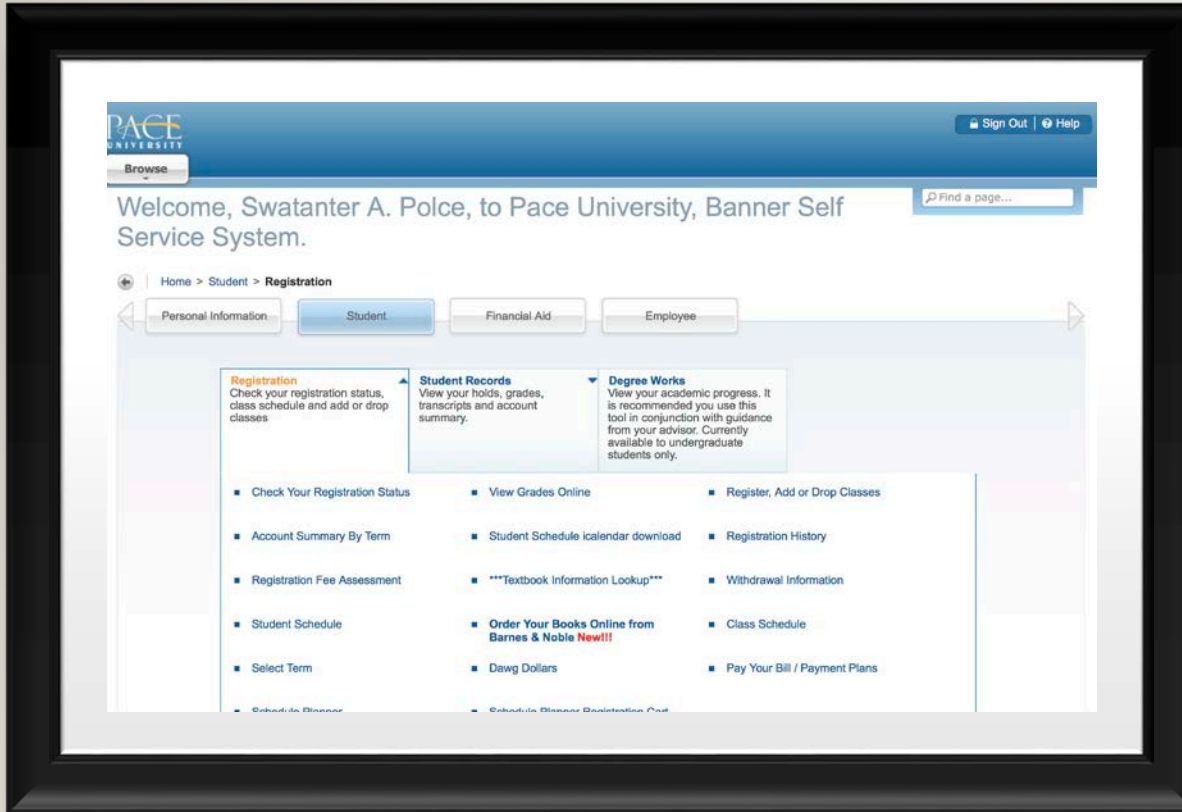


# HOW TO CREATE A CART OF CLASSES FOR REGISTRATION

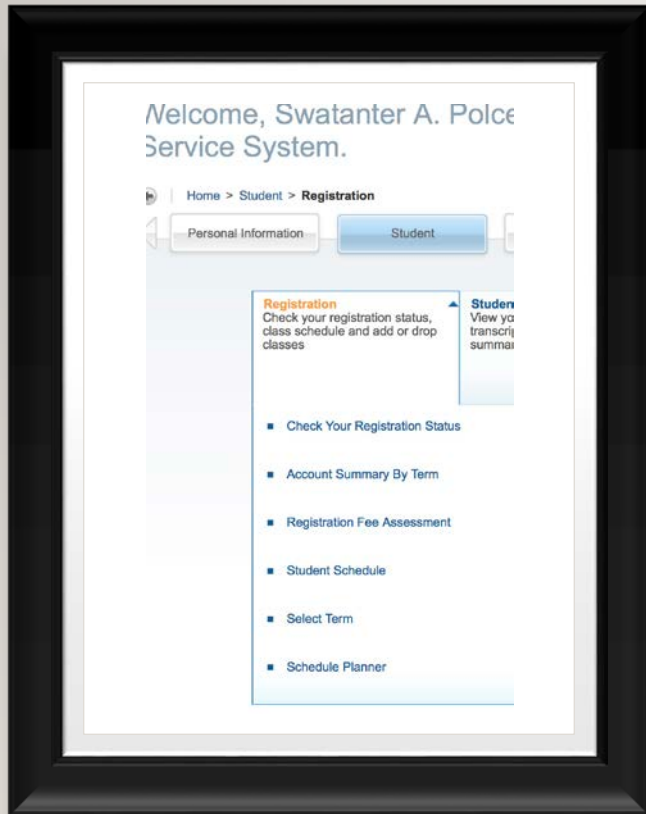
---





