



YES User Guide

Enrollment

Adding a Class to Cart

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



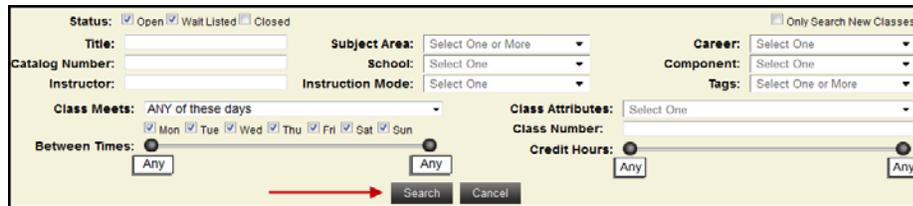
2. Use the drop down arrow to select the term.



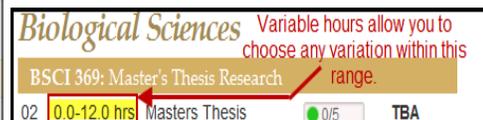
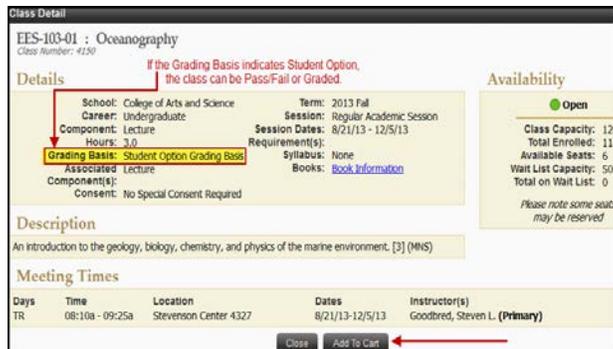
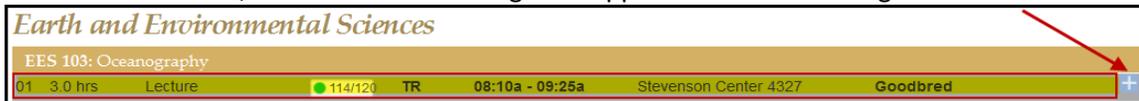
3. Enter the subject area, course number, or title into the text box and click "Search".
 - To search using additional criteria click "Advanced".



- 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).

SEARCH	IN CART	ENROLLED	ENROLLMENT DATES
	9.0 HRS	0.0 HRS	JUL 24 2013

Undergraduate

Apr. 08, 2013 08:00 AM to Apr. 26, 2013 11:59 PM

* Jul 24, 2013 12:00 AM to Sep 28, 2013 11:59 PM

Module 1

* Jul 24, 2013 12:00 AM to Aug 23, 2013 11:59 PM

Module 2

* Jul 24, 2013 12:00 AM to Sep 25, 2013 11:59 PM

Module 3

* Jul 24, 2013 12:00 AM to Oct 30, 2013 11:59 PM

* 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 to the right of the class.

Edit Class

CHIN-253-01 : Classical Chinese Literature and Philosophy
Class Number: 10023

Grading Basis: Select One

Save Close

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”.

Class Cart << >>

This icon allows students to select the grading basis or credit hours for the class.

CHIN 253: Classical Chinese Literature and Philosophy									
<input checked="" type="checkbox"/>	01	3.0 hrs	Lecture	9/15	MWF	12:10p - 01:00p	Buttrick Hall 308	Guo	
EES 103: Oceanography									
<input checked="" type="checkbox"/>	01	3.0 hrs	Lecture	114/120	TR	08:10a - 09:25a	Stevenson Center 4327	Goodbred	
ENGL 118W: Introduction to Literary and Cultural Analysis									
<input checked="" type="checkbox"/>	17	3.0 hrs	Lecture	14/15	TR	04:00p - 05:15p	Buttrick Hall 112	Krause	

Select All Enroll 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.

