

For Fall 2020, *Online Course Selection* (OCS) will be available to Yale College students on the following schedule:

Date/Time	Activity
Aug. 17, 5:00pm	OCS opens for preliminary schedule creation
Aug. 21, 5:00pm	Closes for preliminary schedules
Aug. 25, 9:00am	Opens for final schedule creation
Sept. 4, 5:00pm	Closes for final schedules

The procedure for selecting classes and sealing is identical for both preliminary and final schedules.

Instructions

To access OCS, go to www.yale.edu/sis → log in with your NetID and password → click *Course Enrollment* → then *Yale College 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, including information about the cost of required and recommended books for courses.

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 professional school)
- Subject or specific subject/number combinations
- Instructor
- Meeting day and time
- Distributional credits
- Key words (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 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.

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 EVALUATION** link will appear with the course details and will take you to an evaluations search page.

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

Results of search display below. Click on a course title for full information and description. To add a section to your schedule worksheet, click on the ADD button.

ADD	Course ID	Course Title	Instructor	Times
<input type="checkbox"/>	AMST 001 01 (10434)	20th C AfAm Freedom Movements	Crystal Feimster	MW 1.00-2.15
<input type="checkbox"/>	AMST 004 01 (12674)	Narrations of Native America	Staff	MW 9.00-10.15 WLH
<input type="checkbox"/>	AMST 005 01 (12675)	AmericanReligion,AmericanLife	Staff	MW 9.00-10.15 WLH
<input type="checkbox"/>	AMST 005 02 (12676)	AmericanReligion,AmericanLife	Staff	MW 9.00-10.15 WLH
<input type="checkbox"/>	AMST 032 01 (10833)	Gender, Sexuality & US Emoire	Talya Zemach-Bersin	MW 4.00-5.15
<input type="checkbox"/>	AMST 060 01 (10054)	Significance of Slavery	Edward Rugemer	TTh 1.00-2.15

Full course information and description display below. To add this section to your schedule worksheet, click on the ADD button.

AMST 004 01 (12674) Fall 2020
Narrations of Native America
 Staff Skills WR
 MW 9.00-10.15 WLH Areas Hu

Introduction to contemporary and historic writing by American Indian authors of nonfiction and fiction. Focus on the varied ways American Indians have employed literacy and recorded oratory as means to document, interpret, represent, and comment on their histories and experiences. Use of materials from the Beinecke Library.

Enrollment limited to freshmen. Preregistration required; see under Freshman Seminar Program.

Step 3 – Create your Preliminary Schedule

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

Courses which you have added through preference selection will appear in your worksheet automatically.

The *Distributional Credits* column displays the distributional credits available for that course and allows you to select optional writing distribution credit.

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

Use the **QUICK ADD COURSE** button 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.

Click on the "Select" box (or "Select All" box) to indicate your selections. Click on the CONTINUE button to validate your selections against requirements and restrictions.

SELECT	Course ID	Course Title	Instructor	CREDITS/UNITS	GRADE MODE	STARTED COURSE	Distributional Credits	
							STANDARD	OPTIONAL
<input checked="" type="checkbox"/>	AMST 005 01 (12675)	AmericanReligion,AmericanLife	Staff	1.0	A-F	Y	WR, Hu	n/a
<input checked="" type="checkbox"/>	ART 004 01 (12447)	Words and Pictures	Halsey Rodman	1.0	A-F	Y	Hu	n/a
<input checked="" type="checkbox"/>	ASTR 110 01 (10026)	Planets and Stars	Michael Faison	1.0	A-F	N	QR, Sc	n/a
<input type="checkbox"/>	ASTR 110D 02	Discussion Section						
<input checked="" type="checkbox"/>	ECON 115 01 (11328)	Introductory Microeconomics	Steven Berry	1.0	A-F	N	QR, So	n/a
<input checked="" type="checkbox"/>	FREN 109 01 (12177)	French for Reading	Maryam Sanjabi	1.0	A-F	Y		n/a

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. 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.

