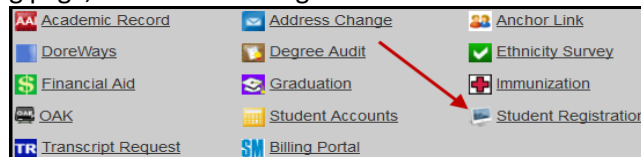




## YES User Guide Enrollment

### Adding a Class to the Cart

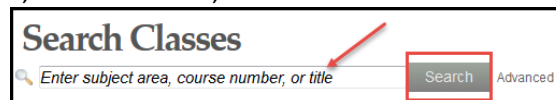
1. On the student landing page, click “Student Registration”.



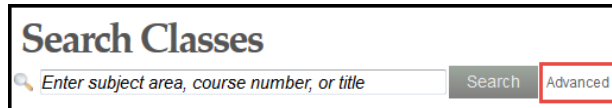
2. Use the drop down arrow to select the term.



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.)





## YES User Guide

### Enrollment

- 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.

*Earth and Environmental Sciences*

EES 103: Oceanography


01	3.0 hrs	Lecture	 114/120	TR	08:10a - 09:25a	Stevenson Center 4327	Goodbred	
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**Class Detail**

EES-103-01 : Oceanography  
Class Number: 4150

*If the Grading Basis indicates Student Option, the class can be Pass/Fail or Graded.*

<b>Details</b>	<b>Availability</b>
School: College of Arts and Science Career: Undergraduate Component: Lecture Hours: 3.0 <b>Grading Basis: Student Option Grading Basis</b> Associated Component(s): Lecture Consent: No Special Consent Required	Term: 2013 Fall Session: Regular Academic Session Session Dates: 8/21/13 - 12/5/13 Requirement(s): Syllabus: None Books: <a href="#">Book Information</a>

**Availability**  
 Open  
Class Capacity: 120  
Total Enrolled: 114  
Available Seats: 6  
Wait List Capacity: 50  
Total on Wait List: 0  
Please note some seats may be reserved

**Description**  
An introduction to the geology, biology, chemistry, and physics of the marine environment. [3] (MNS)

**Meeting Times**

Days	Time	Location	Dates	Instructor(s)
TR	08:10a - 09:25a	Stevenson Center 4327	8/21/13-12/5/13	Goodbred, Steven L. (Primary)

Close Add To Cart

*Biological Sciences*

BSCI 369: Master's Thesis Research

Variable hours allow you to choose any variation within this range.

02	0.0-12.0 hrs	Masters Thesis	 0/5	TBA
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# YES User Guide

## 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).

SEARCH	IN CART	ENROLLED	ENROLLMENT DATES
	9.0 HRS	0.0 HRS	JUL 24 2013

Undergraduate
Regular
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 1
* Jul 24, 2013 12:00 AM to Aug 23, 2013 11:59 PM
Module 2
* Jul 24, 2013 12:00 AM to Sep 25, 2013 11:59 PM
Module 3
* Jul 24, 2013 12:00 AM to Oct 30, 2013 11:59 PM
* 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 to the right of the class.

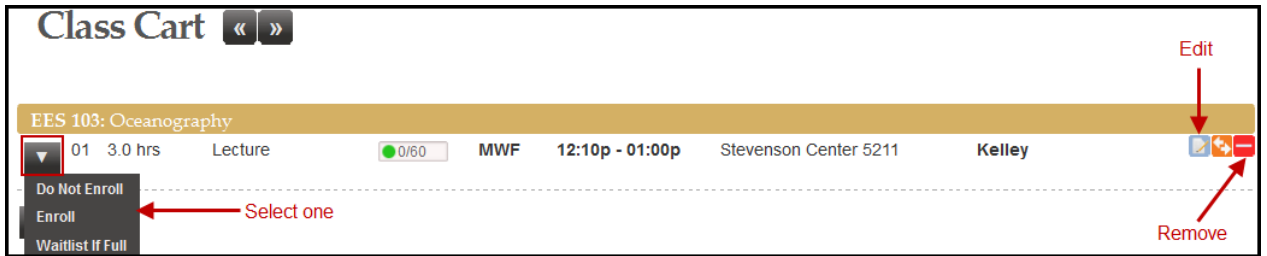
The image shows two screenshots of the 'Edit Class' interface for SPAN-8999-02 (Non-candidate Research, Class Number: 13633). The top screenshot shows the 'Hours' dropdown menu open, with the '3.0' option selected. The bottom screenshot shows the 'Hours' field set to '3.0' and the 'Save' button highlighted.



