201 Spring 2021: May 5 - Jun 17 Session: Regular Academic Introduction To Archaeology		None	Added to Enrollment Course Cart IMPORTANT: You are not yet enrolled in this class. This class has been added to your enrollment course cart for further action.
LEC 01 Class Number: 31007 Seats: 2/75 Waitlist: None Zoom Sessions: May 6, 9-10 am May 11, 9-11 am May 25, 9-11 am June 1, 9-11 am June 8, 9-11 am June 15, 9-11 am	Off-Campus Blended Learning		
LAB B01 Class Number: 31008 Seats: 2/75 Waitlist: None Zoom Sessions: May 14, 9-11:45 am May 21, 9-11:45 am May 28, 9-11:45 am June 4, 9-11:45 am June 11, 9-11:45 am	Off-Campus Blended Learning		
ACCT 217 Spring 2021: May 5 - Jun 17 Session: Regular Academic Introductory Financial Accounting			
LEC 02 Class Number: 30189 Seats: 0/55 Waitlist: 0/10	Off-Campus Web-Based Instruction		
TUT T02 Class Number: 30291 Seats: 0/55 Waitlist: 0/10	Off-Campus Web-Based Instruction		

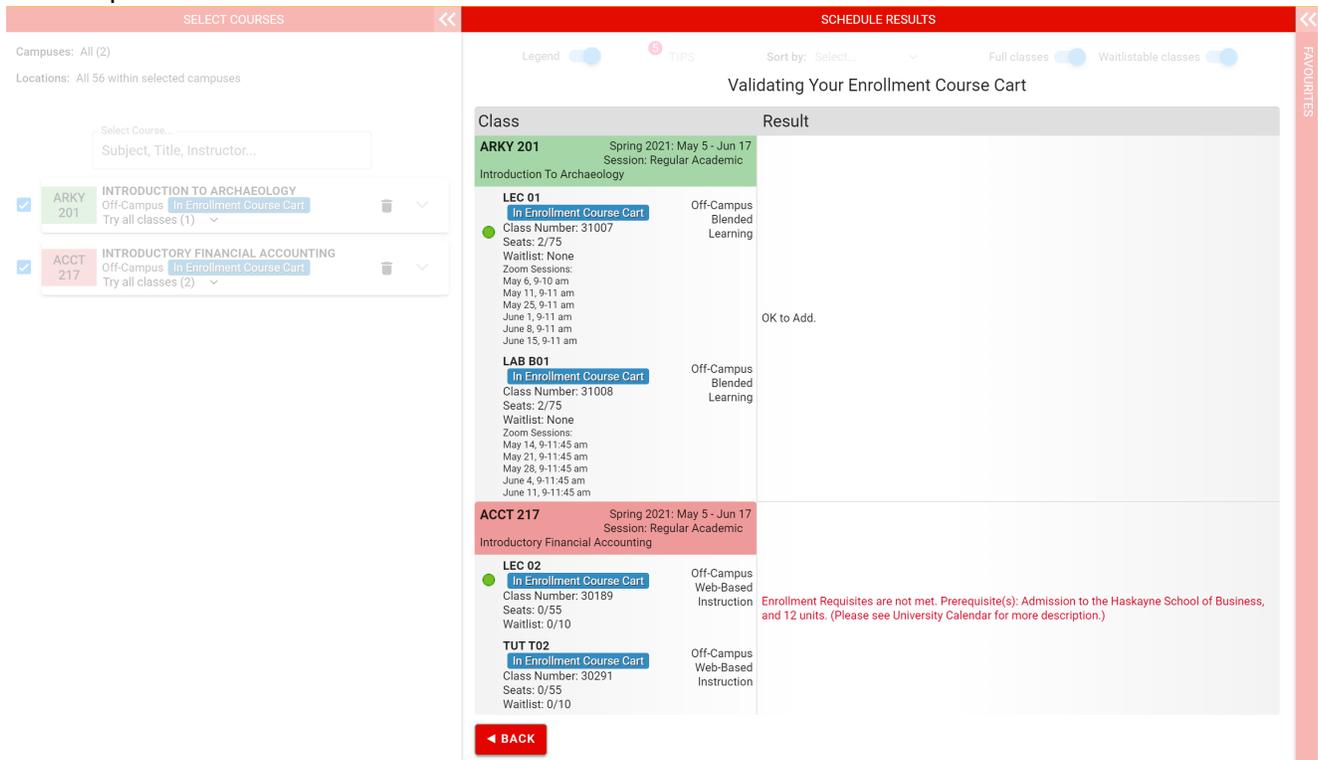
A red button labeled 'RETURN TO 'SELECT COURSES'' is highlighted with a green arrow. A yellow callout box below the button reads: 'Click this button to view the latest state of your courses.'

9. At this stage the **“VALIDATE ENROLLMENT COURSE CART”** button will be active. Click this button to validate the shopping cart.



The screenshot shows the 'SCHEDULE RESULTS' interface. On the left, under 'SELECT COURSES', two courses are selected: ARKY 201 (Introduction to Archaeology) and ACCT 217 (Introductory Financial Accounting). The main area displays details for these courses, including class numbers, seats, and waitlists. A calendar view on the right shows the schedule for May 10-14, 2021. A red box highlights the 'VALIDATE ENROLLMENT COURSE CART' button, with a green arrow pointing to it. Other buttons like 'SAVE AS FAVOURITE', 'GET THIS SCHEDULE', and 'PRINT SHARE' are also visible.

10. Once the **“VALIDATE ENROLLMENT COURSE CART”** button is clicked, students can see potential enrolment errors and take appropriate actions to fix them. It should be noted that this screen will only display one potential error at a time for a class if it were to have multiple potential problems.



The screenshot shows the 'Validating Your Enrollment Course Cart' page. It features a table with two columns: 'Class' and 'Result'. The table lists the following classes and their results:

Class	Result
ARKY 201 Introduction To Archaeology LEC 01 Class Number: 31007 Seats: 2/75 Waitlist: None Zoom Sessions: May 6, 9-10 am; May 11, 9-11 am; May 25, 9-11 am; June 1, 9-11 am; June 8, 9-11 am; June 15, 9-11 am	Off-Campus Blended Learning OK to Add.
LAB B01 Class Number: 31008 Seats: 2/75 Waitlist: None Zoom Sessions: May 14, 9-11:45 am; May 21, 9-11:45 am; May 28, 9-11:45 am; June 4, 9-11:45 am; June 11, 9-11:45 am	Off-Campus Blended Learning OK to Add.
ACCT 217 Introductory Financial Accounting LEC 02 Class Number: 30189 Seats: 0/55 Waitlist: 0/10 TUT T02 Class Number: 30291 Seats: 0/55 Waitlist: 0/10	Off-Campus Web-Based Instruction Off-Campus Web-Based Instruction Enrollment Requisites are not met. Prerequisite(s): Admission to the Haskayne School of Business, and 12 units. (Please see University Calendar for more description.)

A 'BACK' button is located at the bottom left of the table.

IMPORTANT NOTE:

- A course has to be added to the shopping cart in order to validate it
- A green check box indicating that a course is “OK to add” **DOES NOT** guarantee enrolment in the course. Other factors may prevent enrolment, and those factors can only be determined during the actual enrolment. The validate option **DOES NOT** capture all enrolment errors.
- If a course has multiple potential problems, the validate option will only display one potential problem at a time.
- You can run the validation option multiple times by either selecting any or all of the courses in your shopping cart.
- You **cannot** successfully validate a course that has one or more of its pre-requisite course in the shopping cart of any prior term(s)

End of Procedure