

# OFFICE OF THE University Registrar

### YES User Guide Enrollment

Adding a Class to Cart

M

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

Academic Record	Address Change	2 Anchor Link
DoreWays	Degree Audit	Ethnicity Survey
S Financial Aid	Sraduation	Immunization
<u>е</u> <u>оак</u>	Student Accounts	Student Registration
TR Transcript Request	SM Billing Portal	

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"

Status: 🗵	Open 🗹 Walt Listed 🔲 Close	đ				Only Search New	Classes
Title:		Subject Area:	Select One or Mo	ore 💌	Career:	Select One	•
Catalog Number:		School:	Select One	•	Component:	Select One	•
Instructor:		Instruction Mode:	Select One	•	Tags:	Select One or More	•
Class Meets	ANY of these days		- c	lass Attribut	es: Select One		-
	🗹 Mon 🗹 Tue 🗹 Wed 🗹 1	Thu 🗹 Fri 🗹 Sat 🗹 Sun	c	class Numbe	n 🛛		
Between Times	0		•	Credit Hou	irs: O		•
	Any		Any		Any		Any
	_		rch Cancel				

- 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 silon or select "Add to Cart" from the Class Detail page.

• If successful, a confirmation message will appear on the bottom right corner.

			0	
Earth and Environmental Sciences				
EES 103: Oceanography				
01 3.0 hrs Lecture 💽 114/120 TR	08:10a - 09:25a	Stevenson Center 4327	Goodbred	+
Piser Datail		l		
EES 103.01 Oceanegaraday				
Class Number: 4150				
Details the class can be Pass/Fail or Graded.	Availability			
School: College of Arts and Science Term: 2013 Fall Career: Undergraduate Session: Regular Arademic Session	Open			
Component: Lecture Session Dates: 8/21/13 - 12/5/13	Class Capacity: 120			
Grading Basis: Student Option Grading Basis Syllabus: None	Available Seats: 6			
Associated Lecture Books: Book Information Component(s):	Total on Wait List: 0			
Consent: No Special Consent Required	Ofence mote come caste			

esci	ription			may be reserved						
trod	uction to the geology,	biology, chemistry, and physics	s of the marine environment. [3] (M	(NS)	R	alogical	Sciences Varia	ble hours a	llow vou to	_
eet	ing Times					owzani	choose	any variatio	on within this	
	Time 08:10a - 09:25a	Location Stevenson Center 4327	Dates II 8/21/13-12/5/13 G	nstructor(s) Goodbred, Steven L. (Primary)	B	SCI 369: Mas	ter's Thesis Research	🖊 range.		
			Close Add To Cart 🗲		02	0.0-12.0 hrs	Masters Thesis	0/5	TBA	



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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).

	Undergra	autuate							
	Regular								No. Company
	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								10000
	* Jul 24,	,2013	12:00	AM	to	Aug	23,2013	11:59	PM
	Module 2								10.00
LLED ENROLLMENT DATES	* Jul 24,	,2013	12:00	AM.	to	Sep	25,2013	11:59	PM
	Module 3								
une .III 24	* Jul 24,	,2013	12:00	AM	to	Oct	30,2013	11:59	PM
2 0 1 3	* Open Enr	rollmen	t						
	HRS JUL 24	LLED ENROLLMENT DATES HRS JUL 24 2 0 1 3 HRS CONTRACTOR	LLED ENROLLMENT DATES HRS JUL 24, 2013 * Jul 24, 2013 Module 2 * Jul 24, 2013 Module 2 * Jul 24, 2013 Module 2 * Jul 24, 2013 Module 2 * Jul 24, 2013 * Jul 24, 2013 * Jul 24, 2013 * Jul 24, 2013	Bendlar         Bendlar           Apr 08,2013 08:00         * Jul 24,2013 12:00           Module 2         * Jul 24,2013 12:00           Module 3         * Jul 24,2013 12:00           Module 4         * Jul 24,2013 12:00	LLED         ENROLLMENT DATES           HRS         JUL 24, 2013 12:00 AM           * JUL 24, 2013 12:00 AM           * JUL 24, 2013 12:00 AM           * JUL 24, 2013 12:00 AM	Encodiar         Difference           Apr: 08,2013 08:00 AM         to           Apr: 08,2013 12:00 AM         to           Module 1         * Jul 24,2013 12:00 AM         to           Module 2         * Jul 24,2013 12:00 AM         to           HRS         JUL 24,2013 12:00 AM         to           * Jul 24,2013 12:00 AM         to         Module 2           * Jul 24,2013 12:00 AM         to         Module 3           * Jul 24,2013 12:00 AM         to         Module 3           * Jul 24,2013 12:00 AM         to	Under graduate           Begniar           Apr 08,2013 08:00 AM to Apr           Apr 08,2013 08:00 AM to Sep           Module 2           JUL 24,2013 12:00 AM to Sep           Module 3           JUL 24,2013 12:00 AM to Oct           Open Enrollment	Example         Disputation           Apr 08,2013 08:00 AM to Apr 26,2013           Apr 08,2013 08:00 AM to Apr 26,2013           Apr 08,2013 12:00 AM to Sep 28,2013           Module 1           Jul 24,2013 12:00 AM to Aug 23,2013           Module 2           JUL 24,2013 12:00 AM to Sep 25,2013           Module 3           Jul 24,2013 12:00 AM to Sep 25,2013           Module 3           Jul 24,2013 12:00 AM to Sep 25,2013           Module 3           Jul 24,2013 12:00 AM to Sep 25,2013           Module 3           Jul 24,2013 12:00 AM to Sep 25,2013           Module 3           Yul 24,2013 12:00 AM to Sep 25,2013           Module 3           Yul 24,2013 12:00 AM to Sep 25,2013           * Open Enrollment	Under graduate           Apr 08,2013 08:00 AM to Apr 26,2013 11:59           Apr 08,2013 02:00 AM to Sep 28,2013 11:59           Modulat           * Jul 24,2013 12:00 AM to Aug 23,2013 11:59           Modulate           * Jul 24,2013 12:00 AM to Aug 23,2013 11:59           Modulate           * Jul 24,2013 12:00 AM to Sep 28,2013 11:59           Modulate           * Jul 24,2013 12:00 AM to Sep 25,2013 11:59           Modulate 3           * Jul 24,2013 12:00 AM to Sep 25,2013 11:59           Modulate 3           * Jul 24,2013 12:00 AM to Sep 25,2013 11:59           Modulate 3           * Jul 24,2013 12:00 AM to Sep 25,2013 11:59           Module 3           * Jul 24,2013 12:00 AM to Sep 25,2013 11:59           Module 3           * Jul 24,2013 12:00 AM to Sep 25,2013 11:59           * 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.



