

Advanced

YES User Guide

Enrollment

Adding a Class to the Cart

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

<u></u>		
Academic Record	Address Change	Anchor Link
DoreWays	Degree Audit	Ethnicity Survey
S Einancial Aid	S Graduation	Himmunization
🕮 <u>oak</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".

Search Classes		
Enter subject area, course number, or title	Search	Advanced

4. To search using additional criteria click "Advanced".

Search Classes

Status: 🔽	Open 🗹 Wait Listed 🔲 Clos	ed				Only Search New Classes
A Title:		D Subject Area:	Select One or More	•	Career:	Select One 🔹
B Catalog Number:		E School:	Select One	•	Component:	Select One 🗸
C Instructor:		Instruction Mode:	Select One	•	Tags:	Select One or More 🔹
F Class Meets:	ANY of these days		G Class	Attributes:	Select One	•
	Mon V Tue Ved	🛽 Thu 🗹 Fri 🗹 Sat 🗹 S	Sun Clas	s Number:		
Between Times:	•		Cre	dit Hours:	•	
L	Any	L	Any	L	Any	Any
		Se	earch Cancel			

- 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.)



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- 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.

	1	0 11		0	
Earth and Environ	nmental Sciences				
EES 103: Oceanography					
01 3.0 hrs Lecture	● 114/120 TR	08:10a - 09:25a	Stevenson Center 4327	Goodbred	-
Class Detail					
EES-103-01 : Oceanography Class Number: 4150					
Details If the Grading Bas the class can	is indicates Student Option, be Pass/Fail or Graded.	Availability			
School: College of Arts and Science Career: Undergraduate	e Term: 2013 Fal Session: Require Academic Session	🙆 Open			
Component: Lecture Hours: 3,0	Session Dates: 8/21/13 - 12/5/13 Requirement(s):	Class Capacity: 120 Total Enrolled: 114			
Grading Basis: Student Option Grading B Associated Lecture	Syllabus: None Books: <u>Book Information</u>	Available Seats: 6 Wait List Capacity: 50			
Component(s): Consent: No Special Consent Requir	red	Please note some seats			
Description		may be reserved			
An introduction to the geology, biology, chemistry, a	nd physics of the marine environment. [3] (MNS)		Riological Science	Variable hours allow you to	
Meeting Times			Dividgum Scienc	choose any variation within thi	S
Days Time Location TR 08:10a - 09:25a Stevenson Center	Dates Instructor 4327 8/21/13-12/5/13 Goodbred.	r(s) Steven L. (Primary)	BSCI 369: Master's Thesis	Research 📝 range.	
	Close Add To Cart		02 0.0-12.0 hrs Masters Th	nesis 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).

		Unde	rgraduat							
		Regula	ar							
		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	h 1							10000
		* Jul	24,2013	12:00	AM	to	Aug	23,2013	11:59	PM
		Module	3 2							101010
SEARCH IN CART ENROLLED	ENROLLMENT DATES	* Jul	24,2013	12:00	AM	to	Sep	25,2013	11:59	PM
		Module	1 3							
	.11.11 24	* Jul	24,2013	12:00	AM	to	Oct	30,2013	11:59	PM
	2013	* Open		nt						

- 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 is to the right of the class.

Edit	Class						
SP/ Class	AN-8999 s Number:)-02 13633	: Non-cand	lidate Resear	ch		
			Hours:	0.0 Select One	-		
				0.0			
esearch esearch	✓ TI	ВА	ТВА	3.0 4.0			Zamora,
nt Propo	sal Writ		03:10p - 05:1	5.0 6.0 307.0		19	Jrade, C
				8.0 9.0			
				10.0 11.0 12.0			
Edit Clas	ss						_
SPAN Class Nu	- 8999-0 imber: 13	2 :	Non-candi	idate Researc	ch		
			Hours:	3.0	•		
			ſ	Save Close	e		



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- 4. 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						Edit
EES 103: Oceanography						↓
01 3.0 hrs Lecture	• 0/60	MWF	12:10p - 01:00p	Stevenson Center 5211	Kelley	
Do Not Enroll						
Enroll Select one						
Waitlist If Full						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.