# STEP ONE

LOG INTO YOUR MYPACE PORTAL AND OPEN TO YOUR REGISTRATION TAB.



# STEP TWO

---

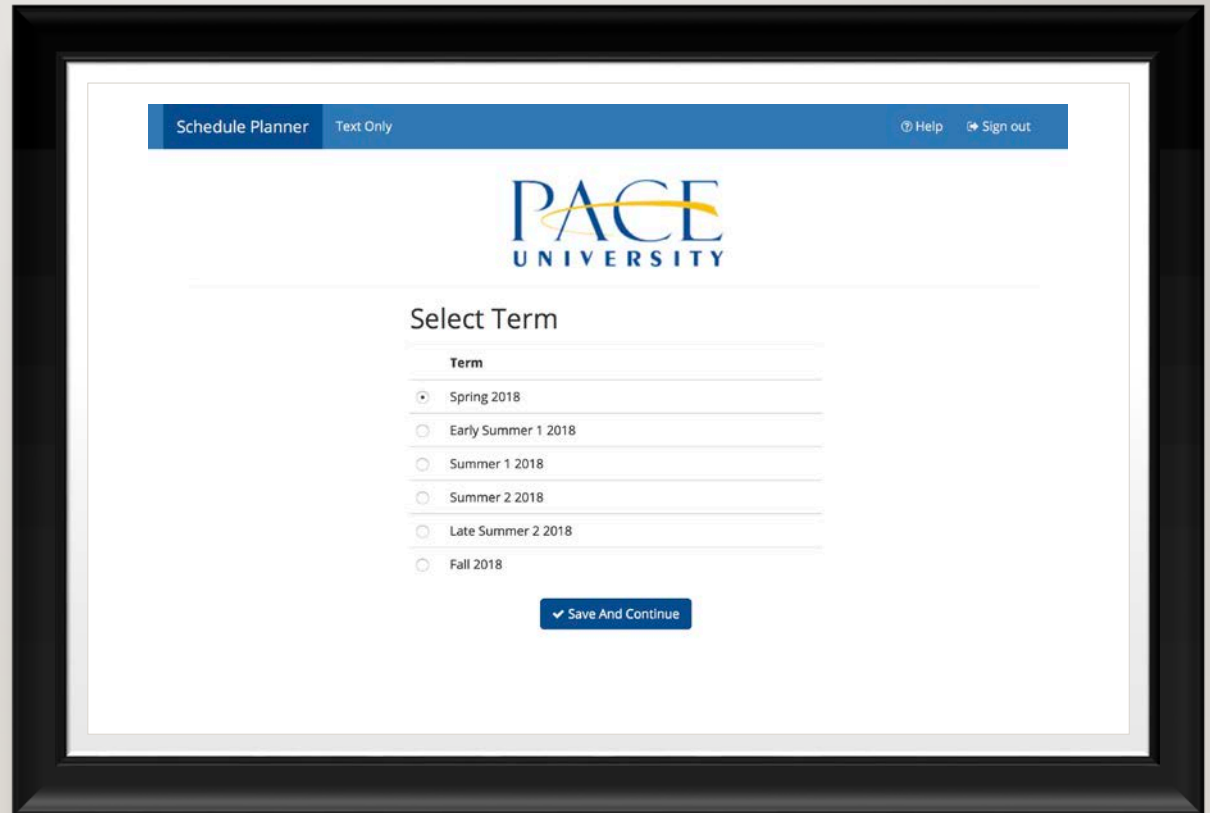
SELECT "SCHEDULE PLANNER"-BOTTOM LEFT OF THE SCREEN.

