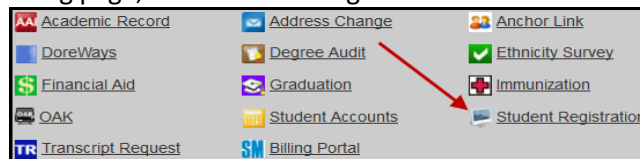




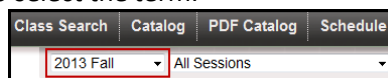
YES User Guide Enrollment

Adding a Class to the Cart

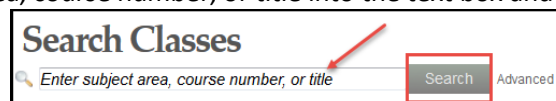
1. On the student landing page, click “Student Registration”.



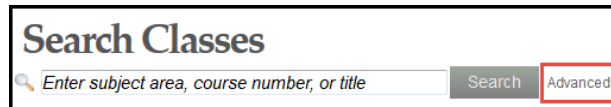
2. Use the drop down arrow to select the term.



3. Enter the subject area, course number, or title into the text box and click “Search”.



4. To search using additional criteria click “Advanced”.



Status: Open Wait Listed Closed Only Search New Classes

A Title: **D** Subject Area:

B Catalog Number: **E** School:

C Instructor: Instruction Mode:


F Class Meets: ANY of these days **G** Class Attributes:

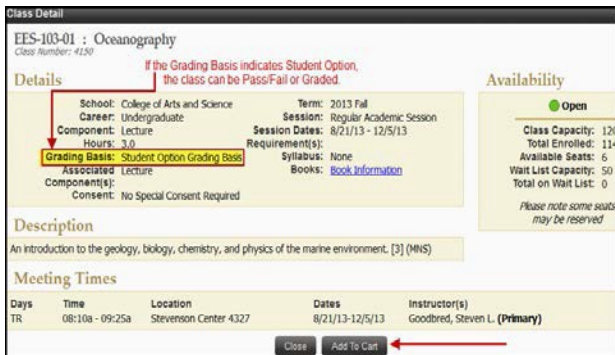
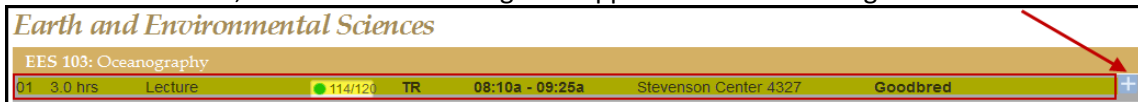
Between Times:

Class Number: Credit Hours:

Search Cancel

- 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).

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 icon to the right of the class.

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

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

Hours: 3.0

Save Close

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.

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

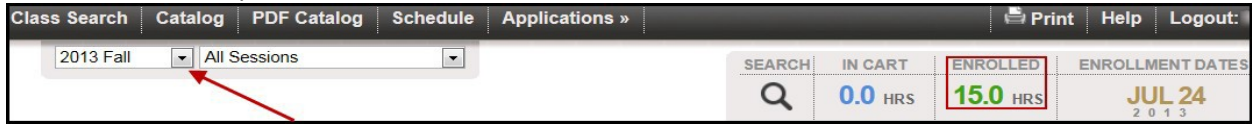
4. Confirm that the correct classes are listed and click “Swap”.


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



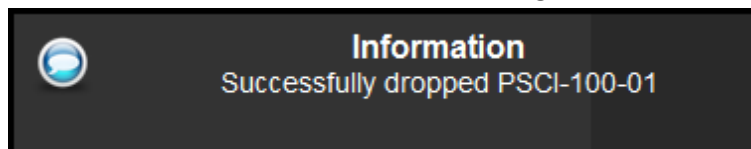
2. The class(es) that you are registered for will appear. To drop a class, click the  icon on the row of the selected class.
 - You can also check the box on the left side next to the class and click “Drop”.



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.



Editing a class

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



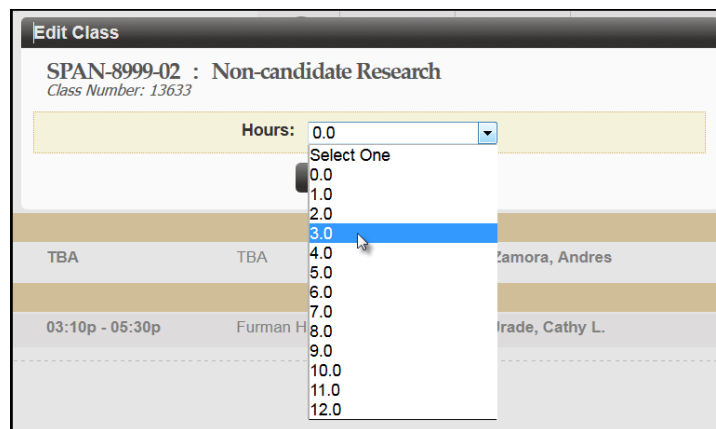
indicates that the class can be edited.

Edit credit hours

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



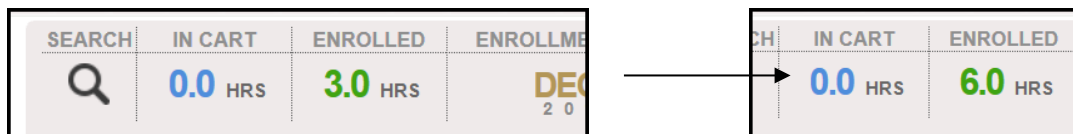
2. Select the appropriate number of credit hours from the drop-down menu in the Edit Class window.




3. Click Save.

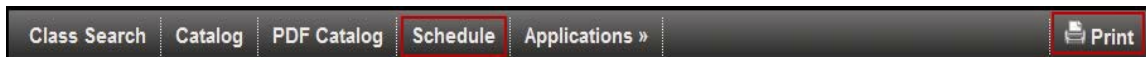


4. The new credit hours will appear in the totals for either the cart or the enrolled classes.



Printing Your Schedule

1. Click on "Student Registration" on the Student Landing Page.
2. 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 .



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-102-01		EES-102-01			
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							