



YES User Guide

Waitlist

If a class is full, students must actively add themselves to the waitlist. The drop-if-enrolled function should be used if the waitlisted class conflicts with a currently enrolled class.

1. After adding a class to your cart, go to your Class Cart and select **Waitlist if Full** from the pulldown menu for the class you want.

The screenshot shows the 'Class Cart' interface. At the top, there are dropdown menus for '2016 Fall' and 'All Sessions'. To the right, there are statistics: 'SEARCH' with a magnifying glass icon, 'IN CART' with '4.0 HRS', 'ENROLLED' with '10.0 HRS', and 'ENROLLMENT DATES' with 'JUL 20 2 0 1 6'. Below this is the 'Class Cart' title with left and right navigation arrows. A class entry for 'THTR 1711: Introduction to Theatrical Production' is shown with details: '01 4.0 hrs Lecture', '0/12' seats, 'MWF 01:10p - 02:00p', 'Neely Auditorium 203', and 'Stratton, Matthew D.'. A dropdown menu is open for this class, showing options: 'Do Not Enroll', 'Enroll', and 'Waitlist If Full' (which is highlighted).

2. A **W** will display next to the class you want to waitlist. Click the **Submit** button.


The screenshot shows the 'Class Cart' interface after the 'Waitlist If Full' action. The class entry for 'THTR 1711: Introduction to Theatrical Production' now has a 'W' in a dropdown menu next to the '01 4.0 hrs Lecture' text. Below the class entry, a 'Submit' button is visible.

3. This message will appear at the bottom of your screen:


A warning message box with a yellow triangle icon and a red 'X' in the top right corner. The text reads: 'Warning THTR-1711-01: Class 5436 is Closed. Placed on Wait List because class is closed or remaining seats are reserved. ('

Drop-if-Enrolled

If your waitlisted class conflicts with one in which you're currently enrolled, if you are enrolled in a different section of the same course, or if enrollment in a waitlisted course would put you over 18 semester hours, you will need to utilize the Drop-if-Enrolled function.


1. Go to your Enrolled classes page and click on  next to your waitlisted class.

Enrolled								<input checked="" type="checkbox"/> Enrolled	<input checked="" type="checkbox"/> Waiting	<input type="checkbox"/> Dropped
EES 1030: Oceanography										
<input type="checkbox"/>	01	3.0 hrs	Lecture	✓	MWF	10:10a - 11:00a	Calhoun Hall 109	Kelley, Neil P.		
<input type="checkbox"/>	05		Discussion	✓	W	01:10p - 02:00p	Stevenson 2 (Molec. Biology) 200	Kelley, Neil P.		
HIST 1480: The Darwinian Revolution										
<input type="checkbox"/>	01	3.0 hrs	Lecture	✓	TR	11:00a - 12:15p	Calhoun Hall 109	Sponse, Alistair W. Picard, Danielle R.		
MGRL 1200: Principles of Marketing										
<input type="checkbox"/>	05	3.0 hrs	Lecture	✓	TR	04:10p - 05:25p	Buttrick Hall 101	Cleek, Corey M.		
EES 1030L: Oceanography Laboratory										
<input type="checkbox"/>	02	1.0 hrs	Laboratory	✓	T	01:10p - 04:00p	Stevenson 1 (Math) 107	Kelley, Neil P.		
THTR 1711: Introduction to Theatrical Production										
<input type="checkbox"/>	01	4.0 hrs	Lecture	⚠	MWF	01:10p - 02:00p	Neely Auditorium 203	Stratton, Matthew D.		

2. Select which class you want to drop if you are enrolled in your waitlisted class by clicking 

Select a class from the list below to drop if Introduction to Theatrical Production is enrolled from the wait list.

THTR 1711: Introduction to Theatrical Production									
<input type="checkbox"/>	01	4.0 hrs	Lecture	⚠ 1/12	MWF	01:10p - 02:00p	Neely Auditorium 203	Stratton, Matthew D.	

You can use the  icon to select a class or click the save button to continue.

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

3. Click **Save**.

Select a class from the list below to drop if Introduction to Theatrical Production is enrolled from the wait list.

THTR 1711: Introduction to Theatrical Production							
01	4.0 hrs	Lecture	1/12	MWF	01:10p - 02:00p	Neely Auditorium 203	Stratton, Matthew D.

You can use the icon to select a class or click the save button to continue.

MGRL 1200: Principles of Marketing							
05	3.0 hrs	Lecture	9/12	TR	04:10p - 05:25p	Buttrick Hall 101	Cleek, Corey M.

4. Your waitlisted class will show which class you have chosen to drop if enrolled from the waitlist on your Enrolled page.

THTR 1711: Introduction to Theatrical Production									
<input type="checkbox"/>	01	4.0 hrs	Lecture		MWF	01:10p - 02:00p	Neely Auditorium 203	Stratton, Matthew D.	

MGRL-1200-05 will be dropped if you are enrolled in this class from the wait list.

Enrolled from the Waitlist

If you are enrolled to a class from the waitlist, you will receive a notification from the Office of the University Registrar.

Please note: Successful enrollment to one section of a course means that you will be dropped from the waitlist for all other sections of that course.

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