



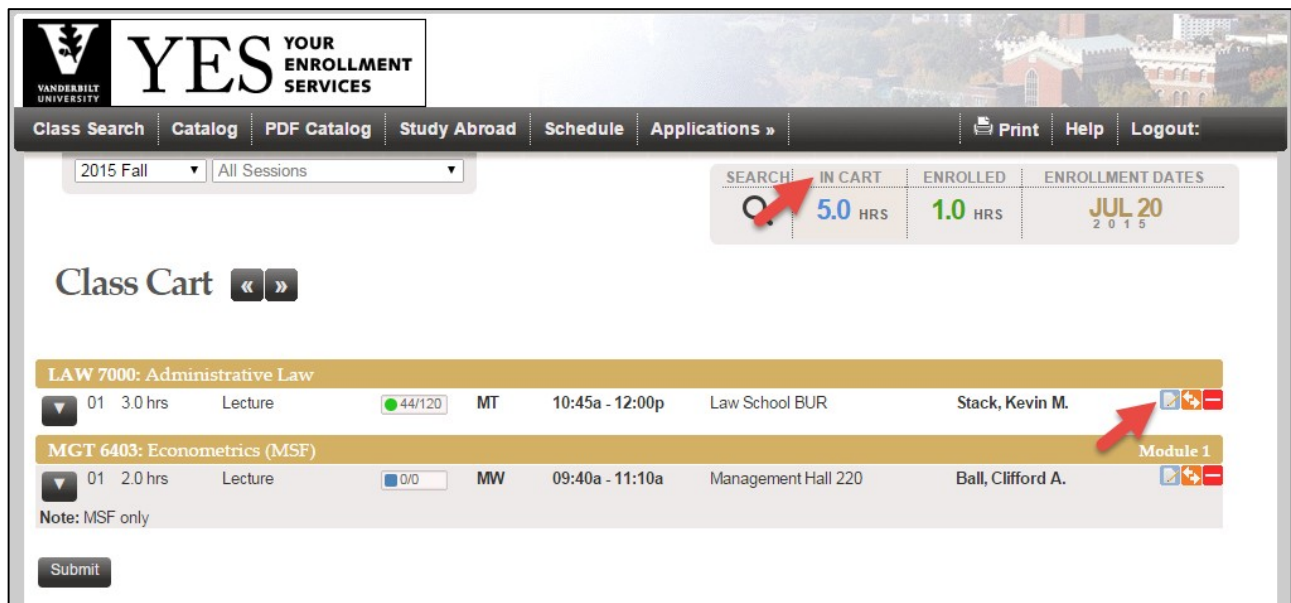


YES User Guide





Dual Career Enrollment

During the registration process, dual career students must select the career to which each class belongs. Students 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.

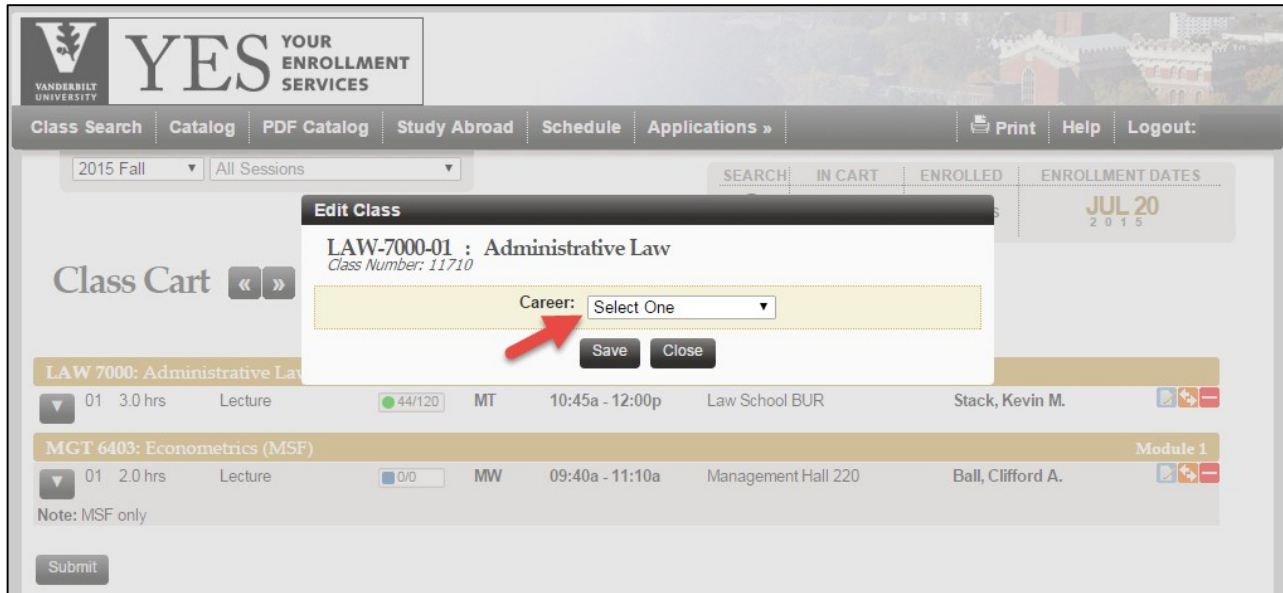


The screenshot displays the YES (Your Enrollment Services) interface. At the top, there is a navigation bar with tabs for Class Search, Catalog, PDF Catalog, Study Abroad, Schedule, and Applications. To the right of the navigation bar are links for Print, Help, and Logout. Below the navigation bar, there are dropdown menus for the semester (2015 Fall) and sessions (All Sessions). A summary bar shows the current status: SEARCH (with a magnifying glass icon), IN CART (5.0 HRS), ENROLLED (1.0 HRS), and ENROLLMENT DATES (JUL 20 2015). The main section is titled 'Class Cart' with left and right navigation arrows. Two courses are listed in the cart:

