

Using the Student Center Shopping Cart

Function

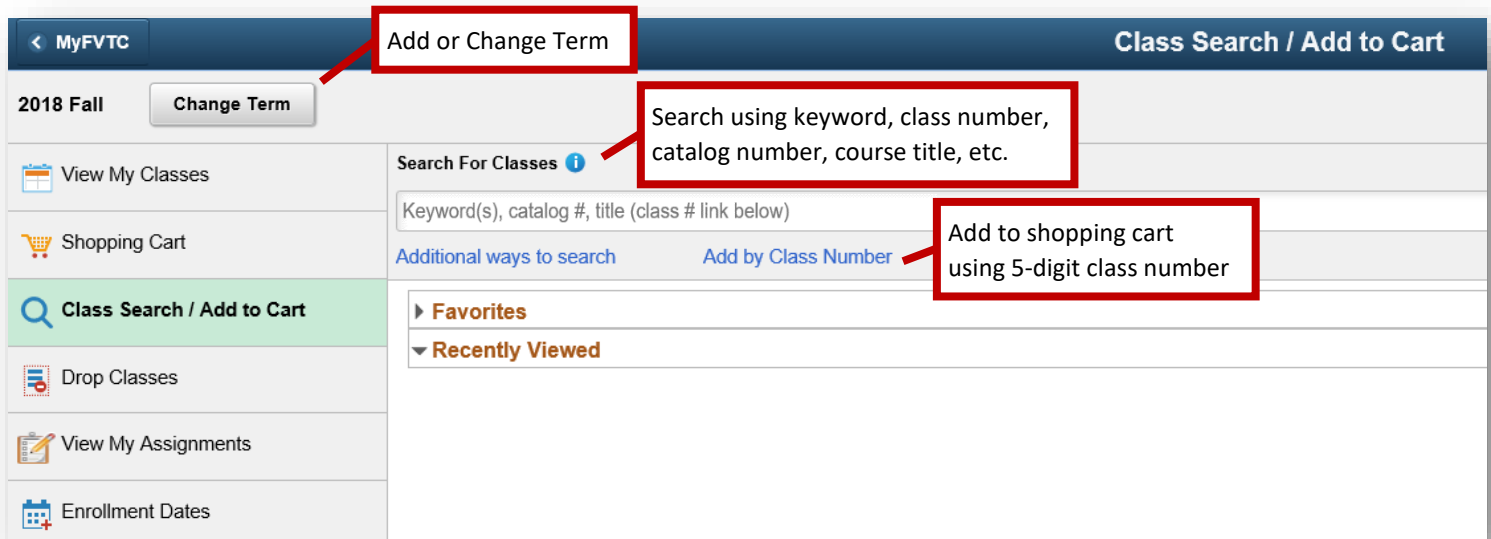
Use the Shopping Cart to temporarily save classes until it is time to enroll for the term. You can also use the Validate button to check for possible conflicts prior to enrolling.

Adding Classes to the Shopping Cart

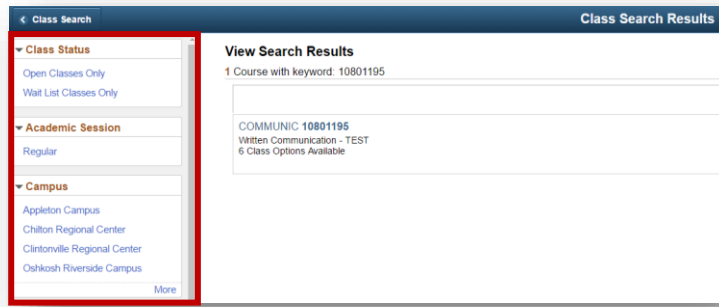
1. Using your FVTC ID and password, sign in to MyFVTC by going to www.fvtc.edu/myfvtc.
2. Click the **Manage Classes** tile, then select **Class Search/Add to Cart** on the left



3. Select the correct term. If necessary, use the **Change Term** button to select a different term.
4. Search and add classes to the Shopping Cart by entering keyword, catalog number, or course title in the **Search For Classes** box and clicking the **Enter** button. Or, a class search can be performed by clicking the **Additional ways to search** or **Add by Class Number** links.



- You now have the option to narrow the results by selecting filters on the left side of the page. This allows you to search by specific criteria such as days of the week or mode of instruction. It also gives you the option to narrow results by campus.

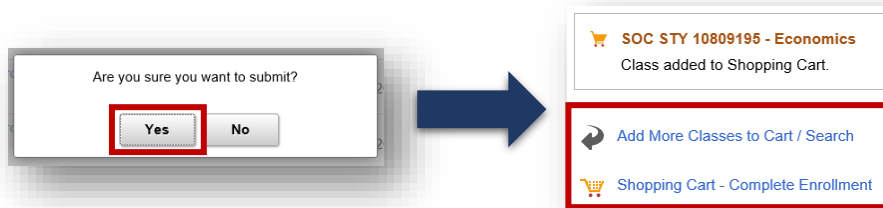


- Once you have narrowed your search, you can select the course.
 - Basic information about each class, such as meeting dates and times will display.
 - Even more information about the class can be found by selecting the class number, highlighted in blue. This link will show requisite, textbook, and meeting information.
 - Some classes will have additional meeting times. Select **View all required meeting times** to view the complete schedule for the class.
- Click **Add to Cart** to add the class to your shopping cart.

