



OFFICE OF THE University Registrar

YES User Guide

Adding yourself to the waitlist

1. After adding a class to your cart, go to your *Class Cart* and select “*Waitlist if Full*” from the pulldown menu for the class you want.

The screenshot shows the YES system interface. At the top, there's a navigation bar with 'Class Search', 'Catalog', 'PDF Catalog', 'Schedule', and 'Applications'. Below that, a summary bar shows '2013 Fall', 'All Sessions', 'SEARCH', 'IN CART (3.0 HRS)', 'ENROLLED (15.0 HRS)', and 'ENROLLMENT DATES (JUL 24)'. The main section is titled 'Class Cart' and lists a class: 'ENGL 268A: America on Film: Art and Ideology'. The class details include '01 3.0 hrs Lecture', '0/12' seats, 'MW 02:35p - 03:50p', 'Buttrick Hall 102', and 'Girgus'. A dropdown menu is open, showing options: 'Do Not Enroll', 'Enroll', and 'Waitlist If Full' (which is highlighted).

2. A **W** will display next to the class you want to waitlist. Click the *Submit* button.

This screenshot is similar to the previous one, but the dropdown menu is closed. A 'W' is now visible next to the class number '01'. Below the class details, a note states: 'Note: Students will be required to view one film/week outside of class either Tuesdays 4:00-6:00 PM, Wednesdays 6:00-8:30 PM, or Sunday 8:30-11:00 PM.' A red arrow points to the 'Submit' button at the bottom left of the class entry.

3. You will receive this message at the bottom of your screen:

A warning message box with a yellow triangle icon and a red 'X' in the top right corner. The text reads: 'Warning ENGL-268A-01: Class 4299 is Closed. Placed on Wait List because class is closed or remaining seats are reserved. ('

Drop-if-Enrolled

If your waitlisted class conflicts with one in which you're currently enrolled, if you are enrolled in a different section of the same course, or if enrollment in a waitlisted course would put you over 18 semester hours, you will need to utilize the **Drop-if-Enrolled** function.

1. Go to your *Enrolled* classes page and click on the brown box with arrows in it next to your waitlisted class.

Enrolled Enrolled Waiting Dropped

Grading Basis: Non-Graded Component

HART 115F: First-Year Writing Seminar - FYS:House, Temple, City

<input type="checkbox"/>	11	3.0 hrs	Freshman Seminars	✓ T	01:10p - 03:40p	Cohen 308	Miller	
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Grading Basis: Graded
Note: We will open five seats in this class for each of the three weeks of enrollment for first year students. The final enrollment limit will be 15. House, Temple, City: Sacred Geographies of China. The built environment of traditional China is an intersection of the sacred and the secular. Residences and ritual spaces were supposedly constructed to accord with the forces of nature and the cosmos. Or were they? This seminar will examine ideas of the sacred as expressed in the forms of traditional houses, temples, monasteries, and cities in traditional China. Topics will include charms and building magic, the influence of natural land forms on the placement of temples and tombs, the garden as terrestrial residence for divinity, and the idea of the Chinese imperial city as the sacred earthly center. [3] (INT)

EES 111: Dynamic Earth Laboratory

<input type="checkbox"/>	06	1.0 hrs	Laboratory	✓ R	01:10p - 04:00p	Stevenson Center 1103	Claiborne	
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Grading Basis: Graded
Note: EES 101 is a required co-requisite to this course.

MUSL 148: Survey of Jazz

<input type="checkbox"/>	01	3.0 hrs	Lecture	▲ MWF	11:10a - 12:00p	Sarratt CIN	Fry	
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Grading Basis: Graded
Note: EES-101-01 will be dropped if you are enrolled in this class from the wait list.

ENGL 268A: America on Film: Art and Ideology

<input type="checkbox"/>	01	3.0 hrs	Lecture	▲ MW	02:35p - 03:50p	Buttrick Hall 102	Girgus	
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Grading Basis: Graded
Note: Students will be required to view one film/week outside of class either Tuesdays 4:00-6:00 PM, Wednesdays 6:00-8:30 PM, or Sunday 8:30-11:00 PM.