## YES User Guide

### Enrollment

- 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.



- 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.





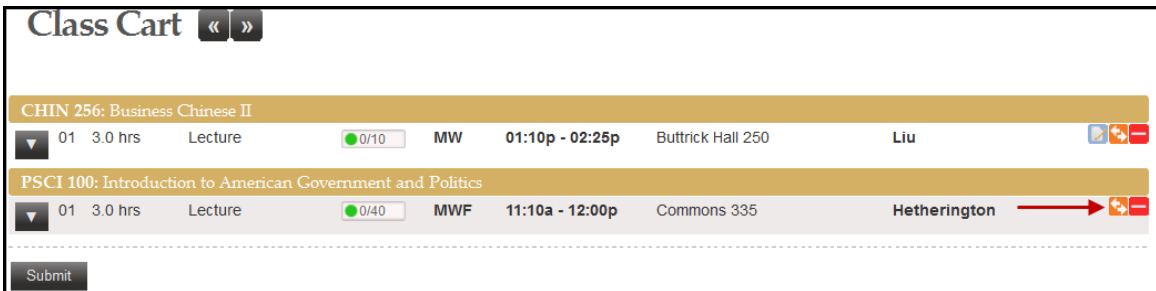
## YES User Guide Enrollment


### Swapping a Class

1. Click in the “In Cart” section.



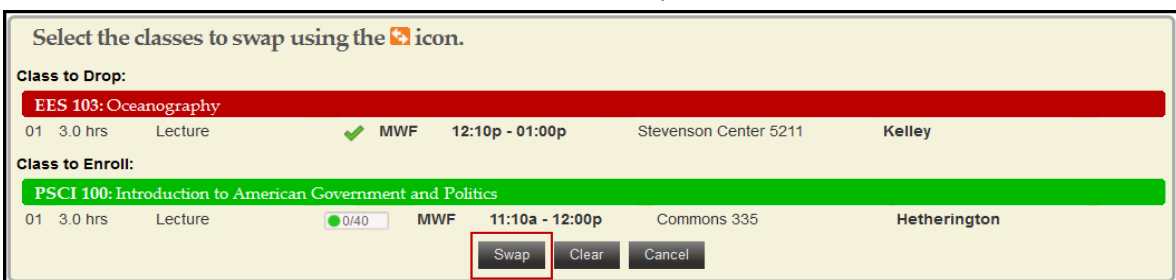
2. The class(es) in your cart will appear. Click the  icon to select the class to swap.



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



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



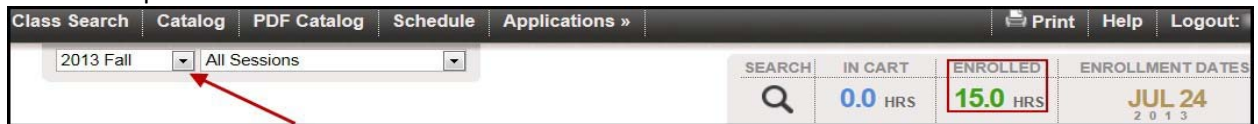
5. If the swap is successful, you will be taken to your enrolled classes where you should see the new course.




## YES User Guide Enrollment

### Dropping a class

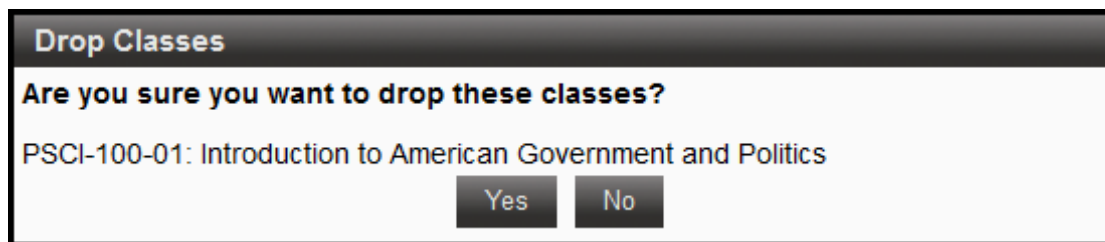
1. Use the drop down arrow to select the term. Click in the "Enrolled" section.