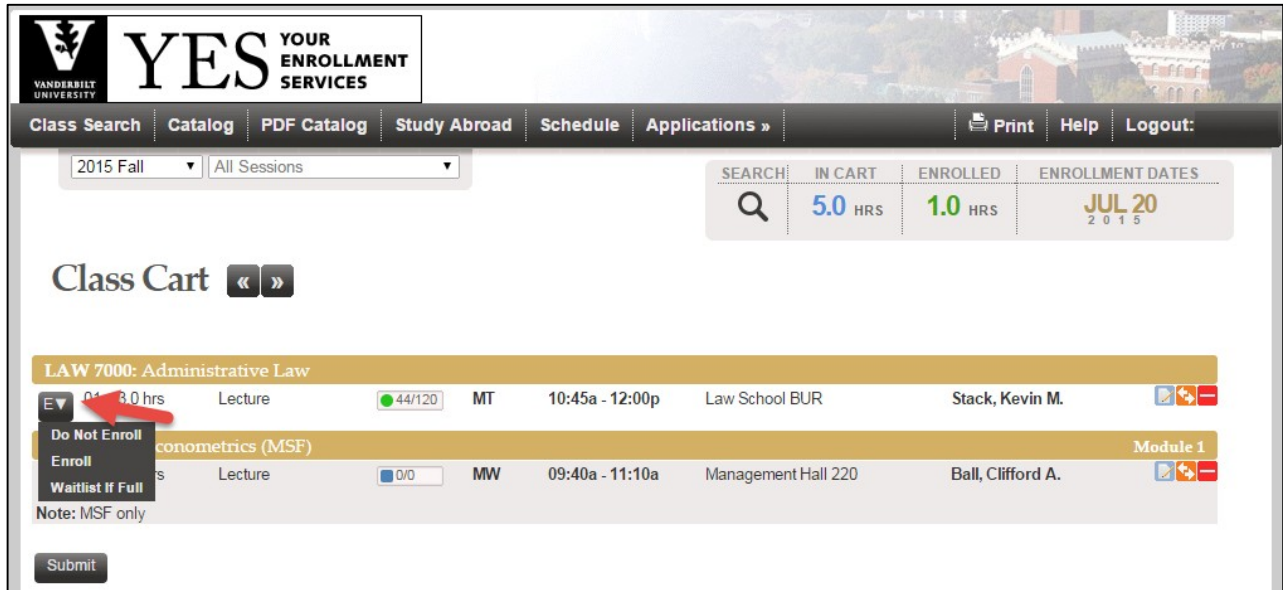
Course	Section	Hours	Type	Progress	Days	Time	Location	Instructor	Actions
LAW 7000: Administrative Law	01	3.0 hrs	Lecture	44/120	MT	10:45a - 12:00p	Law School BUR	Stack, Kevin M.	 
MGT 6403: Econometrics (MSF)	01	2.0 hrs	Lecture	0/0	MW	09:40a - 11:10a	Management Hall 220	Ball, Clifford A.	 

Below the course list, there is a 'Submit' button. A note for the second course reads 'Note: MSF only'. A 'Module 1' label is visible next to the second course's actions. Red arrows in the original image point to the 'SEARCH' icon and the edit icons for both courses.

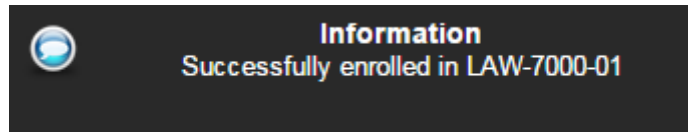
- A pop up menu will appear prompting you to select the career toward which the class will count. Select the correct career and then press save.



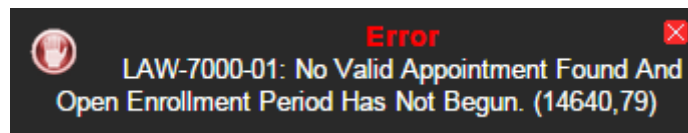
- You can now choose to enroll in the course from the drop down menu under the course number.



- 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.



The screenshot shows the YES YOUR ENROLLMENT SERVICES interface. At the top, there is a navigation bar with links for Class Search, Catalog, PDF Catalog, Study Abroad, Schedule, and Applications. Below this, there are dropdown menus for "2015 Fall" and "All Sessions". The main content area displays a "Class Cart" with two classes: "LAW 7000: Administrative Law" (3.0 hrs, Lecture, 44/120 seats, MT 10:45a - 12:00p) and "MGT 6403: Econometrics (MSF)" (2.0 hrs, Lecture, 0/0 seats, MW 09:40a - 11:10a). A "Submit" button is visible below the classes. On the right side, there is a "SEARCH" bar and a "ENROLLMENT DATES" link. A red arrow points to the "ENROLLMENT DATES" link. A pop-up window titled "Enrollment Dates for 2015 Fall" is open, showing a table of dates for "Law" and "Owen Management" classes. The table includes columns for start and end dates and times. The "Law" section shows dates from Jun 19, 2015 to Aug 28, 2015. The "Owen Management" section shows dates from Jul 20, 2015 to Aug 20, 2015. A red arrow points to the "JUL 20 2015" date in the "ENROLLMENT DATES" header.

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.