

How to Register for Courses

(NOTE: this is a continuation from the instructions for filling the shopping cart, found [here](#)).

Log in to the SIS Student Center.

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](#).

Sample Student

go to ...

Search	Plan	Enroll	My Academics	My Advisors
my planner	shopping cart			course history

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

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change term

Open Closed Wait List

Add to Cart:
Enter Class Nbr

enter

Find Classes
 Class Search
 My Planner

search
schedule planner

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ENGL 213-100 (3084)	Intro to Fiction Writing (Lecture)	Mo 4:25PM - 6:55PM	To Be Scheduled	T. Umrigar	3.00	Open
<input type="checkbox"/>	HSTY 108-100 (3459)	Intro to Early Amer History (Lecture)	TuTh 11:30AM - 12:45PM	To Be Scheduled	R. Sentilles	3.00	Open
<input type="checkbox"/>	MATH 120-102 (1744)	Elem Functions Analytic Geom (Lecture)	MoWeFr 9:30AM - 10:20AM	To Be Scheduled	Staff	3.00	Open
<input type="checkbox"/>	PHED 13B-101 (6217)	Rock Wall Climbing (2nd Half) (Phys Ed)	TuTh 10:00AM - 11:00AM	Veale Center	J. Reimer		Open
<input type="checkbox"/>	PHYS 121-11 (1224)	General Physics I-Mechanics (Laboratory)	Th 1:00PM - 4:00PM	Rockefeller 404	D. Driscoll	4.00	Open
<input type="checkbox"/>	PHYS 121-100 (1282)	General Physics I-Mechanics (Lecture)	MoWeFr 11:40AM - 12:30PM	To Be Scheduled	C. Covault		Open

for selected: **delete** **validate** **enroll**

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

Sample Student

go to ...

Shopping Cart

Add Classes to Shopping Cart

View the following status report for enrollment confirmations and errors:

<input checked="" type="checkbox"/> OK to Add <input checked="" type="checkbox"/> Potential Problem		
Description	Message	Status
PHYS 121	OK to Add.	<input checked="" type="checkbox"/>
MATH 120	OK to Add.	<input checked="" type="checkbox"/>
ENGL 213	OK to Add.	<input checked="" type="checkbox"/>
HSTY 108	OK to Add.	<input checked="" type="checkbox"/>
PHED 13B	OK to Add.	<input checked="" type="checkbox"/>

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.

ENROLL

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Open
 Closed
 Wait List

Add to Cart:

Enter Class Nbr

Find Classes

Class Search

My Planner

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ENGL 213-100 (3084)	Intro to Fiction Writing (Lecture)	Mo 4:25PM - 6:55PM	To Be Scheduled	T. Umrigar	3.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	HSTY 108-100 (3459)	Intro to Early Amer History (Lecture)	TuTh 11:30AM - 12:45PM	To Be Scheduled	R. Sentilles	3.00	<input checked="" type="checkbox"/>
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<input checked="" type="checkbox"/>	PHYS 121-111 (1284)	General Physics I-Mechanics (Laboratory)	Th 1:00PM - 4:00PM	Rockefeller 404	D. Driscoll	4.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	PHYS 121-100 (1282)	General Physics I-Mechanics (Lecture)	MoWeFr 11:40AM - 12:30PM	To Be Scheduled	C. Covault		<input checked="" type="checkbox"/>

for selected:

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.

CLASS CONFIRMATION

Shopping Cart



2. Confirm classes

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

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Class	Description	Days/Times	Room	Instructor	Units	Status
ENGL 213-100 (3084)	Intro to Fiction Writing (Lecture)	Mo 4:25PM - 6:55PM	To Be Scheduled	T. Umrigar	3.00	●
HSTY 108-100 (3459)	Intro to Early Amer History (Lecture)	TuTh 11:30AM - 12:45PM	To Be Scheduled	R. Sentilles	3.00	●
MATH 120-102 (1744)	Elem Functions Analytic Geom (Lecture)	MoWeFr 9:30AM - 10:20AM	To Be Scheduled	Staff	3.00	●
PHED 13B-101 (6217)	Rock Wall Climbing (2nd Half) (Phys Ed)	TuTh 10:00AM - 11:00AM	Veale Center	J. Reimer		●
PHYS 121-111 (1284)	General Physics I-Mechanics (Laboratory)	Th 1:00PM - 4:00PM	Rockefeller 404	D. Driscoll	4.00	●
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● Open
■ Closed
▲ Wait List

CANCEL
PREVIOUS
FINISH ENROLLING

STEP 25: The confirm classes screen appears.

