![Vanderbilt University - Office of the University Registrar]
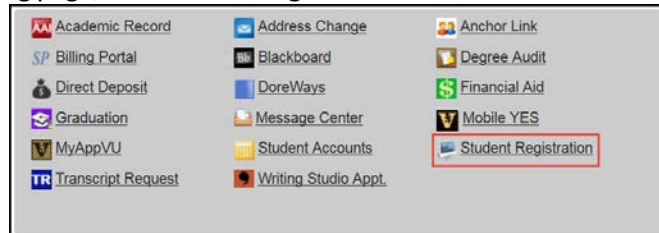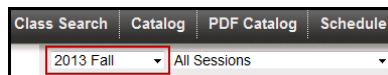
YES User Guide
Enrollment
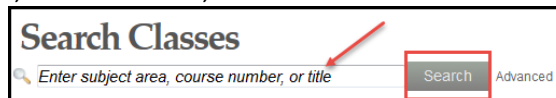
Adding a Class to the Cart

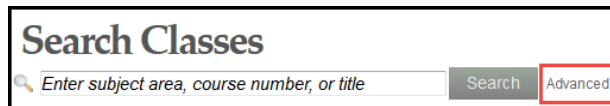1. On the student landing page, click Student Registration.

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.
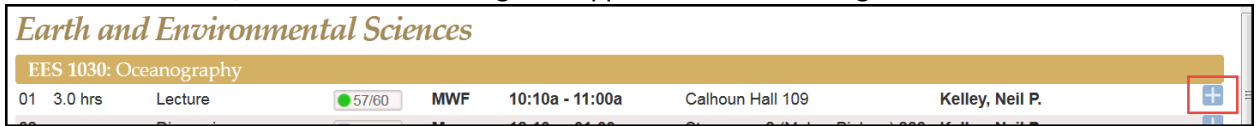

Enrolling from the Class Cart

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).
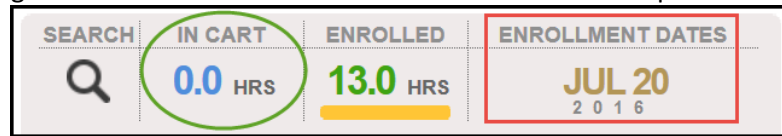
   NOTE: If you log in before your registration window opens, you must refresh the page at the time your appointment begins in order for the Submit button to appear.

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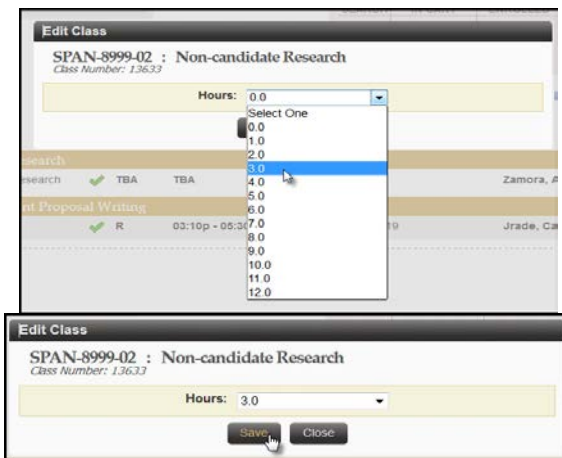
4. To register, click on the drop down arrow to the left of the class and select Enroll.
   - You can also choose Do Not Enroll or Waitlist if Full.
   - Repeat until all classes have been selected.
   - Click Submit after selections have been made.

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.

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.   ⬓

4. 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

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

Dropping a class

1. 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

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, or check the box on the left side next to the class and click Drop.

THTR 1611: Acting I
☐ 01 3.0 hrs   Performance   ⚠ TR   09:00a - 10:50a   Neely Auditorium 106   Hallquist, Jon W.   ⬓ 🔴
Note: 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.

Drop Classes

Are you sure you want to drop these classes?

THTR-1611-01: Acting I

Yes No
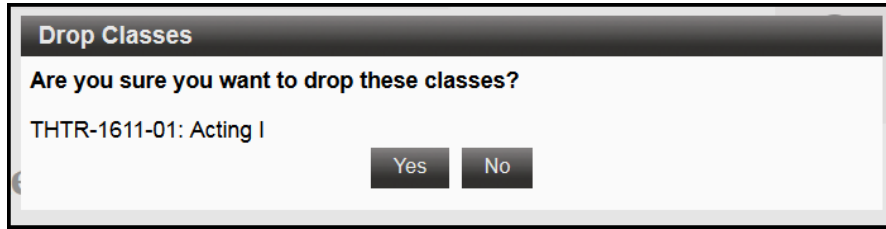
4. If the drop is successful, you will receive a confirmation message on the bottom
   right side. The enrolled credit hours will also decrease to reflect the change.

Information
Successfully dropped THTR-1611-01
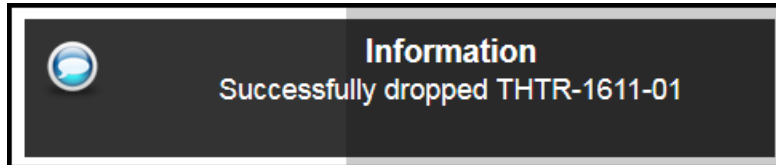
Editing a class

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.
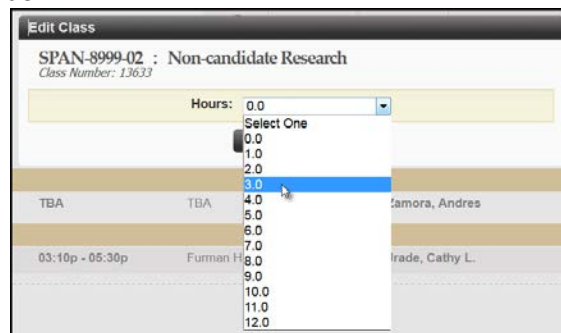
3. Click Save.

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

Printing Your Schedule

1. 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

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	● 58/60	✓	MWF	10:10a - 11:00a	Calhoun Hall 109	Kelley, Neil P.	Bb
05		Discussion	● 13/15	✓	W	01:10p - 02:00p	Stevenson 2 (Molec. Biology) 200	Kelley, Neil P.

EES 1030L: Oceanography Laboratory							
02	1.0 hrs	Laboratory	● 17/18	✓	T	01:10p - 04:00p	Stevenson 1 (Math) 107	Kelley, Neil P.	Bb

HIST 1480: The Darwinian Revolution							
01	3.0 hrs	Lecture	⚠ 11/12	✓	TR	11:00a - 12:15p	Calhoun Hall 109	Sponsel, Alistair W. | Picard, Danielle R.	Bb

MGRL 1200: Principles of Marketing							
05	3.0 hrs	Lecture	⚠ 9/12	✓	TR	04:10p - 05:25p	Buttrick Hall 101	Cleek, Corey M.	Bb

🗐 Order Books