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**.
4. To search using additional criteria click **Advanced**.

![Search Classes](image)

- 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](image) or select Add to Cart from the Class Detail page.
- If successful, a confirmation message will appear on the bottom right corner.

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**Enrolling from the Class Cart**
Office of the University Registrar
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).

   ![Enrollment Dates](image)

   **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.

   ![Edit Class](image)

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.

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**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.

![Diagram showing how to pick the class to drop.]

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

![Diagram showing the swap process.]

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.

![Diagram showing 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, or 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 **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

Meeting Pattern Key:

M- Monday  F- Friday
T- Tuesday  S- Saturday
W- Wednesday  U- Sunday
R- Thursday

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