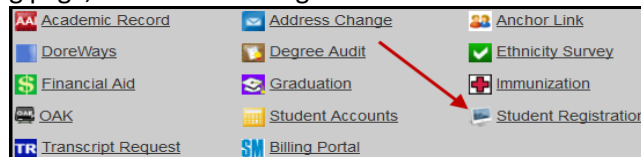# OFFICE OF THE University Registrar

YES User Guide
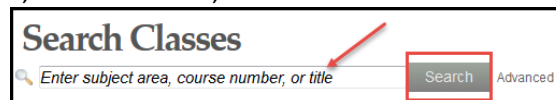*Enrollment*

Adding a Class to the Cart

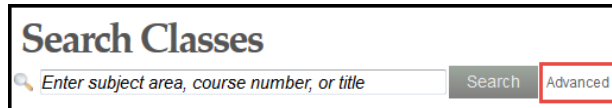1. On the student landing page, click "Student Registration".

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".

- 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.

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Enrollment

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 [icon] to the right of the class.

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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.
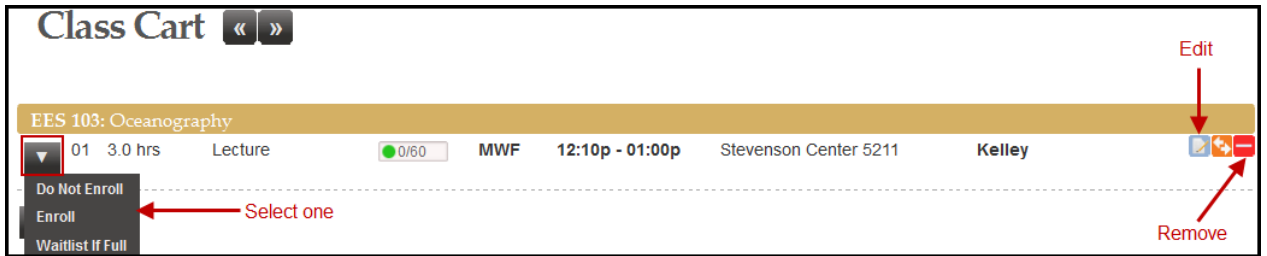
5. If registration is successful, you will receive a confirmation message on the bottom right corner. If registration is not successful, an error message will appear with the reason why.

Swapping a Class

1. Click in the "In Cart" section.

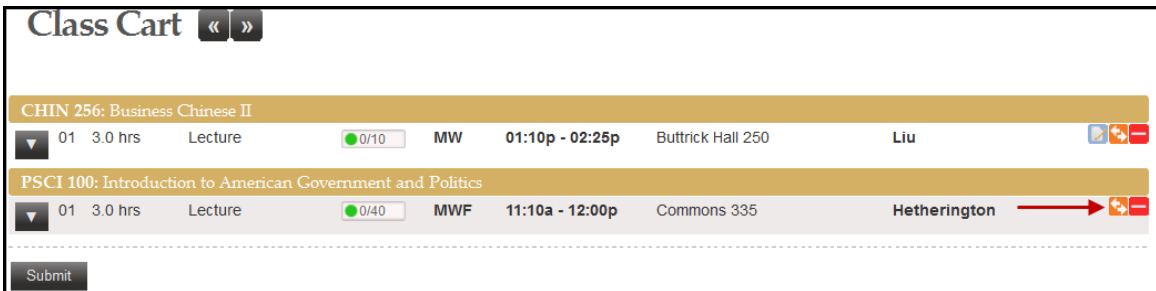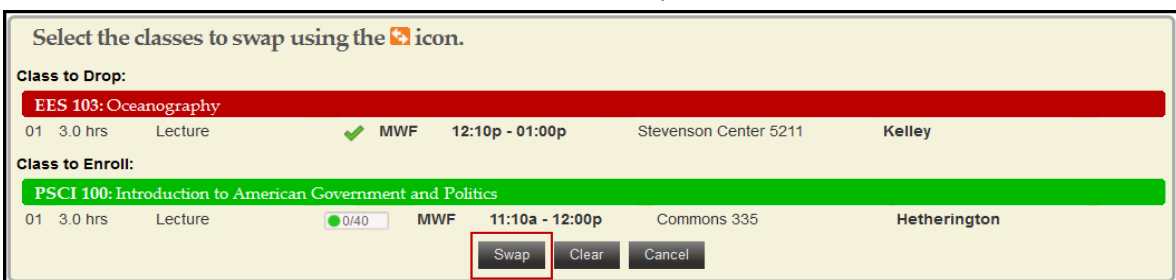2. The class(es) in your cart will appear. Click the ⇄ icon to select the class to swap.

