

# VIEW ENROLLMENT APPOINTMENTS

*Need to confirm your assigned date and time to begin using the enrollment shopping cart and register for the term? It's easy to do in Catalyst.*

- 1) From the Catalyst Student Homepage, select the *My Academics* Tile and then open the **Classes and Schedule** folder listed on the Navigation Collection (left side of the page).
  
- 2) Select **View Assigned Enrollment Time**. On the right side of the page, select a term to view your Enrollment Dates.

The screenshot shows the Catalyst Student Homepage interface. On the left is a navigation menu with 'My Academics' and 'Classes and Schedule' expanded. Under 'Classes and Schedule', 'View Assigned Enrollment Time' is highlighted in green. The main content area shows the 'My Academics' header with a search bar and navigation tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are links for 'My Class Schedule', 'Add', 'Drop', 'Swap', 'Learning Community', 'Edit', and 'Term Information'. The 'Enrollment Dates' section contains a table with the instruction 'Select a term then select Continue.' and two rows of data: 'Fall Sem 2018' and 'Spring Semester 2019', both for 'Undergraduate' students at the 'University of Cincinnati'. A 'Continue' button is located below the table. A 'Go to top' link is at the bottom left of the main content area.

**Best Practices:** Be sure to review your **Tasks Tile** listed on your student homepage. Outstanding tasks in your To-Do List or Service Indicators could prevent you from validating classes in your shopping cart and/or block you from registering.

- 3) You will be directed to your Enrollment Dates page where you will first see your shopping cart appointment begin/end date and time for selected term session. This reflects the date and time you can begin placing classes in your enrollment shopping cart.
- 4) Just below your shopping cart appointment, you will see your **assigned enrollment appointment begin/end date and time** for each term session, along with the maximum number of credit hours you can register for. This reflects the date and time you can begin registering for classes.

The screenshot shows the 'My Academics' page in the Catalyst system. The left sidebar contains navigation options like 'My Academics', 'Classes and Schedule', 'Calendars and Deadlines', etc. The main content area is titled 'Enrollment Dates' and shows the current term as 'Spring Semester 2019 | Undergraduate | University of Cincinnati'. Below this, there are two tables: 'Shopping Cart Appointments' and 'Open Enrollment Dates by Session'. The 'Shopping Cart Appointments' table lists sessions like 'Full Academic Session', 'First Half Session', 'Second Half Session', 'Flex Session', and 'Chongqing University' with their respective start and end dates and times. The 'Open Enrollment Dates by Session' table lists the same sessions with their 'Begins On' and 'Last Date to Enroll' dates. At the bottom, there is a 'Term Enrollment Limits' table showing 'Max Total Units', 'Max No GPA Units', 'Max Audit Units', and 'Max Wait List Units' all set to 99.00. There are also buttons for 'Shopping Cart' and 'Add Classes'.

Session	Appointment Begins	Appointment Ends
Full Academic Session	September 10, 2018 8:00AM	November 18, 2018 11:59PM
First Half Session	September 10, 2018 8:00AM	November 18, 2018 11:59PM
Second Half Session	September 10, 2018 8:00AM	November 18, 2018 11:59PM
Flex Session	September 10, 2018 8:00AM	November 18, 2018 11:59PM
Chongqing University	September 10, 2018 8:00AM	November 18, 2018 11:59PM

  

Session	Begins On	Last Date to Enroll
First Half Session	November 19, 2018	March 3, 2019
Second Half Session	November 19, 2018	April 27, 2019
Full Academic Session	November 19, 2018	May 2, 2019
Flex Session	November 19, 2018	May 2, 2019
Chongqing University	November 19, 2018	May 2, 2019

  

Term Enrollment Limits			
Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
99.00	99.00	99.00	99.00

**NOTE:** If one or both of these appointments are not displayed, it means you have not yet been assigned that appointment time for the term.