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).

   ![Image of Enrollment Dates]

   **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.

![Class Cart](image)

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.

![Information](image)  ![Error](image)

**Swapping a Class**

1. Click in the In Cart section.

![Class Cart](image)

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.

![Image of class drop process](image)

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

![Image of class swap process](image)

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.

![Image of enrolled section](image)

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.

![Image of class drop process](image)

Note: Pass/Fail option not available. Anyone missing the first day of class will automatically be dropped from the course.
3. A pop-up message will appear for verification. Click Yes to proceed or No to go back.

![Drop Classes](image)

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](image)

**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.

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

**Regular Academic Session**  
*08/24/2016 - 12/08/2016*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Type</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>EES 1030</td>
<td>Oceanography</td>
<td>Lecture</td>
<td>MWF</td>
<td>10:10a - 11:00a</td>
<td>Calhoun Hall 109</td>
<td>Kelley, Neil P.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lecture</td>
<td>W</td>
<td>01:10p - 02:00p</td>
<td>Stevenson 2 (Molec. Biology) 200</td>
<td>Kelley, Neil P.</td>
</tr>
<tr>
<td>EES 1030L</td>
<td>Oceanography Laboratory</td>
<td>Laboratory</td>
<td>T</td>
<td>01:10p - 04:00p</td>
<td>Stevenson 1 (Math) 107</td>
<td>Kelley, Neil P.</td>
</tr>
<tr>
<td>HIST 1480</td>
<td>The Darwinian Revolution</td>
<td>Lecture</td>
<td>TR</td>
<td>11:00a - 12:15p</td>
<td>Calhoun Hall 109</td>
<td>Sponsel, Alistair W.</td>
</tr>
<tr>
<td>MGRI 1200</td>
<td>Principles of Marketing</td>
<td>Lecture</td>
<td>TR</td>
<td>04:10p - 05:25p</td>
<td>Buttrick Hall 101</td>
<td>Cleek, Corey M.</td>
</tr>
</tbody>
</table>