Select a class option Selected Filters 19 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Seats
Add to Cart	Open	Regular	50671 In Person Classroom	08/23/2018 - 12/13/2018	Thursday 2:30PM to 5:20PM	G233 Appleton Campus	Open Seats 21 of 23
Add to Cart	Wait List	Regular	50670 In Person Classroom	08/24/2018 - 12/14/2018	Friday 11:30AM to 2:20PM	G219 Appleton Campus	Waitlist Available Places 12 of 12
Add to Cart	Closed	Regular	50669 Hybrid: In-Person & Online	08/27/2018 - 12/17/2018	Flexible Flexible View all required meeting times	G219 Appleton Campus	Closed

- After you confirm you would like to submit, you will receive confirmation the class has been added to your shopping cart-the shopping cart does not mean you are done registering. From here you can **Add More Classes to Cart/Search**, or select **Shopping Cart-Complete Enrollment** to finish the enrollment process.



Using the Validate Button

The Validate button checks for possible conflicts prior to enrolling.

- Place a check in the box in the **Select** column for each class and click the **Validate** button. Errors are indicated by a red X in the Status column. Classes which are okay to add are indicated by a green check mark in the Status column.

Enroll Delete **Validate**

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Type A 20374	SOC STY 10809166 Intro to Ethics: Theory & App	Regular	Flexible View all required meeting times	HYBRID HYBRID	Staff	3.00	Open Seats 16 of 20	Change Preferences

Enrolling in Classes & Deleting Classes from Shopping Cart

Enrolling in Classes

1. Enroll in a class by placing a check in the box in the **Select** column for each class you would like to enroll. Click the **Enroll** button. Click **Yes** to confirm you would like to enroll.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Type A 20374	SOC STY 10809166 Intro to Ethics: Theory & App	Regular	Flexible View all required meeting times	HYBRID HYBRID	Staff	3.00	Open Seats 18 of 20	Change Preferences

Buttons: **Enroll** (highlighted), **Delete**, **Validate**

2. Read the **Financial Responsibility & Terms Agreement** by clicking on the different sections. Select your **Intended Payment Method(s)**, then click **Done** to acknowledge you have read and understand the Financial Responsibility & Terms Agreement.

Financial Responsibility & Terms Agreement **Done**

Select all your Intended Payment Method(s) below:

- Financial Aid
- Payment Plan
- eCheck, Credit Card, Cash, Check, Money Order
- Employer, Agency Contract
- Veteran Education Benefits
- Other

By selecting 'Done' button, I acknowledge that I have read and understand this Financial Responsibility & Terms Agreement

- ▶ 1. PAYMENT OF FEES/PROMISE TO PAY/REGISTER/DROP
- ▶ 2. DELINQUENT ACCOUNT COLLECTION
- ▶ 3. COMMUNICATION METHODS
- ▶ 4. AGREEMENT
- ▶ 5. FINANCIAL AID
- ▶ 6. METHOD OF BILLING
- ▶ 7. BILLING ERRORS
- ▶ 8. RETURNED PAYMENTS/FAILED PAYMENT AGREEMENTS
- ▶ 9. PROGRAM WITHDRAWAL
- ▶ 10. PRIVACY RIGHTS & RESPONSIBILITIES

3. You have the option to click on the green **Make a Payment** button in order to pay for your classes.
4. Click **View My Classes** on the left, then select **Print Class Schedule**.
 - Your Class Schedule is a paper that you can print out that will display your classes, the textbook information and any notes you need to be aware of before you begin the class.
 - Also be aware that in order to purchase you books at the campus bookstore, you will need to present your class schedule.

View My Classes **By Class**

Shopping Cart | Class Search / Add to Cart | Drop Classes | View My Assignments

Show Enrolled Classes

[Print Class Schedule](#) [Buy Textbooks](#) [View Account Details](#)

▼ CAREER 94100100A Accuplacer Testing-Chilton

Status	Units	Grading Basis
Enrolled		Exclude from Transcript

Deleting Classes from the Shopping Cart

1. Delete a class by placing a check in the box in the **Select** column for each class you would like to delete and click the **Delete** button.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Type A 20374	SOC STY 10809166 Intro to Ethics: Theory & App	Regular	Flexible View all required meeting times	HYBRID HYBRID	Staff	3.00	Open Seats 18 of 20	Change Preferences

Buttons: **Enroll**, **Delete** (highlighted), **Validate**