



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.

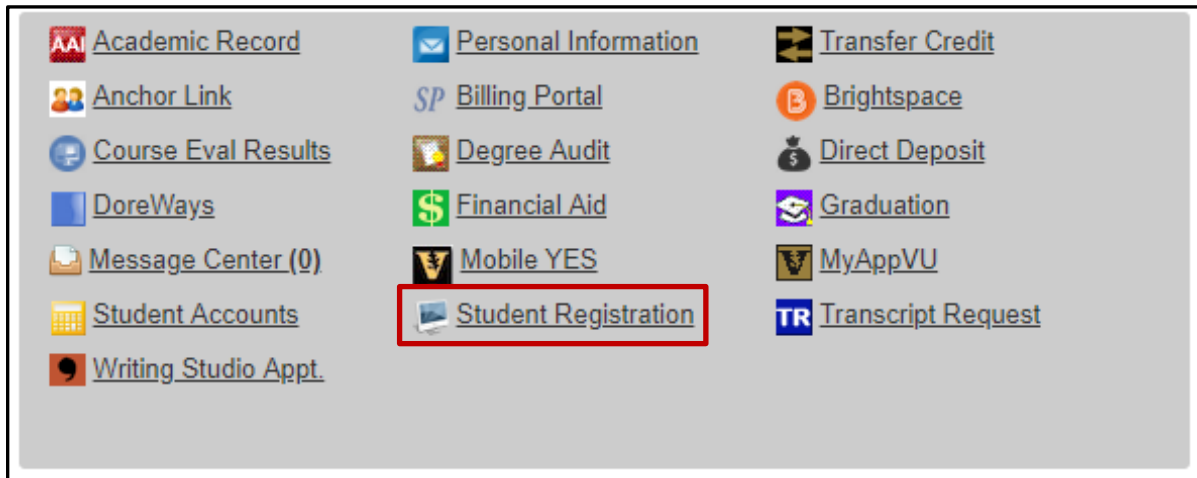
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Adding a Class to the Cart

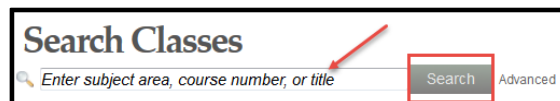
1. On the student landing page, click **Student Registration**.



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**.

A screenshot of the 'Search Classes' form with the 'Advanced' search options expanded. The 'Advanced' button is highlighted with a red rectangular box. The form includes various search criteria such as Status, Title, Catalog Number, Instructor, Subject Area, School, Instruction Mode, Career, Component, Tags, Class Meets, Between Times, Class Attributes, Class Number, and Credit Hours. The 'Search' and 'Cancel' buttons are at the bottom.



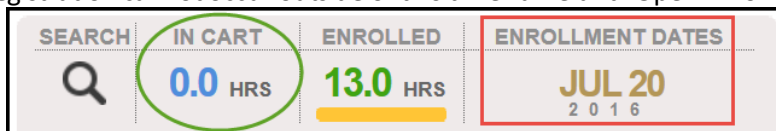
- Options for advanced search include:
 - a. Course title—all or part (e.g., Biomed)
 - b. Catalog number (1111, 3100, etc.)
 - c. Instructor
 - d. Subject area (select one or more from drop-down menu)
 - e. School (school that offers the course; select one from drop-down menu)
 - f. Class meets (meeting 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.




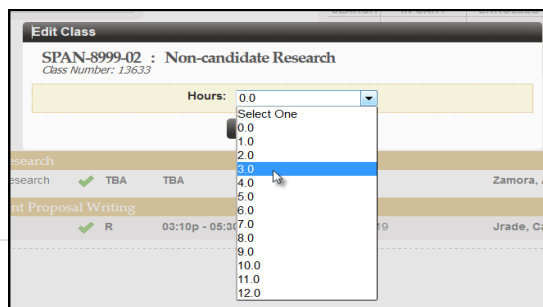
Enrolling from the Class Cart

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).



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.





- 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.

The screenshot shows the 'Class Cart' interface. At the top, it says 'Class Cart' with left and right navigation arrows. Below that, a header for 'EES 1030: Oceanography' is displayed. The main area contains two rows of class information. The first row is for '01 3.0 hrs Lecture' with a progress indicator of 57/60, days 'MWF', time '10:10a - 11:00a', location 'Calhoun Hall 109', and instructor 'Kelley, Neil P.'. To the right of this row are two icons: a red square with a white plus sign and a red square with a white minus sign. The second row is for 'Discussion' with a progress indicator of 12/15, days 'W', time '01:10p - 02:00p', location 'Stevenson 2 (Molec. Biology) 200', and instructor 'Kelley, Neil P.'. To the right of this row is a green square with a white plus sign. A dropdown menu is open on the left side of the first row, showing options: 'Do Not Enroll', 'Enroll', and 'Waitlist If Full'.

This is a close-up screenshot of the 'EES 1030: Oceanography' section of the Class Cart. It shows two rows: '01 3.0 hrs Lecture' with a progress indicator of 57/60, and '05 Discussion' with a progress indicator of 12/15. Below these rows, a 'Submit' button is highlighted with a red rectangular box.

- 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.

An information message box with a blue circular icon on the left. The text reads: 'Information' in bold, followed by 'Successfully enrolled in EES-1030-01'.

An error message box with a red circular icon on the left. The text reads: 'Error' in bold, followed by 'EES-1030-01: Time Scheduling Conflict for class 22722 and 6208, not enrolled. (14640,17)'. There is a red 'X' icon in the top right corner of the box.