THIS WILL LEAD YOU TO A NEW WINDOW.

# STEP THREE

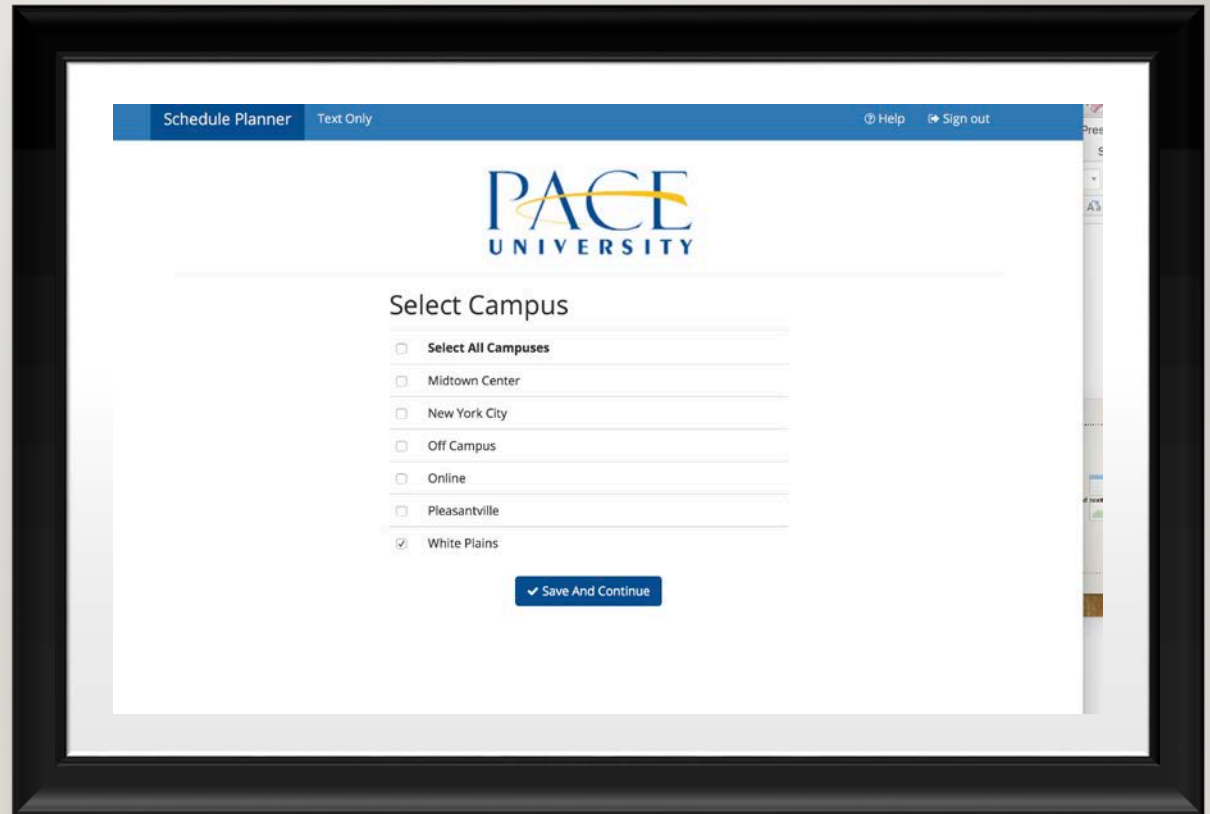
SELECT THE TERM YOU WILL  
BE REGISTERING FOR.

