**University Registrar**

# YES User Guide
*Enrollment*

## Adding a Class to Cart

1. On the student landing page, click "Student Registration".
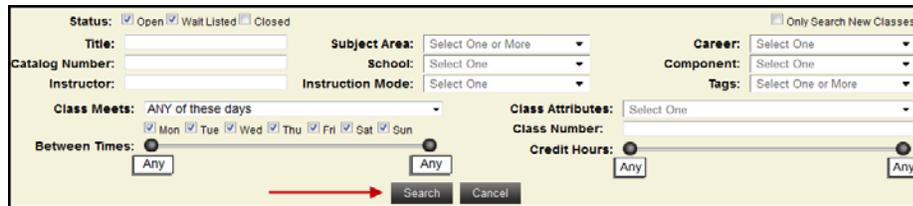
   

2. Use the drop down arrow to select the term.

   

3. Enter the subject area, course number, or title into the text box and click "Search".
   - To search using additional criteria click "Advanced".

   

   - Enter the class information below as needed and click "Search".

   

4. Once you click "Search", the class information will appear.
   - To view the class detail, click anywhere within the class information section.
   - To add the class to your cart, click the ⊞ icon or select "Add to Cart" from the Class Detail page.
   - If successful, a confirmation message will appear on the bottom right corner.
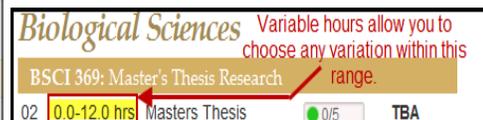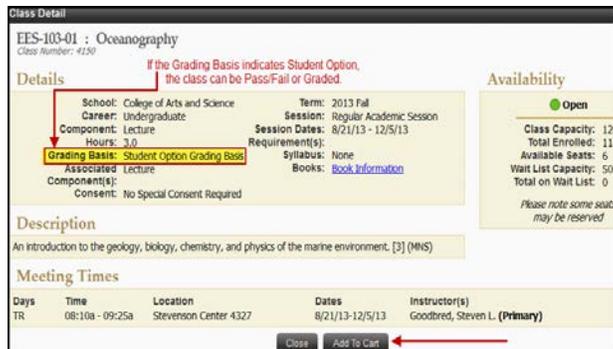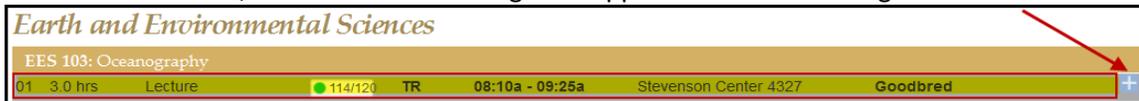
   

   

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**Enrolling from the Class Cart**

1. Confirm that you are within your registration window by clicking on the date in the "Enrollment Dates" section (registration cannot occur outside of this timeframe until Open Enrollment).



2. View the class(es) in your cart by clicking in the "In Cart" section as indicated above.

3. The class(es) in your cart will appear. If the class has student option as the grading basis or variable hours, you can edit this information using the [icon] icon to the right of the class.



4. To register for all classes in your cart, click "Select All" and "Enroll".
   - To register for one class at a time, check the box to the left of the class and select "Enroll".
   - To remove a course from the cart check in the box next to the class that you would like to delete and click "Remove".



5. If registration is successful, you will receive a confirmation message on the bottom right corner. If registration is not successful, an error message will appear with the reason why.

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## Swapping a Class

1. Click in the "In Cart" section.



2. The class(es) in your cart will appear.  Click the ⬌ icon to select the class to swap.



3. Pick the class to drop by clicking on the ⬌ icon again.



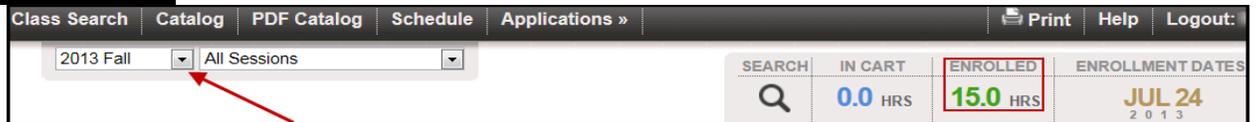4. Confirm that the correct classes are listed and click "Swap".