Swapping a Class

- Click in the In Cart section.

The screenshot shows the top navigation bar of the system. It includes links for 'Class Search', 'Catalog', 'PDF Catalog', 'Study Abroad', 'Schedule', and 'Applications'. On the right side, there are links for 'Print', 'Help', and 'Logout'. Below the navigation bar, there is a search bar with '2016 Fall' and 'All Sessions' selected. To the right of the search bar, there are three boxes: 'SEARCH' with a magnifying glass icon, 'IN CART' with '3.0 HRS' and a red box around it, 'ENROLLED' with '12.0 HRS', and 'ENROLLMENT DATES' with 'JUL 20 2016'.

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





Class Cart

EES 1030L: Oceanography Laboratory

02 1.0 hrs Laboratory 16/18 T 01:10p - 04:00p Stevenson 1 (Math) 107 Kelley, Neil P.

Submit

- 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.

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.

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.

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 »

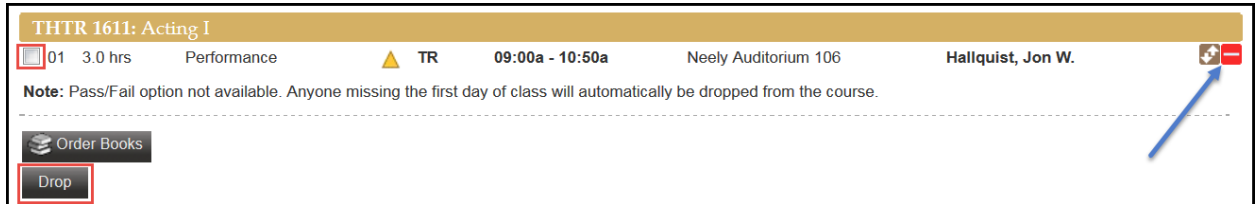
Print Help Logout:

2016 Fall All Sessions

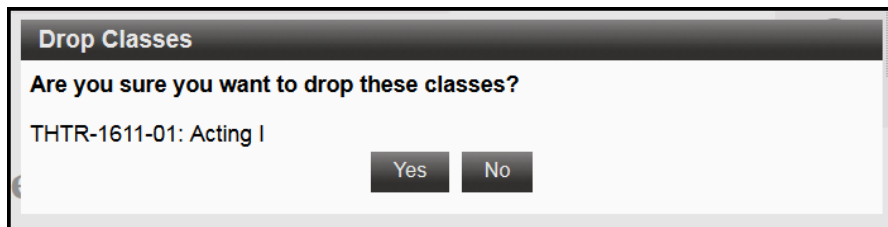
SEARCH IN CART ENROLLED ENROLLMENT DATES

3.0 HRS 12.0 HRS JUL 20 2 0 1 6

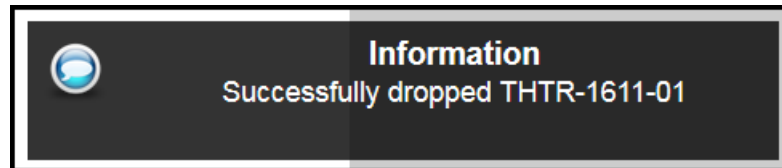
- The class(es) that you are registered for will appear. To drop a class, click the  icon on the row of the selected class, or check the box on the left side next to the class and click Drop.




- A pop-up message will appear for verification. Click **Yes** to proceed or **No** to go back.



- 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 card or the list of enrolled classes. The blue notebook icon  indicates that the class can be edited.

Edit credit hours

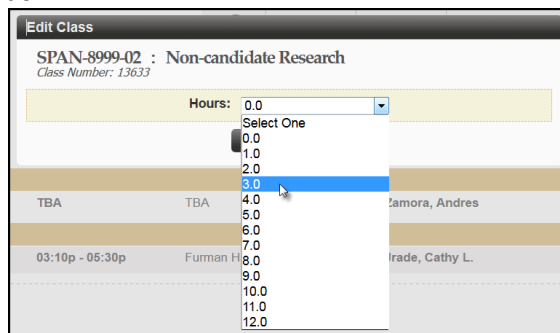
- From the class card or the list of enrolled classes, click on the blue notebook icon.



- Select the appropriate number of credit hours from the drop-down menu in the



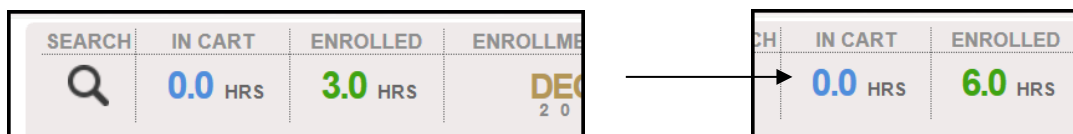
Edit Class window.




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
<i>Undergraduate</i>							
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							
02	1.0 hrs	Laboratory		✓ T	01:10p - 04:00p	Stevenson 1 (Math) 107	Kelley, Neil P.
HIST 1480: The Darwinian Revolution							
01	3.0 hrs	Lecture		✓ TR	11:00a - 12:15p	Calhoun Hall 109	Sponsel, Alistair W. Picard, Danielle R.
MGRL 1200: Principles of Marketing							
05	3.0 hrs	Lecture		✓ TR	04:10p - 05:25p	Buttrick Hall 101	Cleek, Corey M.
Order Books							

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.