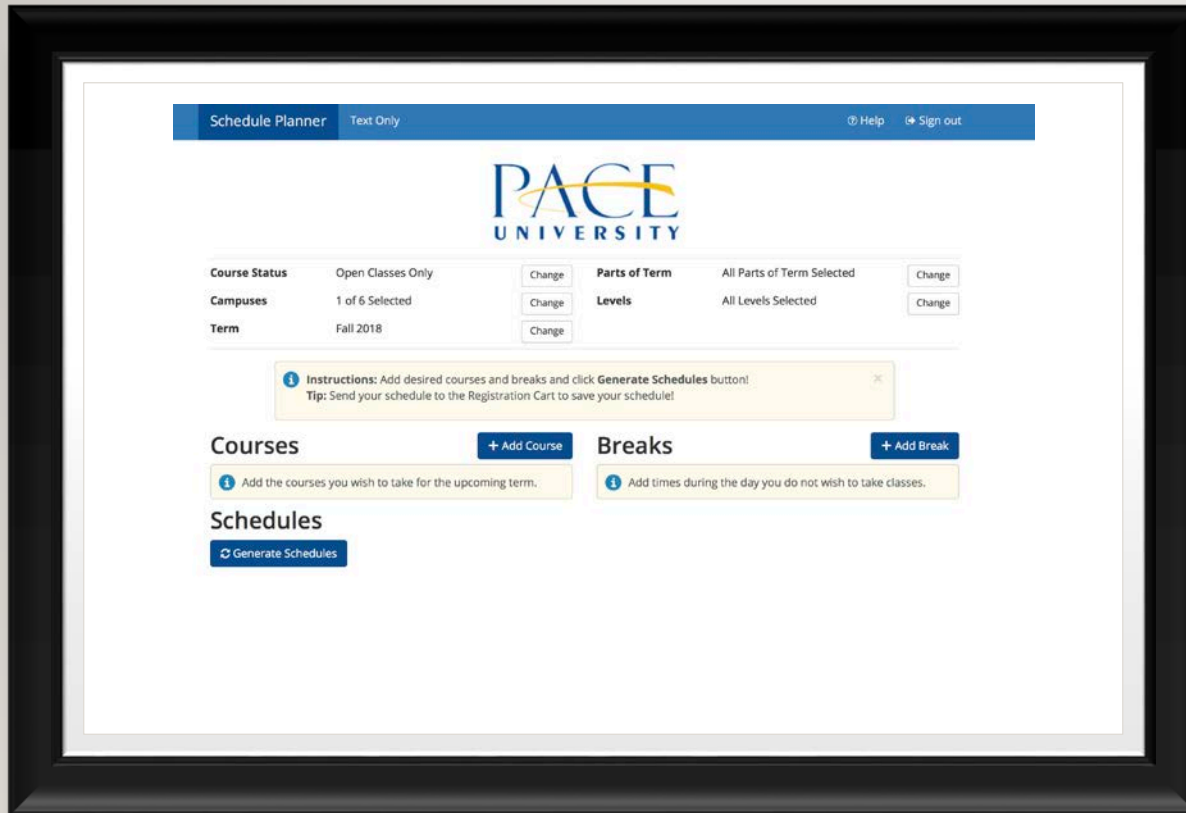
[ EXAMPLE SPRING 2018 ]



# STEP FOUR

SELECT A CAMPUS.





## STEP FIVE

MAKE SURE THE  
INFORMATION IS CORRECT.  
AND THEN SELECT THE  
BUTTON "ADD COURSE".

Schedule Planner Text Only

### Add Course

By Subject Search by Course Attribute

Subject LAW - Law

Course Select Course

- Practicum
- 603 Survey of Intellectual Property
- 605 Prosecution of War Crimes Seminar
- 607 Real Estate Transactions and Finance
- 610A Civil Procedure
- 612A Electronic Discovery
- 612AA Adv. Civil Procedure Seminar: Anatomy of a Trial- The Burden of Proof
- Anatomy of a Trial- The Burden of Proof