STEP 26: Click the finish enrolling button.

VIEW RESULTS

Shopping Cart



3. View results

View the following status report for enrollment confirmations and errors:

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Class	Message	Status
ENGL 213	Success: This class has been added to your schedule.	✓
HSTY 108	Success: This class has been added to your schedule.	✓
MATH 120	Success: This class has been added to your schedule.	✓
PHED 13B	Success: This class has been added to your schedule.	✓
PHYS 121	Success: This class has been added to your schedule.	✓

✓ Success: enrolled
✗ Error: unable to add class

MY CLASS SCHEDULE
ADD ANOTHER CLASS
REQUEST PERMISSION
RETURN TO STUDENT CENTER

STEP 27: The view results screen appears. If a red X appears, read the error message carefully. Consult the SIS error messages on the next page before proceeding. If you have questions email summerreghelp@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).

You may continue making changes to your schedule through July 14 and will need to update your First Seminar selections in the New Student Checklist accordingly.

After July 14, first-year students will be able to make schedule adjustments after meeting with their first-year advisor at new student orientation. Once enrolled in classes you may waive your health insurance fee for fall semester if you have outside insurance. Instructions are available at <https://students.case.edu/wellness/medicalplan/waiver/process.html>.

SIS Error Messages

TYPE OF ERROR	ERROR MESSAGE	COURSE OF ACTION
Closed	<p>“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.”</p> <p>Note: Wait list option is not enabled on SIS during the July 11-14 registration period despite being mentioned in this error message.</p>	<p>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).</p> <p>If the course is required for your intended major, review options for requesting the course on the next page.</p> <p>We are not able to accommodate requests for closed PHED courses.</p>
Time Conflict	<p>“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.”</p>	<p>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).</p> <p>If there is only one section for the class or all other sections are closed, find an alternate class to take. However, if you believe both classes are required for your major(s) and conflicts with other classes required for your major(s), contact a representative from Undergraduate Studies to discuss your options.</p>
Prerequisite Not Met	<p>“Unable to add this class—requisites have not been met. Prereq: ABC 1234.”</p>	<p>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).</p> <p>If you believe you have met the prerequisite(s) for the class through AP/IB/transfer credit, check the New Student Checklist or Course History in SIS to confirm that your AP/IB/transfer credit has been posted. If the credit is not posted and you believe that you have completed the steps outlined on the Checklist, contact Undergraduate Studies to inquire on the status of your credit and discuss your options. If you did not complete the required steps, contact Undergraduate Studies (summerreghelp@case.edu) immediately to discuss your options for expediting the credit posting process.</p>
Consent Required	<p>“Instructor Consent Required for this class. You will need to obtain permission to add this class. In order to request permission online, follow the ‘Enroll’ link or tab and select the ‘Permissions’ tab.”</p>	<p>DO NOT SELECT THE PERMISSION TAB. Please request instructor consent through the Schedule Change Request item on the New Student Checklist. See the next page for more information.</p>

Requesting Enrollment in a Closed Course or Course Requiring Instructor Consent

When registering for courses, if a course that is required for your intended major is full, or requires instructor consent, you may submit a Schedule Change Request on the New Student Checklist. You can find this form within the "First-Year Registration" item.

This request will notify Undergraduate Studies that you would like to be enrolled in a course. These requests will be reviewed by Undergraduate Studies, and you will be contacted if there are any questions or concerns about your request. Check your schedule after July 28 to confirm whether or not your request was accommodated.

Please keep in mind we cannot guarantee that all requests will be granted and requests made for courses that are required for a student's intended major will be given priority. Students should first search for alternate courses or other available sections of a course before submitting requests.

Requests for instructor consent

To ensure that requests for instructor consent are reviewed and granted (as applicable) prior to registration, we ask that all students requesting instructor consent submit a Schedule Change Request between July 5-9.

Requests to enroll in a closed course

Requests to enroll in a closed course should only be made during the registration period (July 11-24). Requests to enroll in a closed course made before July 11 will not be reviewed.

Because students are not required to take PHED courses in their first semester, we will not be able to accommodate requests for closed PHED courses. Students are free to add PHED courses during the drop/add period if they become available.