

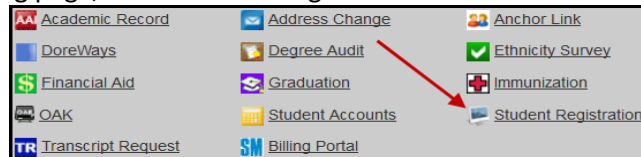


YES User Guide

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.

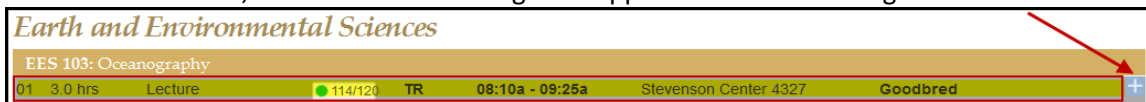


3. Enter the subject area, course number, or title into the text box and click "Search".
 - To search using additional criteria click "Advanced".



- Enter the class information below as needed and click "Search".

4. 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.





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
<input type="text"/>	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 student option as the grading basis or variable hours, you can edit this information using the icon to the right of the class.

Edit Class

CHIN-253-01 : Classical Chinese Literature and Philosophy
Class Number: 10023

Grading Basis: Select One

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 « »

EES 103: Oceanography

▼ 01 3.0 hrs Lecture ● 0/60 MWF 12:10p - 01:00p Stevenson Center 5211 Kelley

Edit
Remove

Do Not Enroll
Enroll ← Select one
Waitlist If Full

EES 103: Oceanography

E ▼ 01 3.0 hrs Lecture

←

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.

<p>Information</p> <p>Successfully enrolled in EES-103-01</p>	<p>Error</p> <p>CHIN-253-01: Requisites not met for Class, not enrolled. (14640,18)</p>
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YES User Guide

Enrollment

Swapping a Class

1. Click in the "In Cart" section.


Class Search | Catalog | PDF Catalog | Schedule | Applications » | Print | Help | Logout:
2013 Fall | All Sessions | SEARCH | IN CART (6.0 HRS) | ENROLLED (15.0 HRS) | ENROLLMENT DATES (JUL 24 2013)


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

Class Cart « »

CHIN 256: Business Chinese II	01	3.0 hrs	Lecture	0/10	MW	01:10p - 02:25p	Buttrick Hall 250	Liu	
PSCI 100: Introduction to American Government and Politics	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  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	0/40	MWF	11:10a - 12:00p	Commons 335	Hetherington	
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Swap | Clear | Cancel

Pick the class to Drop: «

EES 103: Oceanography	01	3.0 hrs	Lecture	✓	MWF	12:10p - 01:00p	Stevenson Center 5211	Kelley	
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4. Confirm that the correct classes are listed and click "Swap".

Select the classes to swap using the  icon.

Class to Drop:

EES 103: Oceanography	01	3.0 hrs	Lecture	✓	MWF	12:10p - 01:00p	Stevenson Center 5211	Kelley	
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Class to Enroll:

PSCI 100: Introduction to American Government and Politics	01	3.0 hrs	Lecture	0/40	MWF	11:10a - 12:00p	Commons 335	Hetherington	
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Swap | Clear | Cancel

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

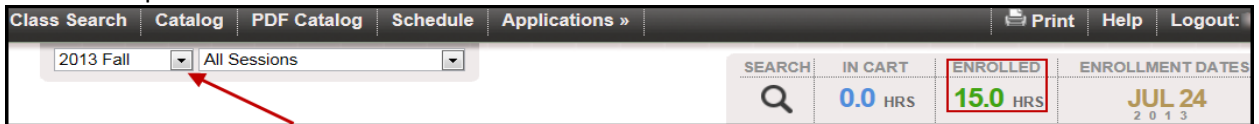



YES User Guide

Enrollment

Dropping a class

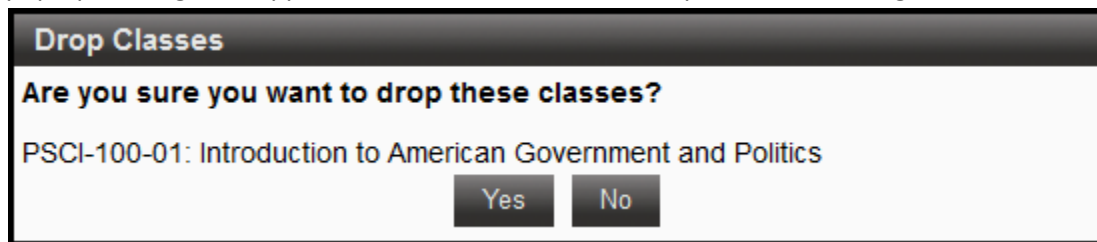
1. Use the drop down arrow to select the term. Click in the “Enrolled” section.



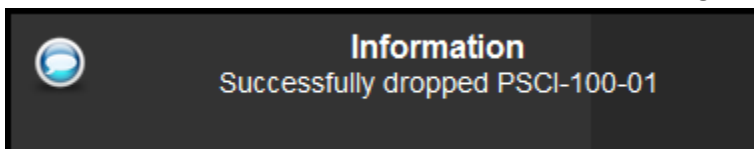
2. The class(es) that you are registered for will appear. To drop a class, click the  icon on the row of the selected class.
 - You can also check the box on the left side next to the class and click “Drop”.



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.




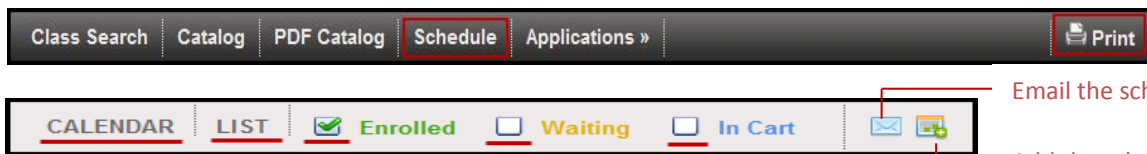


YES User Guide

Enrollment

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.



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		MWF	11:10a - 12:00p	Wilson Hall 103	Buckles
Grading Basis: Graded							
EES 103: Oceanography							
01	3.0 hrs	Lecture		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		TR	04:00p - 05:15p	Buttrick Hall 112	Krause
Grading Basis: Graded							