



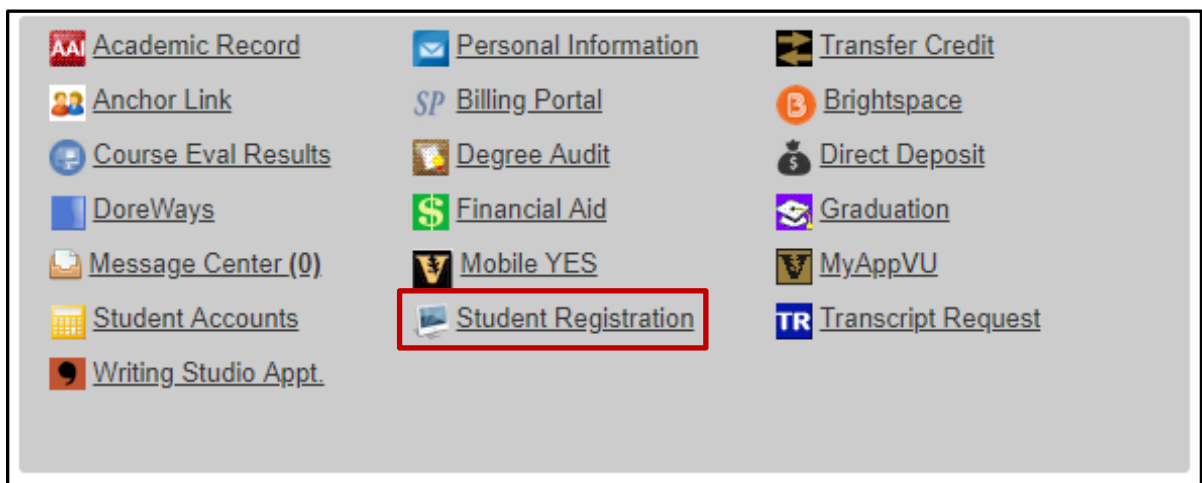
## YES User Guide

### Enrollment

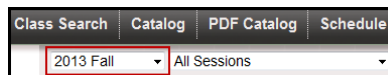
A guide to adding a class to a cart, enrolling from the class cart, swapping a class, editing a class, dropping a class, and printing your schedule. Enrollment is available through the YES Suite of applications.

### Adding a Class to the Cart

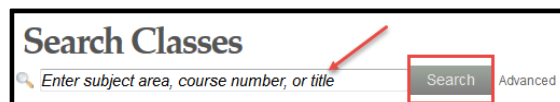
1. On the student landing page, click **Student Registration**.



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**.

**Search Classes**

Enter subject area, course number, or title

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

Mon  Tue  Wed  Thu  Fri  Sat  Sun

Class Attributes:

Class Number:

Credit Hours:

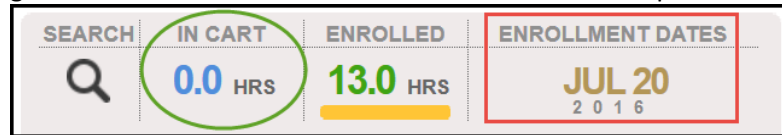
Between Times:

- Options for advanced search include:
    - Course title—all or part (e.g., Biomed)
    - Catalog number (1111, 3100, etc.)
    - Instructor
    - Subject area (select one or more from drop-down menu)
    - School (school that offers the course; select one from drop-down menu)
    - Class meets (meeting pattern; can narrow search by days and/or times that a class is offered)
    - Class attributes (search for classes by AXLE category, eligibility to count toward a specific major, etc.)
- 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.


<i>Earth and Environmental Sciences</i>							
EES 1030: Oceanography							
01	3.0 hrs	Lecture		MWF	10:10a - 11:00a	Calhoun Hall 109	Kelley, Neil P.

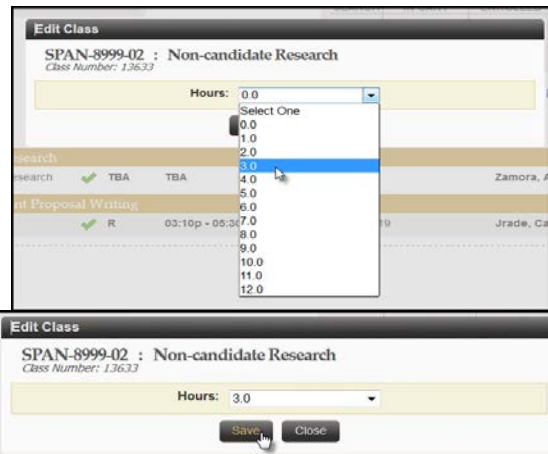
## Enrolling from the Class Cart

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).