<p>Information</p> <p>Successfully enrolled in EES-103-01</p>	<p>Error</p> <p>CHIN-253-01: Requisites not met for Class, not enrolled. (14640,18)</p>
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Swapping a Class

1. Click in the "In Cart" section.

Class Search | Catalog | PDF Catalog | Schedule | Applications » | Print | Help | Logout:

2013 Fall | All Sessions

SEARCH | **IN CART** | ENROLLED | ENROLLMENT DATES

6.0 HRS | 15.0 HRS | JUL 24 2013

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

Class Cart « »

ENGL 118W: Introduction to Literary and Cultural Analysis									
<input type="checkbox"/>	17	3.0 hrs	Lecture	14/15	TR	04:00p - 05:15p	Buttrick Hall 112	Krause	
MTED 2100: Young Children's Mathematical Thinking and Learning									
<input type="checkbox"/>	01	3.0 hrs	Lecture	12/30	W	04:10p - 07:00p	Wyatt Center 201	Plummer	

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

Pick the class to Drop: «

RLST 113: Introduction to Islam									
<input type="checkbox"/>	01	3.0 hrs	Lecture	✓	MWF	09:10a - 10:00a	Furman 209	Taneja	
PSCI 284: Selected Topics in Comparative Politics - Politics of Israel									
<input type="checkbox"/>	02	3.0 hrs	Selected/Special Topics	✓	MWF	11:10a - 12:00p	Wilson Hall 115	Portughies	

Note: Israeli politics in historical and contemporary perspective. Origins and structure of political system. Role of political parties. History of Israeli politics, focusing on critical turning points including 1967 Six Day War and 1977 electoral upheaval.

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

Select the classes to swap using the  icon.

Class to Drop:

<input type="checkbox"/>	RLST 113: Introduction to Islam								
<input type="checkbox"/>	01	3.0 hrs	Lecture	✓	MWF	09:10a - 10:00a	Furman 209	Taneja	

Class to Enroll:

<input type="checkbox"/>	MTED 2100: Young Children's Mathematical Thinking and Learning								
<input type="checkbox"/>	01	3.0 hrs	Lecture	12/30	W	04:10p - 07:00p	Wyatt Center 201	Plummer	

Swap Clear Cancel

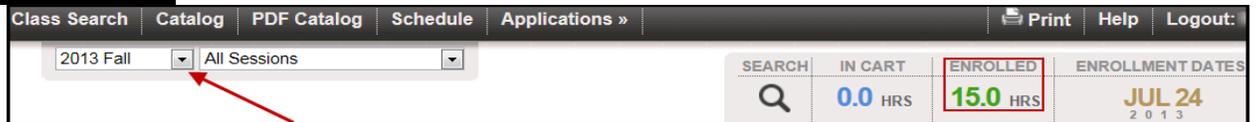
5. If the swap is successful, you will be taken to your enrolled classes where you should see the new course.

Dropping a class

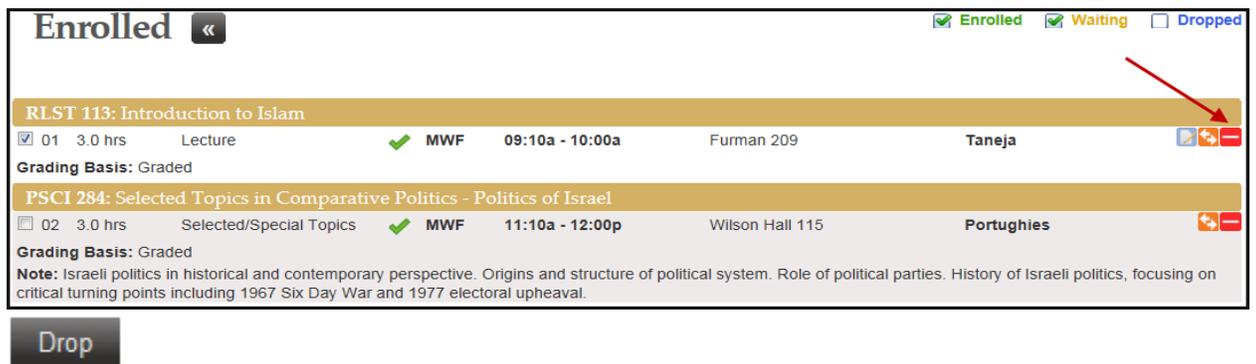
1. Use the drop down arrow to select the term. Click in the "Enrolled" section.



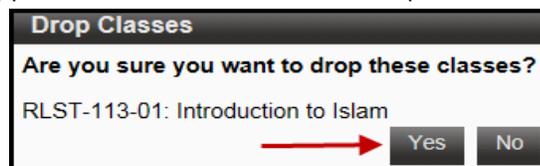
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- The class(es) that you are registered for will appear. To drop a class, click the  icon on the row of the selected class.



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



- 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

- Click on "Student Registration" on the Student Landing Page.
- Click "Schedule" at the top of the navigation bar.
 - "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.
 - Your class schedule will automatically default to the calendar view.
 - To switch to the list view click "List".
 - To print your class schedule, click .



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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							