[Order Books](#)
[Drop](#)

2. Select which class you want to drop if you are enrolled in your waitlisted class by clicking the brown box with arrows.

Select a class from the list below to drop if America on Film: Art and Ideology is enrolled from the wait list.

ENGL 268A: America on Film: Art and Ideology

<input type="checkbox"/>	01	3.0 hrs	Lecture	▲ 1/12 MW	02:35p - 03:50p	Buttrick Hall 102	Girgus	
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Note: Students will be required to view one film/week outside of class either Tuesdays 4:00-6:00 PM, Wednesdays 6:00-8:30 PM, or Sunday 8:30-11:00 PM.

You can use the icon to select a class or click the save button to continue.

[Save](#) [Remove](#) [Cancel](#)

EES 101: The Dynamic Earth: Introduction to Geological Sciences

<input type="checkbox"/>	01	3.0 hrs	Lecture	✓ MWF	12:10p - 01:00p	Stevenson Center 4327	Morgan	
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EES 111: Dynamic Earth Laboratory

<input type="checkbox"/>	06	1.0 hrs	Laboratory	✓ R	01:10p - 04:00p	Stevenson Center 1103	Claiborne	
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Note: EES 101 is a required co-requisite to this course.

HART 115F: First-Year Writing Seminar - FYS:House, Temple, City

<input type="checkbox"/>	11	3.0 hrs	Freshman Seminars	✓ T	01:10p - 03:40p	Cohen 308	Miller	
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Note: We will open five seats in this class for each of the three weeks of enrollment for first year students. The final enrollment limit will be 15. House, Temple, City: Sacred Geographies of China. The built environment of traditional China is an intersection of the sacred and the secular. Residences and ritual spaces were supposedly constructed to accord with the forces of nature and the cosmos. Or were they? This seminar will examine ideas of the sacred as expressed in the forms of traditional houses, temples, monasteries, and cities in traditional China. Topics will include charms and building magic, the influence of natural land forms on the placement of temples and tombs, the garden as terrestrial residence for divinity, and the idea of the Chinese imperial city as the sacred earthly center. [3] (INT)

PSY 101: General Psychology

<input type="checkbox"/>	01	3.0 hrs	Lecture	✓ MWF	09:10a - 10:00a	Wilson Hall 103	Sandberg	
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SPAN 104: Intermediate Spanish

<input type="checkbox"/>	05	5.0 hrs	Lecture-Tech Based Instruction	✓ MTWRF	11:10a - 12:00p	Buttrick Hall 312	Lorenzo-Garcia	
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VV 1: Vanderbilt Visions

<input type="checkbox"/>	32	0.0 hrs	Discussion	✓ M	05:00p - 05:50p	Kirkland Hall 211	Zeppos	
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3. YES will ask you to confirm your selection. Click Save.

Select a class from the list below to drop if America on Film: Art and Ideology is enrolled from the wait list.

ENGL 268A: America on Film: Art and Ideology						
01	3.0 hrs	Lecture	▲ 1/12	MW	02:35p - 03:50p	Buttrick Hall 102 Girgus
Note: Students will be required to view one film/week outside of class either Tuesdays 4:00-6:00 PM, Wednesdays 6:00-8:30 PM, or Sunday 8:30-11:00 PM.						
You can use the  icon to select a class or click the save button to continue.						
PSY 101: General Psychology						
01	3.0 hrs	Lecture	▲ 1/12	MWF	09:10a - 10:00a	Wilson Hall 103 Sandberg

4. Your waitlisted class will show which class you have chosen to drop if enrolled from the waitlist on your Enrolled page.

ENGL 268A: America on Film: Art and Ideology						
<input type="checkbox"/>	01	3.0 hrs	Lecture	▲	MW	02:35p - 03:50p Buttrick Hall 102 Girgus   
Grading Basis: Graded						
Note: Students will be required to view one film/week outside of class either Tuesdays 4:00-6:00 PM, Wednesdays 6:00-8:30 PM, or Sunday 8:30-11:00 PM.						
PSY-101-01 will be dropped if you are enrolled in this class from the wait list.						
<input type="button" value="Order Books"/>						
<input type="button" value="Drop"/>						