5. If the swap is successful, you will be taken to your enrolled classes where you should see the new course.

## Dropping a class

1. Use the drop down arrow to select the term. Click in the "Enrolled" section.

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2. The class(es) that you are registered for will appear. To drop a class, click the ▬ icon on the row of the selected class.
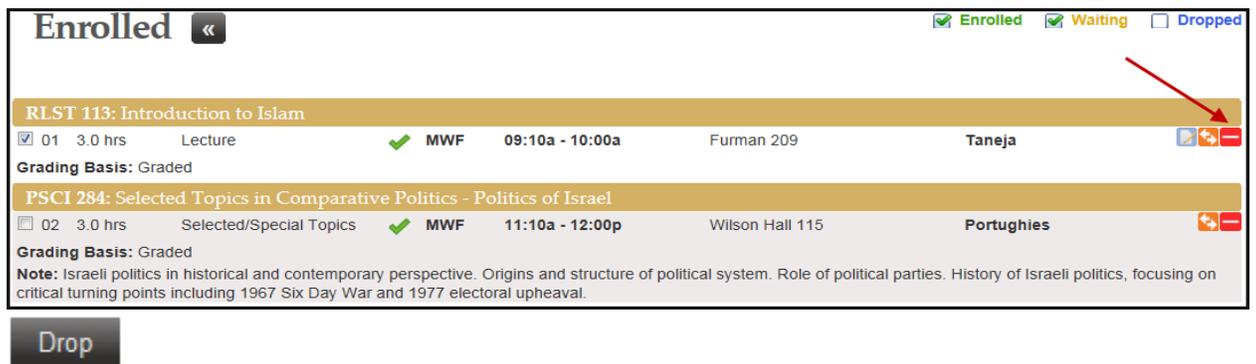


3. A pop-up message will appear for verification. Click Yes to proceed or No to go back.
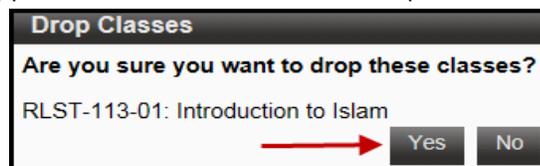


4. If the drop is successful, you will receive a confirmation message on the bottom right side. The enrolled credit hours will also decrease to reflect the change.



**Printing Your Schedule**

1. Click on "Student Registration" on the Student Landing Page.

2. Click   "Schedule" at the top of the navigation bar.
   a. "Enrolled" classes will automatically be selected.  You can add classes from your wait list and cart to the schedule view by checking the empty boxes above.
   b. Your class schedule will automatically default to the calendar view.
   c. To switch to the list view click "List".
   d. To print your class schedule, click 🖶 **Print** .

Class Search | Catalog | PDF Catalog | Schedule | Applications » | 🖶 Print

CALENDAR | LIST | ☑ Enrolled | ☐ Waiting | ☐ In Cart | ✉ 🖼

Email the schedule

Add the schedule to your personal calendar

Calendar View

**Schedule Calendar View** »

Displaying enrolled classes within a typical week of the term.

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|---|---|---|---|---|---|---|---|
| 7 am | | | | | | | |
| 8 am | | EES-103-01 | | EES-103-01 | | | |
| 9 am | | | | | | | |
| 10 am | | | | | | | |
| 11 am | ECON-101-01 | | ECON-101-01 | | ECON-101-01 | | |
| 12 pm | | | | | | | |
| 1 pm | | | | | | | |
| 2 pm | | | | | | | |
| 3 pm | | | | | | | |
| 4 pm | | ENGL-118W-17 | | ENGL-118W-17 | | | |
| 5 pm | | | | | | | |
| 6 pm | | | | | | | |
| 7 pm | | | | | | | |

List View

**Schedule List View** «

Displaying enrolled classes.
**Regular Academic Session**                                      **08/21/2013 - 12/05/2013**
*Undergraduate*

**ECON 101**: Principles of Microeconomics
01   3.0 hrs   Lecture   ● 139/296   ✔ MWF   11:10a - 12:00p   Wilson Hall 103   **Buckles**
**Grading Basis:** Graded

**EES 103**: Oceanography
01   3.0 hrs   Lecture   ● 115/120   ✔ TR   08:10a - 09:25a   Stevenson Center 4327   **Goodbred**
**Grading Basis:** Graded

**ENGL 118W**: Introduction to Literary and Cultural Analysis
17   3.0 hrs   Lecture   ⚠ 0/12   ✔ TR   04:00p - 05:15p   Buttrick Hall 112   **Krause**
**Grading Basis:** Graded