- 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".

Cla	ass Ca	rt «»				This icon allows students to select the grading basis or credit hours for the class.				
CHIN								+		
🗹 01 🔅	3.0 hrs	Lecture	9/15	MWF	12:10p - 01:00p	Buttrick Hall 308	Guo	D 🔁		
EES 10	03: Oceanog	graphy								
🗹 01 🔅	3.0 hrs	Lecture	• 114/120	TR	08:10a - 09:25a	Stevenson Center 4327	Goodbred			
ENGL	. 118W: Inti	roduction to Literary	y and Cultu	ral Analy	7sis					
17 3	3.0 hrs	Lecture	• 14/15	TR	04:00p - 05:15p	Buttrick Hall 112	Krause	2 🖘		
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.





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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	CART ENROLLED ENROLLMENT DATES
	Q 6.	<b>D</b> HRS <b>JUL 24</b>

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

C	lass C	art <mark>« »</mark>							
ENGL 118W: Introduction to Literary and Cultural Analysis									
III 17	3.0 nrs	Lecture	• 14/15 TR	04:00p - 05:15p	Buttrick Hall 112	Krause			
01	3.0 hrs	Lecture	<ul> <li>12/30</li> <li>W</li> </ul>	04:10p - 07:00p	Wyatt Center 201	Plummer	X 🖸		

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

P	ick th	e class to Dro	p:	<b>«</b>						
							~			
RLS	RLST 113: Introduction to Islam									
01 3	3.0 hrs	Lecture	<b>~</b>	MWF	09:10a - 10:00a	Furman 209	Taneja			
PSC	CI 284: Sele	cted Topics in Comparati	ve Po	litics - P	olitics of Israel					
02 3	3.0 hrs	Selected/Special Topics	~	MWF	11:10a - 12:00p	Wilson Hall 115	Portughies	2		
Note: on cri	: Israeli polit itical turning	ics in historical and contem points including 1967 Six D	ooran ay W	y perspe ar and 1	ctive. Origins and struc 977 electoral upheaval	ture of political system. Role o	f political parties. History of Israeli politi	cs, focusing		

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

S	Select the classes to swap using the 😫 icon.									
Clas	s to Drop:									
R	LST 113: I	ntroduction to Isl	am							
01	3.0 hrs	Lecture	×	MWF	09:10a - 10:00a	Furman 209	Taneja			
Clas	s to Enrol	l:								
M	TED 210	0: Young Childrer	ı's Mathematica	l Thinki	ng and Learning					
01	3.0 hrs	Lecture	• 12/30	W	04:10p - 07:00p	Wyatt Center 201	Plummer			
						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.



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.

Enrolle	d «				🖌 Enrolled 🛛 🖌 Waitin	g 🗌 Dropped				
						$\searrow$				
RLST 113: Introduction to Islam										
🗹 01 3.0 hrs	Lecture	🖌 MWF	09:10a - 10:00a	Furman 209	Taneja					
Grading Basis: G	iraded									
PSCI 284: Sele	cted Topics in Comparati	ve Politics - F	olitics of Israel							
02 3.0 hrs	Selected/Special Topics	🖌 MWF	11:10a - 12:00p	Wilson Hall 115	Portughies	S-				
Grading Basis: Graded 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.										
Drop										

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



17 3.0 hrs

Grading Basis: Graded

Lecture

▲ 0/12 💉 TR

04:00p - 05:15p

Buttrick Hall 112

Krause