

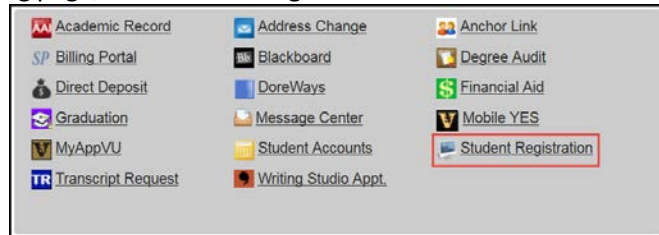


## YES User Guide

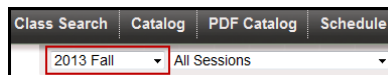
### Enrollment

#### Adding a Class to the Cart

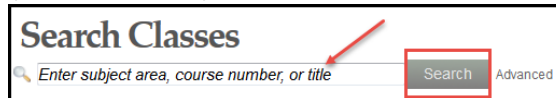
1. On the student landing page, click Student Registration.



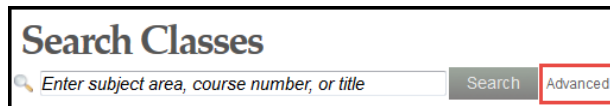
2. Use the drop down arrow to select the term.



3. Enter the subject area, course number, or title into the text box and click Search.



4. To search using additional criteria click Advanced.



**Status:**  Open  Wait Listed  Closed  Only Search New Classes

**A** Title:  **D** Subject Area:

**B** Catalog Number:  **E** School:

**C** Instructor:  **F** Instruction Mode:

**F** Class Meets: ANY of these days  
 Mon  Tue  Wed  Thu  Fri  Sat  Sun

**G** Class Attributes:

Between Times:  Any  Any  Any  Any

Career:


Component:

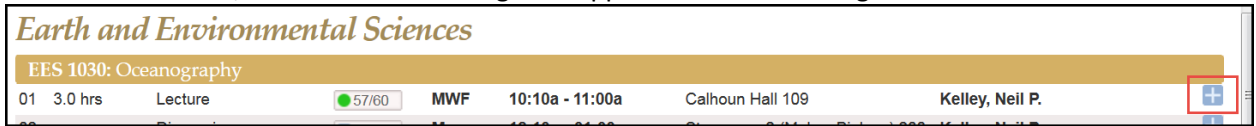
Tags:

Class Number:

Credit Hours:  Any  Any

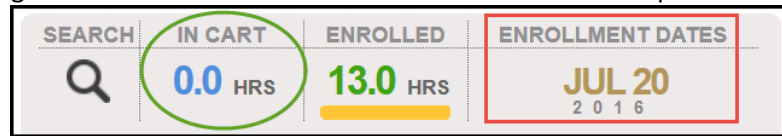
- Options for advanced search include:
  - a. Course title—all or part (e.g., Biomed)
  - b. Catalog number (1111, 3100, etc.)
  - c. Instructor
  - d. Subject area (select one or more from drop-down menu)


- e. School (school that offers the course; select one from drop-down menu)
  - f. Class meets (meeting pattern; can narrow search by days and/or times that a class is offered)
  - g. Class attributes (search for classes by AXLE category, eligibility to count toward a specific major, etc.)
5. 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.

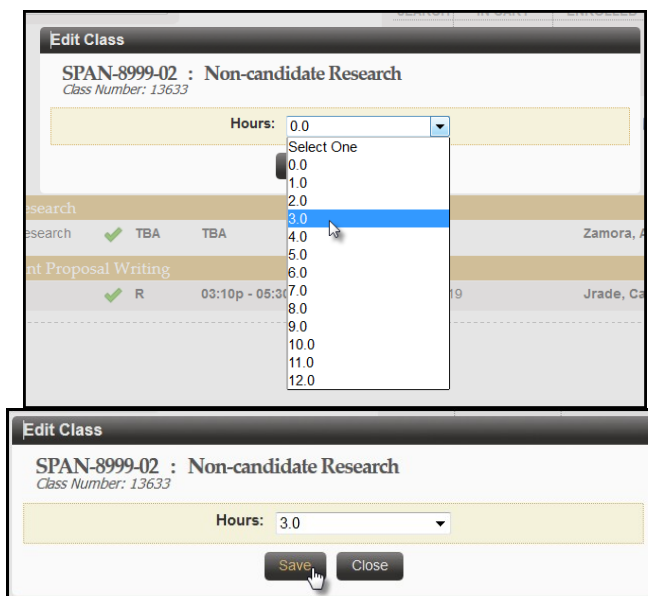


### Enrolling from the Class Cart

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).



