

YALE COLLEGE ONLINE COURSE SELECTION INSTRUCTIONS

Please note: "Textbooks" links on the main OCS page and in the course descriptions lead you to information about the cost of required and recommended books for courses.

Online Course Selection generally opens to Yale College students the week before classes begin. By 11:59 p.m. the day before classes begin, students are required to create a preliminary worksheet containing at least three course credits.

To access Online Course Selection, go to <http://sfas.yale.edu/sis> and log in with your NetID and password, then click on "online course selection."

Step 1: Search and review courses of interest

Upon entering OCS you will be at the course search page. Links at the left allow you to navigate within the application and to other sites. You can log out of OCS at any time and whatever work you have put in your worksheet will be saved. OCS automatically times out after a period of inactivity. *For security reasons, always log out of OCS when you are finished and close your browser window.*

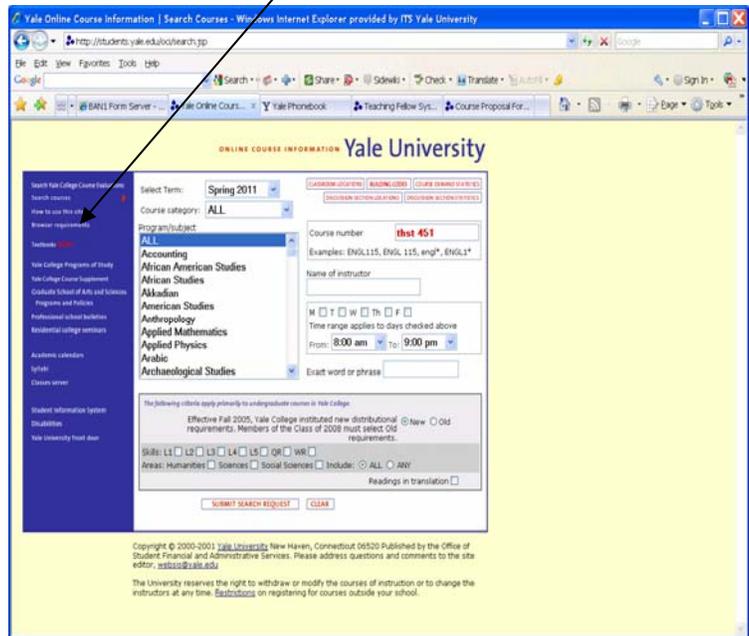
The course search page allows you to search for courses in a selected term using the following criteria:

- Category (Yale College, Graduate School or both)
- Subject
- Title
- Instructor(s)
- Meeting day(s) and time(s)
- Distributional credits
- Key words (useful for searching anywhere in the course information)

Enter your search criteria and click **SUBMIT SEARCH REQUEST**. Use the **CLEAR** button to remove all prior search criteria. *If you do not click CLEAR after a search, the old criteria will be included in your new search.* Use the **HELP** button for effective search tips.

Step 2: Choose specific courses from the "Search Results" for your worksheet.

The search results page shows you all of the courses matching your search criteria. Yale College courses appear in blue, Graduate School courses in red, and professional schools in green. Click on a course title to display additional details. [Click the **ADD** button to add it to your schedule worksheet.]



Some courses requiring department permission will display a key-shaped icon indicating whether you may select that course (a green key indicates you have permission; red means permission is required and not currently granted). Contact the relevant department for permission questions.

If evaluations of the course from prior terms are available, a [VIEW EVALUATIONS](#) link will appear with the course details and will take you to an evaluations search page.

From this screen, click on either “Return to Course Search” to initiate a new course search or “Go to Schedule Worksheet” to view the courses you have selected.

Step 3: Create your tentative schedule

The schedule worksheet allows you to make changes and work with your schedule until you are ready to submit and print it.

Some courses (freshman seminars) for which you have registered through preference selection or a lottery (chemistry) will appear in your worksheet automatically.

The GRADE MODE column allows you to select from available grading modes (e.g., CR/D/F or A-F).

The DISTRIBUTIONAL CREDITS column displays the distributional credits available for that course and allows you to select optional distribution credits if appropriate.

The SELECT box (left) allows you to keep a course in your schedule or de-select it without removing it entirely from your worksheet. To remove a course from your worksheet, click on the trash can icon to the right. Only selected courses will be included on your final schedule.

Use QUICK ADD COURSE to add a specific course to your schedule (if you know the subject and course number) without having to return to the search page.