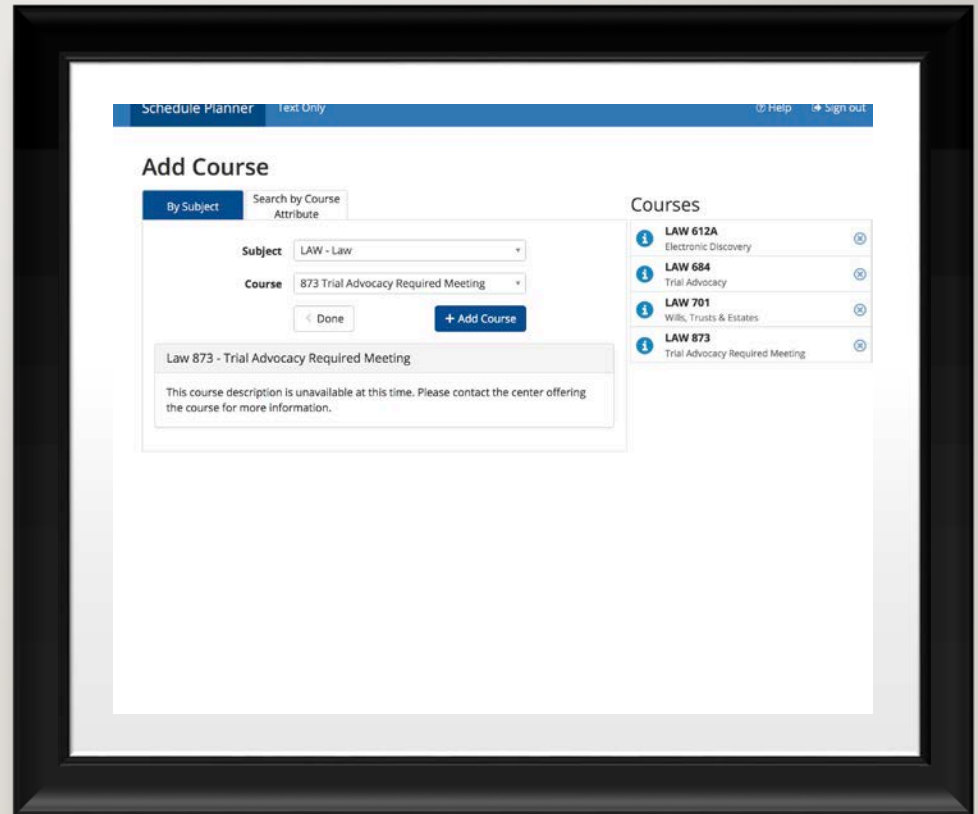
Courses Choose a Course

## STEP SIX

- In the Subject line put “LAW”
- In the Course Line search “the class you want”
- Once the description loads, click add class

# STEP SEVEN

- Once you have your classes selected, select the “Done Button”.





## STEP EIGHT

The screenshot shows the Pace University course selection interface. At the top is the Pace University logo. Below it are filters for Course Status (Open Classes Only), Campuses (1 of 6 Selected), Term (Fall 2018), Parts of Term (All Parts of Term Selected), and Levels (All Levels Selected). A yellow instruction box states: "Instructions: Add desired courses and breaks and click Generate Schedules button! Tip: Send your schedule to the Registration Cart to save your schedule!". The main area is divided into "Courses" and "Breaks" sections. The "Courses" section lists LAW 612A (Electronic Discovery), LAW 684 (Trial Advocacy), LAW 701 (Wills, Trusts & Estates), and LAW 873 (Trial Advocacy Required Meeting). Each course has an "Options" button and a "Generate Schedules" button. The "Breaks" section has an "Add Break" button and an instruction box: "Add times during the day you do not wish to take classes.". At the bottom, there is a "Schedules" section with a "Generate Schedules" button.

- Select Generate Schedules.
- A list will be generated with all the possible schedules you can have.
- Browse the choices until you find the schedule you like.

# STEP NINE

- Select the button that says “Send to Registration Cart”.

The screenshot displays a 'Schedule Planner' interface. At the top, there are navigation options: 'Schedule Planner', 'Text Only', 'Help', and 'Sign out'. Below this, there are buttons for 'Back', 'Send to Registration Cart', 'Shuffle', and 'Schedule 1 of 16'. A yellow notification bar states: 'You are viewing a potential schedule only and you must still register.'

	CBN #	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
Green	72212	LAW	612A	20	M 4:00pm - 5:55pm	White Plains	2
Blue	71065	LAW	684	16	W 12:00pm - 3:00pm	White Plains	4
Red	70500	LAW	701	99	TTh 9:00am - 11:00am	White Plains	4
Orange	72209	LAW	825	15	W 6:00pm - 8:00pm	White Plains	2
Pink	70287	LAW	873	50	T 5:00pm - 5:55pm	White Plains	0
							12

Week 2 (09/03/2018 - 09/09/2018)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
LAW 612A	[Green bar]																
LAW 684	[Blue bar]																
LAW 701	[Red bar]																
LAW 825	[Orange bar]																
LAW 873	[Pink bar]																

Monday Tuesday Wednesday Thursday Friday

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30		LAW-701 Crawford, Bridget		LAW-701 Crawford, Bridget	



# STEP ELEVEN

Select "Save Cart".