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 variable hours, you can edit this information using the icon  to the right of the class.



- To register, click on the drop down arrow to the left of the class and select Enroll.
  - You can also choose Do Not Enroll or Waitlist if Full.
  - Repeat until all classes have been selected.
  - Click Submit after selections have been made.

**Class Cart** « »

**EES 1030: Oceanography**

▼ 01	3.0 hrs	Lecture	57/60	MWF	10:10a - 11:00a	Calhoun Hall 109	Kelley, Neil P.	⊕ ⊖
Do Not Enroll		Discussion	12/15	W	01:10p - 02:00p	Stevenson 2 (Molec. Biology) 200	Kelley, Neil P.	⬆
Enroll								
Waitlist If Full								

---

**EES 1030: Oceanography**

E ▼ 01	3.0 hrs	Lecture	57/60					
05		Discussion	12/15					

**Submit**

- 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.

**Information**  
Successfully enrolled in EES-1030-01

**Error**  
EES-1030-01: Time Scheduling Conflict for class 22722 and 6208, not enrolled. (14640, 17)

## Swapping a Class

- Click in the In Cart section.

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

2018 Fall All Sessions

SEARCH IN CART ENROLLED ENROLLMENT DATES

3.0 HRS 12.0 HRS JUL 20 2016


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


**Class Cart** « »

**EES 1030L: Oceanography Laboratory**

▼ 02	1.0 hrs	Laboratory	16/18	T	01:10p - 04:00p	Stevenson 1 (Math) 107	Kelley, Neil P.	⊕ ⊖
------	---------	------------	-------	---	-----------------	------------------------	-----------------	-----


**Submit**

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

Select the classes to swap using the  icon.






**Class to Drop:**  
Select the class to drop from the Enrolled Classes

**Class to Enroll:**  
EES 1030L: Oceanography Laboratory


02	1.0 hrs	Laboratory	 16/18	T	01:10p - 04:00p	Stevenson 1 (Math) 107	Kelley, Neil P.
----	---------	------------	---	---	-----------------	------------------------	-----------------

Swap Clear Cancel


**Pick the class to Drop:** «

EES 1030: Oceanography							
01	3.0 hrs	Lecture		MWF	10:10a - 11:00a	Calhoun Hall 109	Kelley, Neil P. 
05		Discussion		W	01:10p - 02:00p	Stevenson 2 (Molec. Biology) 200	Kelley, Neil P.
EES 1030L: Oceanography Laboratory							
01	1.0 hrs	Laboratory		M	02:10p - 05:00p	Stevenson 1 (Math) 107	Kelley, Neil P. 


- Confirm that the correct classes are listed and click Swap.

Select the classes to swap using the  icon.

**Class to Drop:**  
EES 1030L: Oceanography Laboratory

01	1.0 hrs	Laboratory		M	02:10p - 05:00p	Stevenson 1 (Math) 107	Kelley, Neil P.
----	---------	------------	---	---	-----------------	------------------------	-----------------

**Class to Enroll:**  
EES 1030L: Oceanography Laboratory


02	1.0 hrs	Laboratory	 16/18	T	01:10p - 04:00p	Stevenson 1 (Math) 107	Kelley, Neil P.
----	---------	------------	--	---	-----------------	------------------------	-----------------


Swap Clear Cancel



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

## Dropping a class

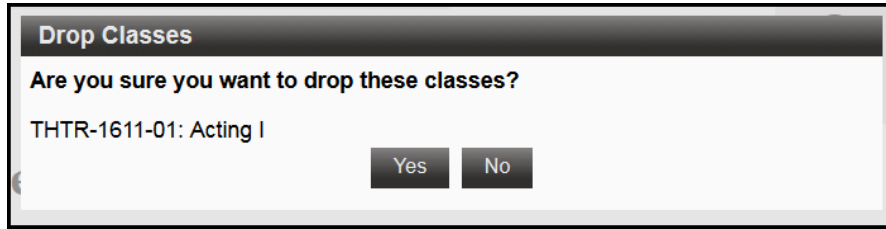
- Click in the Enrolled section.