Use CLEAR WORKSHEET to clear all courses from the worksheet.

Some courses have DISCUSSION SECTIONS for which you must select a seat before finalizing your schedule. Click “Select Discussion Section” to select a seat when you add the course, or you can select one later. However, keep in mind that if you do not select a seat at first and no seats are available at the time you finalize your schedule, you will not be able to include the course in your final schedule.

Use the tabs across the top of the worksheet to view your course schedule by day, week, or final exam schedule.

Step 4: Review fatal error and warning messages

Check all **FATAL ERROR** messages carefully; they indicate issues that must be resolved before you will be able to finalize your schedule. Some errors include:

- Failure to select a required discussion section or lab for a course

The screenshot shows the 'Schedule Worksheet' interface for a Yale University student. The student is a Freshman with Registration ID 905454374, majoring in Undeclared. The page displays a list of selected courses:

SELECT	COURSE	INSTRUCTOR	CREDITS	GRADE MODE	STARTED COURSE	DISTRIBUTIONAL CREDITS	OPTIONAL	TRASH
<input checked="" type="checkbox"/>	FREN 120 01 (10632) French for Reading 2 HTBA	Maryam Sanjabi	1.0	A-F	Y		n/a	
<input checked="" type="checkbox"/>	HIST 112 01 (10673) FormatnModAmerCulture1876-1919 TTh 11.30-12.45 1 HTBA	Jean-Christophe Agnew	1.0	A-F	N		n/a	
<input checked="" type="checkbox"/>	HIST 131 01 (10675) U.S. Politcl&SocialHist1900-45 TTh 11.30-12.20 1 HTBA	Glenda Gilmore	1.0	A-F	N	Hu	n/a	SELECT DISCUSSION SECTION
<input type="checkbox"/>	HUMS 144 01 (10751) IntroRomanHistory:The Republic MW 2.30-3.45 3 HTBA	Celia Schultz	1.0	A-F	N	Hu	n/a	
<input checked="" type="checkbox"/>	MATH 120 01 (10826) Calc:FunctionsSeverlVariables 3 HTBA	Michael Frame Steven Orszag	1.0	A-F	Y	QR	n/a	
<input checked="" type="checkbox"/>	MATH 190 01 (10827) Fractal Geometry TTh 9.00-10.15	Michael Frame	1.0	A-F	N	QR	n/a	

The screenshot shows the 'Course Validation' page, which lists several messages:

- FATAL ERRORS:** You have chosen a course that requires a confirmed seat in a discussion section. Please return to your worksheet and obtain a confirmed seat. (HIST 131)
- WARNINGS:** Permission required from instructor; please consult with your course instructor. (MATH 120)
- OTHER MESSAGES:** None.

A yellow box highlights the following fatal error:

There are fatal errors in the proposed schedule. You must return to the schedule worksheet and correct these before proceeding to make your final schedule.

The table below shows the courses that caused the error:

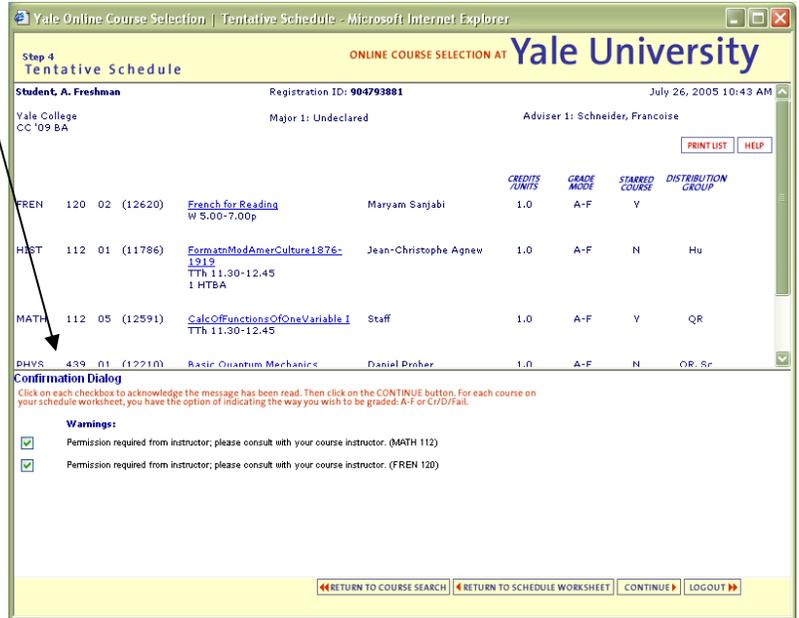
COURSE	INSTRUCTOR	CREDITS	GRADE MODE	STARTED COURSE	DISTRIBUTIONAL CREDITS	OPTIONAL
FREN 120 01 (10632) French for Reading 2 HTBA	Maryam Sanjabi	1.0	A-F	Y		
HIST 112 01 (10673) FormatnModAmerCulture1876-1919 TTh 11.30-12.45 1 HTBA	Jean-Christophe Agnew	1.0	A-F	N		
HIST 131 01 (10675) U.S. Politcl&SocialHist1900-45 TTh 11.30-12.20 1 HTBA	Glenda Gilmore	1.0	A-F	N	Hu	
MATH 120 01 (10826) Calc:FunctionsSeverlVariables 3 HTBA	Michael Frame Steven Orszag	1.0	A-F	Y	QR	
MATH 190 01 (10827) Fractal Geometry TTh 9.00-10.15	Michael Frame	1.0	A-F	N	QR	

