











OFFICE OF THE University Registrar

YES User Guide *Dual Career Enrollment*

As a dual career student, you must inform YES what career the class belongs to. You can only register for a course during an active enrollment period.

1. Add the class you wish to enroll in to your class cart (see [Enrollment YES User Guide](#) for full instructions).
2. Go to your *Class Cart* by clicking *IN CART* and click the edit icon  ( in YES Mobile) to the right of the class.

The screenshot shows the YES (Your Enrollment Services) interface. At the top, there is a navigation bar with tabs for Class Search, Catalog, PDF Catalog, Study Abroad, Schedule, and Applications. There are also links for Print, Help, and Logout. Below the navigation bar, there are dropdown menus for the semester (2015 Fall) and sessions (All Sessions). A summary bar shows a search icon, 5.0 HRS in the cart, 1.0 HRS enrolled, and enrollment dates for JUL 20 2015. The main section is titled 'Class Cart' and contains two course entries:

Course ID	Hours	Type	Prerequisites	Days	Time	Location	Instructor	Actions
LAW 7000: Administrative Law	3.0 hrs	Lecture	44/120	MT	10:45a - 12:00p	Law School BUR	Stack, Kevin M.	  
MGT 6403: Econometrics (MSF)	2.0 hrs	Lecture	0/0	MW	09:40a - 11:10a	Management Hall 220	Ball, Clifford A.	   Module 1

Below the course entries, there is a 'Submit' button and a note: 'Note: MSF only'.

- A pop up menu will appear prompting you to select the career that the class will be a part of. Select the correct career and then press save.

The screenshot shows the 'YES YOUR ENROLLMENT SERVICES' interface. At the top, there are navigation tabs: 'Class Search', 'Catalog', 'PDF Catalog', 'Study Abroad', 'Schedule', and 'Applications'. Below these are filters for '2015 Fall' and 'All Sessions'. A search bar and status indicators for 'IN CART' (5.0 HRS), 'ENROLLED' (1.0 HRS), and 'ENROLLMENT DATES' (JUL 20 2015) are visible. The main area displays a 'Class Cart' with two courses:

Course	Section	Hours	Type	Enrollment	Days	Time	Location	Instructor	Actions
LAW 7000: Administrative Law	01	3.0 hrs	Lecture	44/120	MT	10:45a - 12:00p	Law School BUR	Stack, Kevin M.	[Add] [Remove]
MGT 6403: Econometrics (MSF)	01	2.0 hrs	Lecture	0/0	MW	09:40a - 11:10a	Management Hall 220	Ball, Clifford A.	[Add] [Remove]

A 'Submit' button is located at the bottom left. An 'Edit Class' pop-up is overlaid on the first course, showing 'LAW-7000-01 : Administrative Law' and 'Class Number: 11710'. It contains a 'Career:' dropdown menu with 'Select One' selected, and 'Save' and 'Close' buttons. A red arrow points to the dropdown menu.

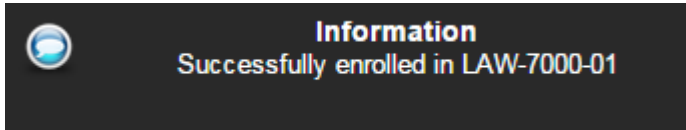
- You can now choose to enroll in the course from the drop down menu under the course number.

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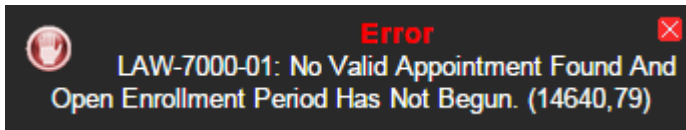
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A 'Submit' button is located at the bottom left. A dropdown menu is open for the first course, showing options: 'Do Not Enroll', 'Enroll', and 'Waitlist If Full'. A red arrow points to the 'Enroll' option.

- If the registration is successful, you will receive a message in the bottom right hand corner of your browser window (or in the middle of your screen on YES Mobile). Repeat steps 1 – 4 for each of the classes you intend to register for.



- If you receive an error message that no valid appointment has been found, check your enrollment dates by clicking on ENROLLMENT DATES. Also be sure that you have selected the correct career by repeating step #2.



YES YOUR ENROLLMENT SERVICES

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

2015 Fall | All Sessions

SEARCH | IN CART | ENROLLED | ENROLLMENT DATES

5.0 HRS | 1.0 HRS | JUL 20 2015

Class Cart « »

LAW 7000: Administrative Law

01	3.0 hrs	Lecture	44/120	MT	10:45a - 12:00p	Law
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MGT 6403: Econometrics (MSF)

01	2.0 hrs	Lecture	0/0	MW	09:40a - 11:10a	Man
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Note: MSF only

Submit

Enrollment Dates for 2015 Fall.

Law

Regular

Jun 19, 2015 12:01 AM	to	Jun 29, 2015 11:59 PM
Jul 06, 2015 12:01 AM	to	Jul 16, 2015 11:59 PM
* Aug 17, 2015 12:00 AM	to	Aug 28, 2015 11:59 PM

Rqd 1st Yr

* Aug 17, 2015 12:00 AM	to	Aug 28, 2015 11:59 PM
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Owen Management

Regular

* Jul 20, 2015 12:00 AM	to	Aug 20, 2015 11:59 PM
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Other-Fall

* Jul 20, 2015 12:00 AM	to	Oct 22, 2015 11:59 PM
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Module 1

* Jul 20, 2015 12:00 AM	to	Aug 20, 2015 11:59 PM
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Module 2

* Jul 20, 2015 12:00 AM	to	Oct 22, 2015 11:59 PM
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Special

* Jul 20, 2015 12:00 AM	to	Aug 05, 2015 11:59 PM
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Rqd 1st Yr

* Jul 20, 2015 12:00 AM	to	Aug 13, 2015 11:59 PM
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Rqd 2nd Yr

* Jul 20, 2015 12:00 AM	to	Aug 13, 2015 11:59 PM
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DNE

* Jul 20, 2015 12:00 AM	to	Aug 20, 2015 11:59 PM
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* Open Enrollment

If you believe you should have a registration window for a career and it is not showing up in YES, be sure to contact the Office of Academic Services for that school.