Class Search	Catalog	PDF Catalog	Study Abroad	Schedule	Applications »	Print	Help	Logout:	
2016 Fall	All Sessions					SEARCH	IN CART	ENROLLED	ENROLLMENT DATES
							3.0 HRS	12.0 HRS	JUL 20 2 0 1 6

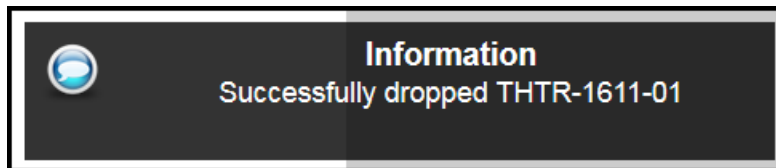
- The class(es) that you are registered for will appear. To drop a class, click the  icon on the row of the selected class, or check the box on the left side next to the class and click Drop.

THTR 1611: Acting I							
<input type="checkbox"/>	01	3.0 hrs	Performance	 TR	09:00a - 10:50a	Neely Auditorium 106	Halquist, Jon W. 
<b>Note:</b> Pass/Fail option not available. Anyone missing the first day of class will automatically be dropped from the course.							
Order Books							
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.



### Editing a class

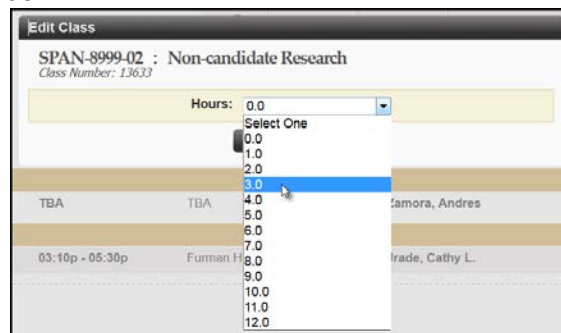
Certain fields can be edited from either the class cart or the list of enrolled classes. The blue notebook icon  indicates that the class can be edited.

### Edit credit hours

1. From the class cart or the list of enrolled classes, click on the blue notebook icon.



2. Select the appropriate number of credit hours from the drop-down menu in the Edit Class window.



3. Click Save.

4. The new credit hours will appear in the totals for either the cart or the enrolled classes.

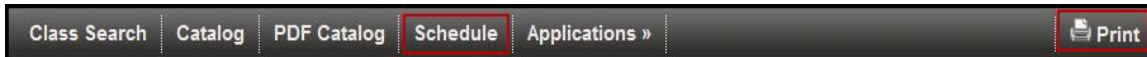
SEARCH	IN CART	ENROLLED	ENROLLME
	0.0 HRS	3.0 HRS	DEC 20

→

CH	IN CART	ENROLLED
	0.0 HRS	6.0 HRS

### Printing Your Schedule

- 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 Print.



### Calendar View

	Mon	Tue	Wed	Thu	Fri
7 am					
8 am					
9 am					
10 am	EES-1030-01		EES-1030-01		EES-1030-01
11 am		HIST-1480-01		HIST-1480-01	
12 pm					
1 pm		EES-1030L-02	EES-1030-05		
2 pm					
3 pm					
4 pm		MGRL-1200-05		MGRL-1200-05	
5 pm					
6 pm					
7 pm					

List View

## Schedule List View

Displaying enrolled classes.

**Regular Academic Session** 08/24/2016 - 12/08/2016  
*Undergraduate*

EES 1030: Oceanography							
01	3.0 hrs	Lecture	<span>58/60</span>	✓ MWF	10:10a - 11:00a	Calhoun Hall 109	Kelley, Neil P. <span>bb</span>
05		Discussion	<span>13/15</span>	✓ W	01:10p - 02:00p	Stevenson 2 (Molec. Biology) 200	Kelley, Neil P.
EES 1030L: Oceanography Laboratory							
02	1.0 hrs	Laboratory	<span>17/18</span>	✓ T	01:10p - 04:00p	Stevenson 1 (Math) 107	Kelley, Neil P. <span>bb</span>
HIST 1480: The Darwinian Revolution							
01	3.0 hrs	Lecture	<span>11/12</span>	✓ TR	11:00a - 12:15p	Calhoun Hall 109	Sponsel, Alistair W.   Picard, Danielle R. <span>bb</span>
MGRL 1200: Principles of Marketing							
05	3.0 hrs	Lecture	<span>9/12</span>	✓ TR	04:10p - 05:25p	Buttrick Hall 101	Cleek, Corey M. <span>bb</span>

Order Books