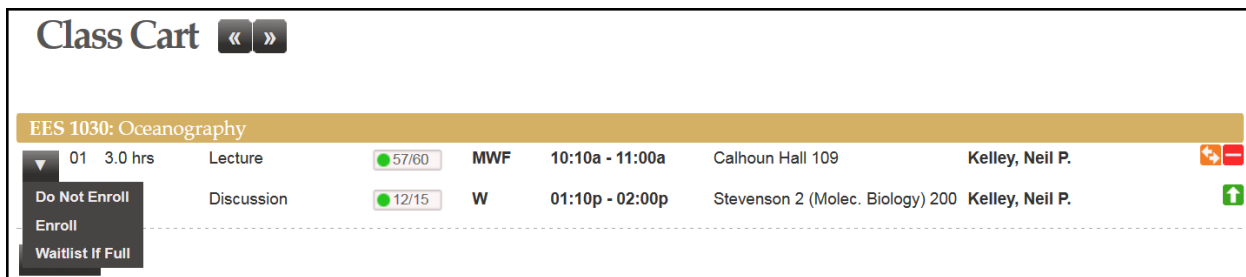


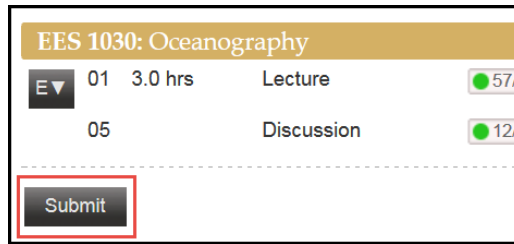
**NOTE:** If you log in before your registration window opens, you must refresh the page at the time your appointment begins in order for the Submit button to appear.

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.

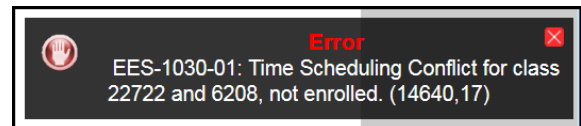
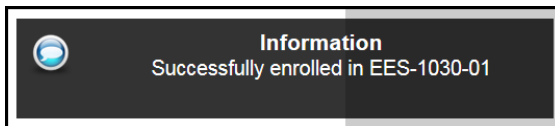


4. To register, click on the drop down arrow to the left of the class and select Enroll.
  - You can also choose Do Not Enroll or Waitlist if Full.
  - Repeat until all classes have been selected.
  - Click **Submit** after selections have been made.



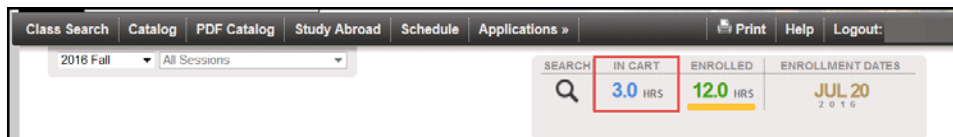


- If registration is successful, you will receive a confirmation message on the bottom right corner. If registration is not successful, an error message will appear with the reason why.

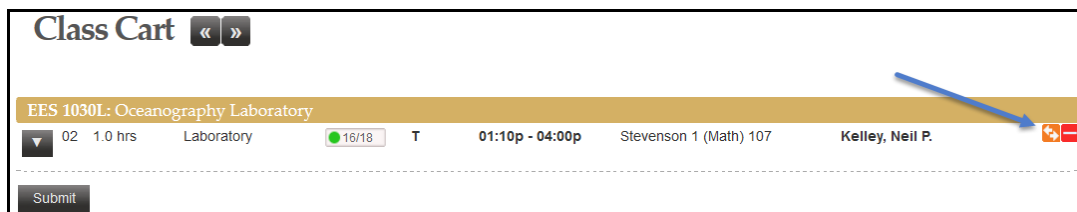



## Swapping a Class


- Click in the In Cart section.



