How to Register for Courses

(NOTE: This is a continuation of the instructions for filling the shopping cart, found here).

Log in to the SIS Student Center at case.edu/sis/.

If you have already filled your shopping cart:
Click on the "plan" link, and then click on the "shopping cart" sub tab. Review your class selections and make any necessary changes. If you need to edit your shopping cart, you can make changes to your class selections by completing the following steps:

A. To delete a class from your shopping cart:
   i. Click the checkbox next to the class in the select column.
   ii. Click the delete button.
   iii. Your shopping cart refreshes; the class has been removed.

B. To add a class to your shopping cart:
   i. Click the search button.
   ii. The search screen appears.

After making any necessary changes, proceed to step 17.

IF YOU HAVEN'T FILLED YOUR SHOPPING CART, REFER TO STEP ONE HERE.

STEP 17: Your shopping cart appears. It should include the classes for which you intend to register.

STEP 18: Select all the classes in your shopping cart by clicking the checkboxes in the select column.

STEP 19: Click the validate button. (If you see a blue square under the status column, you will not be able to enroll in the section, as it is closed. The validate button will not catch these.)
VALIDATION RESULTS

**Add Classes to Shopping Cart**

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Description</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 121</td>
<td>OK to Add.</td>
<td></td>
</tr>
<tr>
<td>MATH 120</td>
<td>OK to Add.</td>
<td></td>
</tr>
<tr>
<td>ENGL 213</td>
<td>OK to Add.</td>
<td></td>
</tr>
<tr>
<td>HSTY 108</td>
<td>OK to Add.</td>
<td></td>
</tr>
<tr>
<td>PHED 13B</td>
<td>OK to Add.</td>
<td></td>
</tr>
</tbody>
</table>

**STEP 20:** The results of the validation process appear.

**STEP 21:** If a red X appears, that means a problem has been found with the suggested schedule in your shopping cart. Consult the SIS error messages table on Page 54. Any classes with a green checkmark are okay to add to your schedule.

**STEP 22:** Click the shopping cart button. You will then be able to make adjustments to your shopping cart or proceed with enrollment if no adjustments are necessary.

**STEP 23:** You can delete a class by clicking the select check box and clicking delete. You can select additional classes by using the search button.

**STEP 24:** From the shopping cart, click the enroll button once you have made your final selections and have made sure everything was ‘OK to Add’ after you validated the classes in your shopping cart.
2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

STEP 25: The confirm classes screen appears.

STEP 26: Click the finish enrolling button.

3. View results

View the following status report for enrollment confirmations and errors:

STEP 27: The view results screen appears. If a red X appears, read the error message carefully. Consult the SIS error messages table on Page 37 before proceeding. If you have questions email ugstudies@case.edu or call 216.368.2928.

STEP 28: Click my class schedule to access your completed schedule. Conduct a final review of your schedule.

STEP 29: Click printer friendly page before printing. Print one copy for your records (optional).
# SIS Error Messages

<table>
<thead>
<tr>
<th>TYPE OF ERROR</th>
<th>ERROR MESSAGE</th>
<th>COURSE OF ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed</td>
<td>“Class xxxx is full. If a wait list is available, click Add Another Class to return to step 1. Click the class link, select the wait list and resubmit your request.”</td>
<td>If you do not need this class, select an alternate class to take (e.g. economics major who would like to take SPAN 310, which is full).</td>
</tr>
<tr>
<td>Time Conflict</td>
<td>“There is a time conflict for class number xxxx and class number xxxx. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.”</td>
<td>If this class has multiple selections, pick a different section that is open and fits within your schedule (e.g. student would like to take PSCL 101, should select other section if it fits schedule or contact the instructor and request a permit).</td>
</tr>
<tr>
<td>Prerequisite Not Met</td>
<td>“Unable to add this class—requisites have not been met. Prereq: ABC 1234.”</td>
<td>If you do not meet the prerequisite(s) of the class through AP/IB/transfer credit, find an alternate class to take (e.g. student would like to take MATH 122, but does not have AP/IB/transfer credit for MATH 121). If you believe you have met the prerequisite(s) for the class through AP/IB/transfer credit, check the course history in SIS to confirm that your AP/IB/transfer credit has been posted. If not, contact the instructor, explain your academic preparation for the course, and request a permit.</td>
</tr>
<tr>
<td>Consent Required</td>
<td>“Instructor Consent Required for this class. You will need to obtain permission to add this class.”</td>
<td>In order to request instructor consent, follow the “Enroll” link or tab and select the “Permissions” tab.</td>
</tr>
</tbody>
</table>

Click [here](#) to return to the Transfer and Dual Degree Registration Guide.