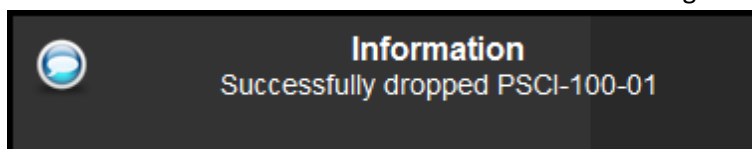
2. The class(es) that you are registered for will appear. To drop a class, click the  icon on the row of the selected class.
  - You can also check the box on the left side next to the class and click "Drop".



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

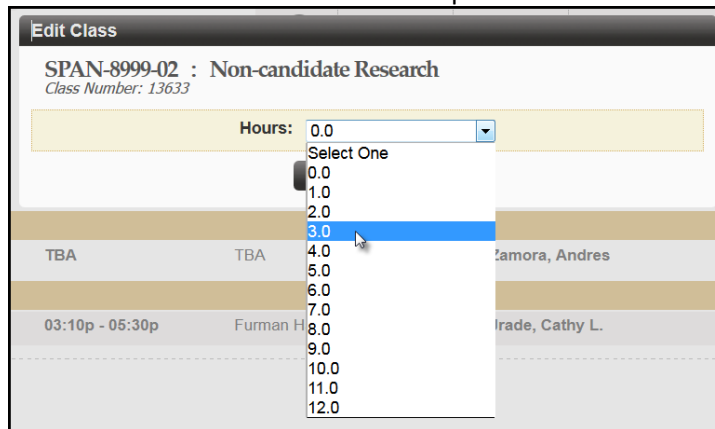
Certain fields can be edited from either the class cart or the list of enrolled classes. The blue notebook icon  indicates that the class can be edited.

### Edit credit hours

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



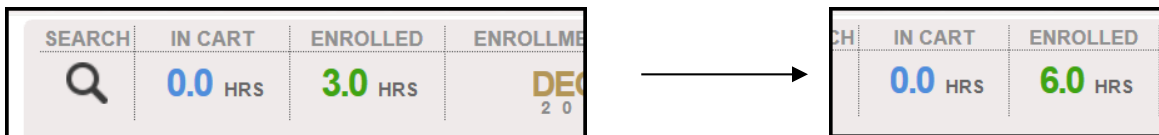
2. Select the appropriate number of credit hours from the drop-down menu in the Edit Class window.



3. Click Save.



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




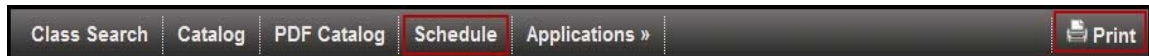


# YES User Guide

## Enrollment

### 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.



Email the schedule

Add the schedule to your personal calendar

### Calendar View

**Schedule Calendar View** »

Displaying enrolled classes within a typical week of the term.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
7 am							
8 am		EES-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

**Schedule List View** «

Displaying enrolled classes.

**Regular Academic Session** 08/21/2013 - 12/05/2013  
*Undergraduate*

ECON 101: Principles of Microeconomics									
01	3.0 hrs	Lecture	139/296		MWF	11:10a - 12:00p	Wilson Hall 103	Buckles	
Grading Basis: Graded									
EES 103: Oceanography									
01	3.0 hrs	Lecture	115/120		TR	08:10a - 09:25a	Stevenson Center 4327	Goodbred	
Grading Basis: Graded									
ENGL 118W: Introduction to Literary and Cultural Analysis									
17	3.0 hrs	Lecture	0/12		TR	04:00p - 05:15p	Buttrick Hall 112	Krause	
Grading Basis: Graded									