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




- 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.
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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. 


- 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.
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**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.
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Swap Clear Cancel





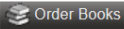

- If the swap is successful, you will be taken to your enrolled classes where you should see the new course.

## Dropping a class

- Click in the **Enrolled** section.

Class Search	Catalog	PDF Catalog	Study Abroad	Schedule	Applications »	Print	Help	Logout:
2016 Fall		All Sessions		SEARCH: 		IN CART: 3.0 HRS	ENROLLED: 12.0 HRS	ENROLLMENT DATES: JUL 20 2016

- 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.		
<b>Note:</b> 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**

**Are you sure you want to drop these classes?**

THTR-1611-01: Acting I


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

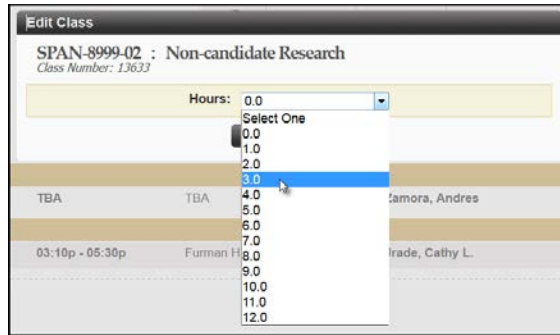
Certain fields can be edited from either the class card or the list of enrolled classes. The blue notebook icon  indicates that the class can be edited.

### Edit credit hours

1. From the class card 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			

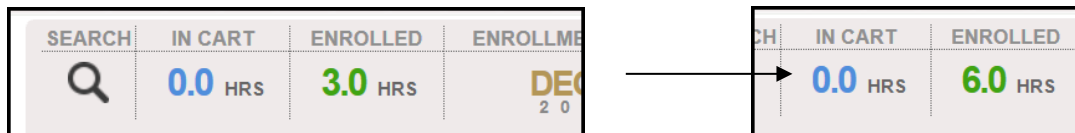
2. Select the appropriate number of credit hours from the drop-down menu in the Edit Class window.




3. Click **Save**.

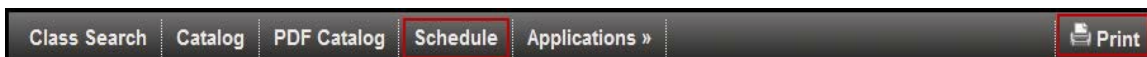


4. The new credit hours will appear in the totals for either the cart or the enrolled classes.



## Printing Your Schedule

- 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 .



### Calendar View

	Mon	Tue	Wed	Thu	Fri
7 am					
8 am					
9 am					
10 am	EES-1030-01		EES-1030-01		EES-1030-01
11 am		HIST-1480-01		HIST-1480-01	
12 pm					
1 pm		EES-1030L-02	EES-1030-05		
2 pm					
3 pm					
4 pm		MGRL-1200-05		MGRL-1200-05	
5 pm					
6 pm					
7 pm					

List View

### Schedule List View «

Displaying enrolled classes.

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

<b>EES 1030: Oceanography</b>									
01	3.0 hrs	Lecture	58/60	✓	MWF	10:10a - 11:00a	Calhoun Hall 109	Kelley, Neil P.	Bib
05		Discussion	13/15	✓	W	01:10p - 02:00p	Stevenson 2 (Molec. Biology) 200	Kelley, Neil P.	
<b>EES 1030L: Oceanography Laboratory</b>									
02	1.0 hrs	Laboratory	17/18	✓	T	01:10p - 04:00p	Stevenson 1 (Math) 107	Kelley, Neil P.	Bib
<b>HIST 1480: The Darwinian Revolution</b>									
01	3.0 hrs	Lecture	11/12	✓	TR	11:00a - 12:15p	Calhoun Hall 109	Sponsel, Alistair W.   Picard, Danielle R.	Bib
<b>MGRL 1200: Principles of Marketing</b>									
05	3.0 hrs	Lecture	9/12	✓	TR	04:10p - 05:25p	Buttrick Hall 101	Cleek, Corey M.	Bib

Order Books

Please contact the YES Help Line at [yes@vanderbilt.edu](mailto:yes@vanderbilt.edu) or 615-343-4306 if you have questions or need additional assistance.