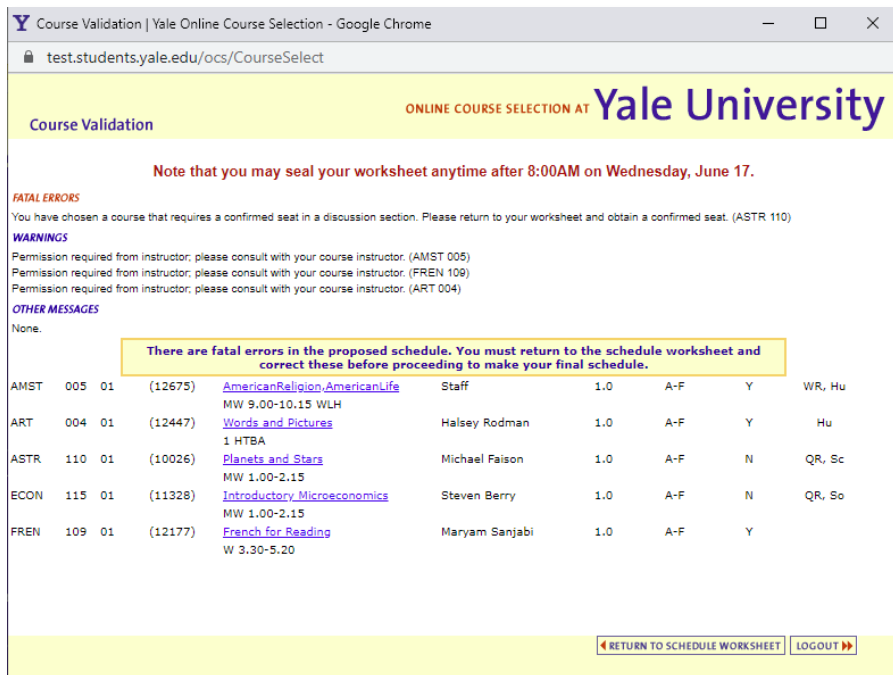
Step 4 – Seal your Schedule

Review fatal error and warning messages

You will seal your schedule twice, once as a preliminary schedule and once as a final schedule. When your schedule is complete, click **Continue** to begin the multi-step sealing process.

Check all messages carefully; *Warnings* must be acknowledged but do not prevent you from continuing. *Fatal Errors* must be resolved before you can finalize your schedule. Fatal errors include:

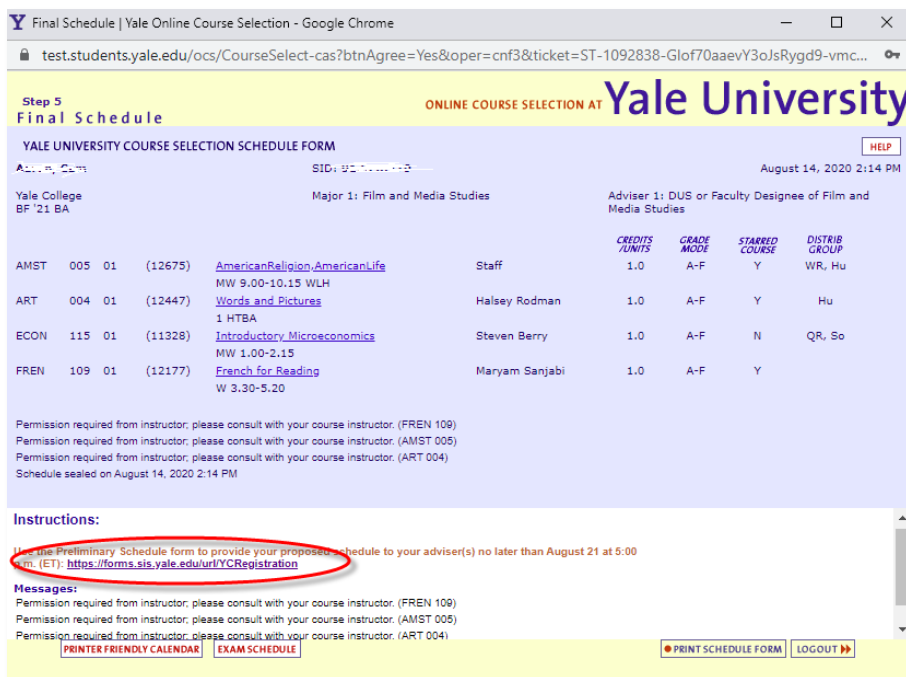
- Failure to select a required discussion section or lab for a course
- Selection of too many or too few courses/credits
- Selection of a course for which you do not have departmental permission



Step 5 – Sealing your Schedule

Complete three steps:

1. Check all boxes to acknowledge warning messages; click **Continue**.
2. Check the box to acknowledge that:
 - a. if this is the preliminary schedule, you will seal now and return later to re-seal your final schedule.
 - b. if this is the final schedule, you will not be able to make any further changes to the schedule via OCS; click **Continue**.
3. IMPORTANT: 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 – Submit your Preliminary Schedule to your College Adviser or DUS for Feedback

Once you seal your preliminary schedule, a new window will appear showing your final schedule. Click the link to access the form for sending your schedule to your adviser.

Step 7 – Repeat all Steps to Amend and Seal your Final Schedule

When OCS reopens, you can return to make changes to your schedule and re-seal as a final schedule.

You must re-seal your schedule even if you make no changes.

When you seal your final schedule, you can save the popup window as a PDF file for your reference. You will not have a link to send your final schedule to your adviser, although you are encouraged to share the PDF with your adviser.

You do NOT need to submit your final schedule to your residential college dean.

Step 8 – Make Changes to your Final Schedule using the Online Form

If you need to make changes to your schedule after sealing, visit <https://registrar.yale.edu/forms-petitions> to complete an online *Course Change Notice Form*.



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 the **Academics** tab and follow the link to *Course Schedule Details by Term*.