3. Pick the class to drop by clicking on the ⇄ icon again.

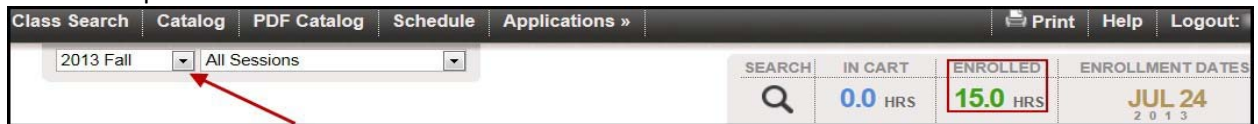4. Confirm that the correct classes are listed and click "Swap".

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.

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".

3. A pop-up message will appear for verification. Click Yes to proceed or No to go back.
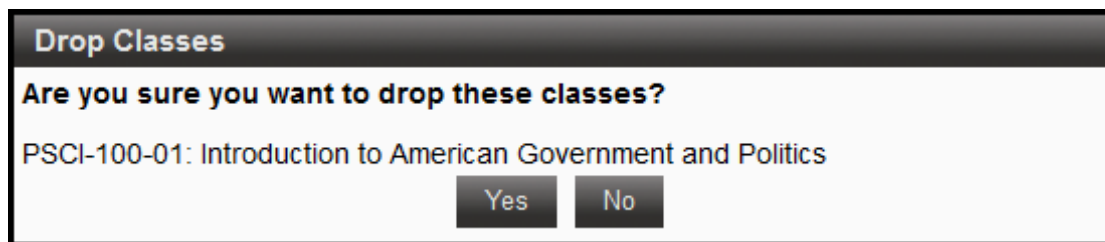
4. If the drop is successful, you will receive a confirmation message on the bottom right side. The enrolled credit hours will also decrease to reflect the change.
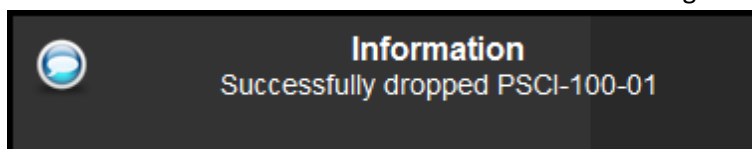
YES User Guide
Enrollment

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

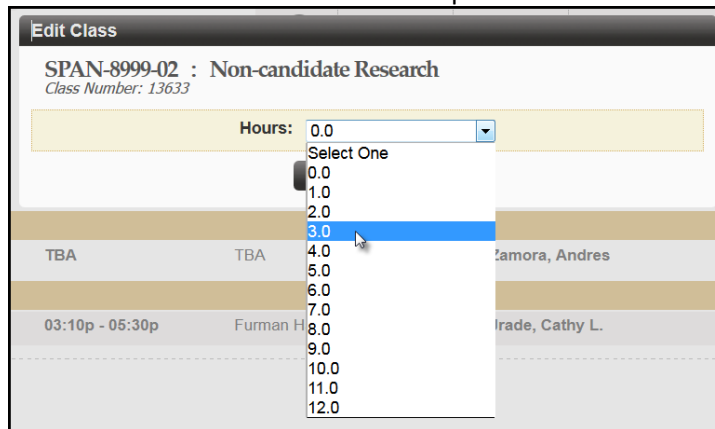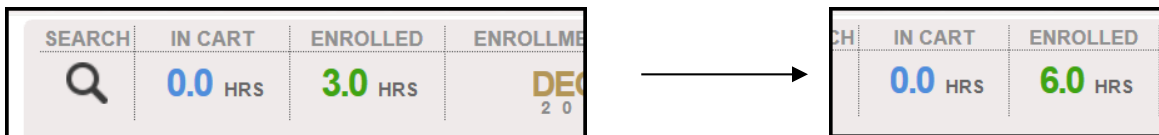1. From the class cart or the list of enrolled classes, click on the blue notebook icon.

SPAN 8999: Non-candidate Research

| | 02 | 0.0-12.0 hrs | Dissertation Research | ✔ | TBA | TBA | TBA | Zamora, Andres | |

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

Edit Class

SPAN-8999-02 : Non-candidate Research
Class Number: 13633

Hours: 0.0

Select One
0.0
1.0
2.0
3.0
4.0
5.0
6.0
7.0
8.0
9.0
10.0
11.0
12.0

| TBA | TBA | | Zamora, Andres |
| 03:10p - 05:30p | Furman H | | Irade, Cathy L. |

3. Click Save.

Edit Class

SPAN-8999-02 : Non-candidate Research
Class Number: 13633

Hours: 3.0

Save   Close

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 | DE 2 0 |

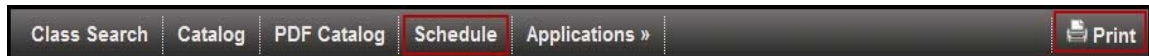→

| CH | IN CART | ENROLLED |
| | 0.0 HRS | 6.0 HRS |

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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".
   d. To print your class schedule, click [Print] .

| Class Search | Catalog | PDF Catalog | Schedule | Applications » | | Print |

Email the schedule

CALENDAR   LIST   ☑ Enrolled   ☐ Waiting   ☐ In Cart

Add the schedule to your personal calendar

Calendar View

List View