Ö	Information Successfully enrolled in EES-103-01	0	Error CHIN-253-01: Requisites not met for Class, not enrolled. (14640,18)



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Swapping a Class

1. Click in the "In Cart" section.

Class Search	Catalog PDF Catalog	Schedule	Applications »			🖨 Pri	int Help Logout
2013 Fall	- All Sessions	•		SEARCH	IN CART	ENROLLED	ENROLLMENT DATES
	-			Q	6.0 HRS	15.0 HRS	JUL 24

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

Class Ca	art («)»						
CHIN 256: Busin	ness Chinese II						
• 01 3.0 hrs	Lecture	• 0/10	MW	01:10p - 02:25p	Buttrick Hall 250	Liu	
PSCI 100: Introd	luction to American	Government and I	Politics				
v 01 3.0 hrs	Lecture	0/40	MWF	11:10a - 12:00p	Commons 335	Hetherington	> ⊠⊟
Submit							

3. Pick the class to drop by clicking on the \bigcirc 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:												
	PSCI 100: Introduction to American Government and Politics												
	01 3.0 hrs	Lecture	• 0/4	10 01	MWF	11:10a - 12:00p	Commons 335	Hetherington					
					1	Swap Clear	Cancel						
]	Pick the class to Drop:												
E	EES 103: Oceanography												
01	3.0 hrs	Lecture	~	MWF	12:10p	- 01:00p	Stevenson Center 5211	Kelley	▶ 🔄				

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

Se	Select the classes to swap using the 🖸 icon.											
Class	Class to Drop:											
EE	EES 103: Oceanography											
01	3.0 hrs	Lecture	💉 MWF	12:10p - 01:00p	Stevenson Center 5211	Kelley						
Class	to Enroll:											
PS	CI 100: Int	roduction to A	american Government a	ind Politics								
01	3.0 hrs	Lecture	• 0/40	MWF 11:10a - 12:00p	Commons 335	Hetherington						
	Swap Clear Cancel											

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



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Dropping a class

1. Use the drop down arrow to select the term. Click in the "Enrolled" section.

Class Search Catalog PDF Catalog Schedule Applications »			🖨 Priı	nt Help Logout:
2013 Fall All Sessions	SEARCH	IN CART	ENROLLED	ENROLLMENT DATES
	Q	0.0 HRS	15.0 HRS	JUL 24

- 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.
 - You can also check the box on the left side next to the class and click "Drop".

Enrolled	(«					🗹 Enro	lled 🗹 Waiting	Dropped			
PSCI 100: Introde	PSCI 100: Introduction to American Government and Politics										
🔲 01 3.0 hrs	Lecture	~	MWF	11:10a - 12:00p	Commons 335	He	etherington				
Grading Basis: Graded											
S 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.





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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.

Edit Class							
SPAN-8999-02 : Non-candidate Research Class Number: 13633							
Hours:	3.0 •						
Save							

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





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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".





	Mon	Tue	Wed	Thu	Fri	Sat	Sun
7 am							
8 am		LES-103-01		EES-103-01			
9 am							
10 am							
11 am	ECON-101-01		ECON-101-01		ECON-101-01		
12 pm							
1 pm							
2 pm							
3 pm							
4 pm		ENGL-118W-17		ENGL-118W-17			
5 pm							
6 pm							
7 pm	() ((((((((((((((((((

List View

Sched	ule List Vie	W «						
Displaying enrol	led classes.							
Regular Acad	Jemic Session						08/21/2013 -	12/05/2013
							U	ndergraduate
ECON 101: I	rinciples of Microecor							
01 3.0 hrs	Lecture	139/296	~	MWF	11:10a - 12:00p	Wilson Hall 103	Buckles	
Grading Basis	: Graded							
EES 103: Oce	eanography							
01 3.0 hrs	Lecture	• 115/120	~	TR	08:10a - 09:25a	Stevenson Center 4327	Goodbred	
Grading Basis	: Graded							
ENGL 118W	: Introduction to Liter	ary and Cultu	ral A	nalysis				
17 3.0 hrs	Lecture	▲ 0/12	~	TR	04:00p - 05:15p	Buttrick Hall 112	Krause	OAR
Grading Basis	: Graded							