- Selection of too many or too few courses/credits
- Selection of more than two courses to be taken Cr/D/F
- Selection of a course for which you do not have departmental permission

WARNINGS indicate action that must be taken before you can take the course, such as obtaining an instructor's permission, but the action does not need to be completed in order to submit your schedule. You will be asked to acknowledge that you have read and understand all warnings before submitting your schedule.

Step 5: Create your final schedule in three steps

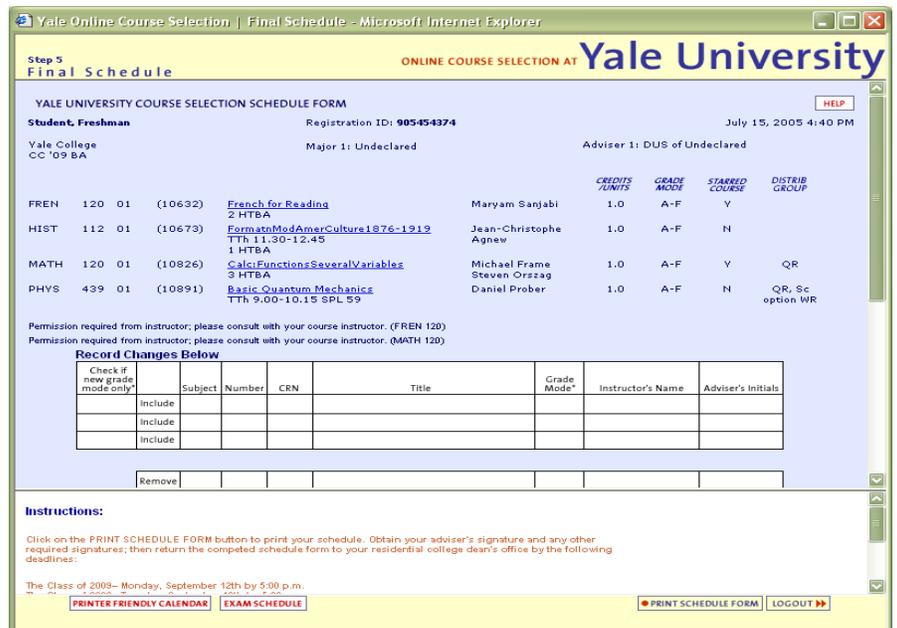
1. Check the box(es) to acknowledge all warning messages; click "Continue"
2. Check the box to acknowledge that from this point, *you will not be allowed to return to your worksheet or make further changes to your schedule on line.* Click "Continue"
3. Caution: the final step to seal your schedule is to log back in to the Central Authentication System (CAS) when prompted. The appearance of the CAS screen does NOT mean you have been logged out; be sure to enter your netID and password to complete the process.



Step 6: Print a copy of your final schedule.

Step 7: Meet with your college or faculty adviser (and, for first-year students, your FROCO) to review your course selections and to obtain your adviser's signature.

Step 8: Submit the schedule, with all required signatures, to your Residential College Dean's office by the deadline for your class, which can be viewed in the online YCPS at <http://catalog.yale.edu/vcps/calendar/>



NOTE: Your final schedule in OCS is a snapshot of what you submitted online. To see your most current schedule, including any changes you requested after submitting, log in to <http://sfas.yale.edu/sis>. Click on the "Academics" tab and follow the link to "Course Schedule Details by Term."