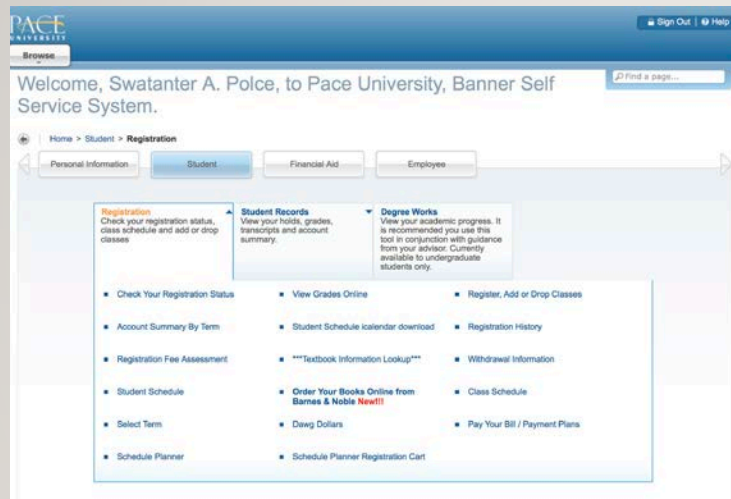
The screenshot shows the 'Schedule Planner Registration Cart' page on the ACE University website. The page includes a navigation menu with 'Personal Information', 'Student', 'Financial Aid', and 'Employee'. Below the navigation, there is a breadcrumb trail: 'Home > Schedule Planner Registration Cart'. A 'Please Note' section states: 'Clicking Add to WorkSheet will bring you to the next page/step in the registration process where you will review, confirm and finalize your registration.' The main content area is titled 'Classes in the Registration Cart' and contains a table with the following data:

Select	CRN	Subj	Crs#	Sec	Title	Status
<input checked="" type="checkbox"/>	70287	LAW	873	300	Trial Ad-Meeting	-
<input checked="" type="checkbox"/>	70500	LAW	701	303	Wills & Trusts	-
<input checked="" type="checkbox"/>	71085	LAW	684	304	Trial Advocacy	-
<input checked="" type="checkbox"/>	72209	LAW	825	300	Drafting Legal Documents	-
<input checked="" type="checkbox"/>	72212	LAW	612A	300	Electronic Discovery	-

Below the table, there are four buttons: 'Register', 'Add to WorkSheet', 'Save Cart', and 'Clear Cart'. At the bottom of the page, there is a navigation menu with 'Registration', 'Student Records', and 'Degree Works'.

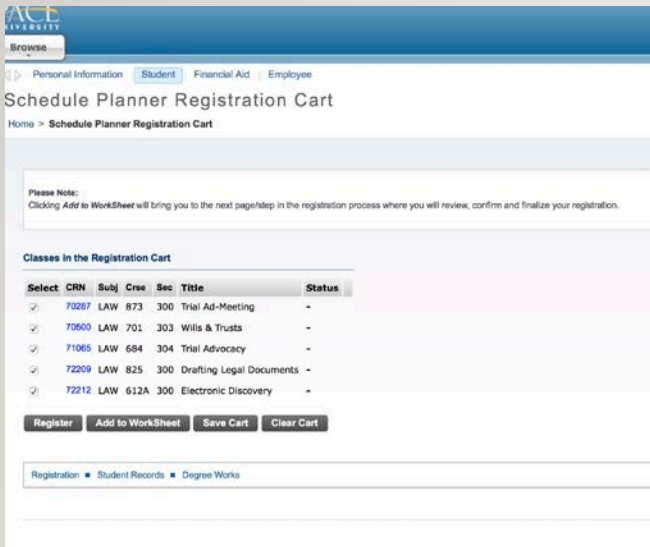
# STEP TWELVE

---



- To access your saved cart on the morning of registration: select “Schedule Planner Registration Cart” and you will see the cart.

# STEP THIRTEEN



- Select “Register”.
- If successful, you will see enrolled next to each of the classes.
- If not successful, you will need to pick new classes.