

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 **www.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.*

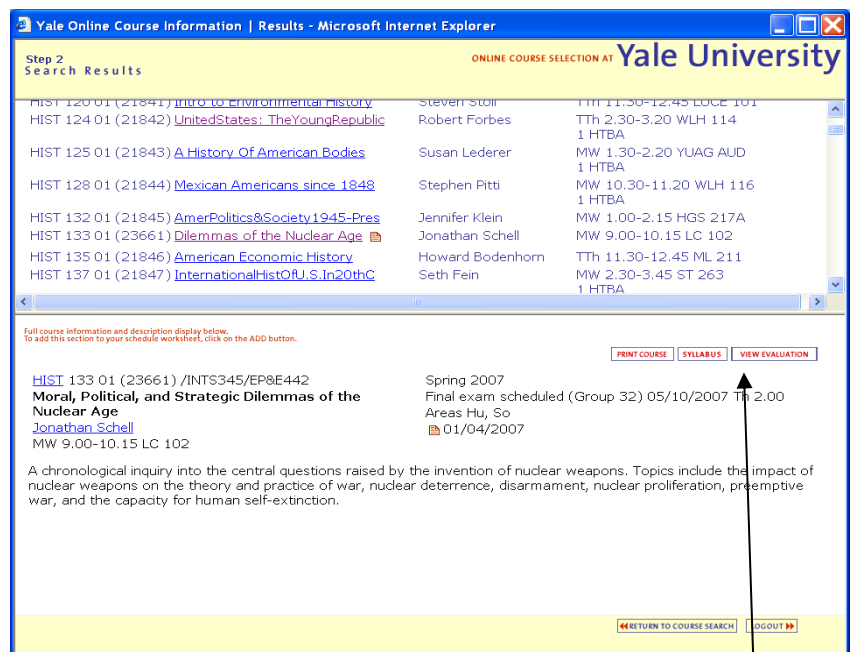
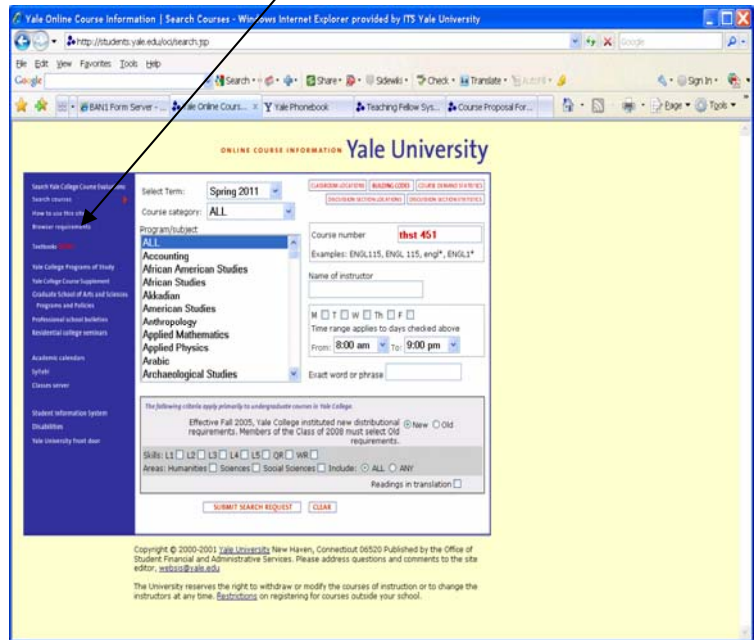
The course search page allows you to search for courses in a selected term using the following criteria:

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

Yale Online Course Selection | Schedule Worksheet - Microsoft Internet Explorer

ONLINE COURSE SELECTION AT Yale University

Step 3 Schedule Worksheet

Worksheet View Weekly View Daily View Exam View

Student: Freshman Registration ID: 905454374 July 15, 2005 4:35 PM
 Yale College CC '09 BA Major 1: Undeclared Adviser 1: DUS of Undeclared

Click on Select box (or Select All box) to make your selections. Click on the CONTINUE button to proceed to the next step. PRINT LIST HELP

SELECT	COURSE	INSTRUCTOR	CREDITS / UNITS	GRADE MODE	STARTED COURSE	DISTRIBUTIONAL CREDITS	OPTIONAL
<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
<input type="checkbox"/>	HUMS 144 01 (10751) IntroRomanHistory:The Republic MW 2.30-3.45	Celia Schultz	1.0	A-F	Y	Hu	n/a
<input checked="" type="checkbox"/>	MATH 120 01 (10826) CalcI&Functions&SeverlVariables 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

SELECT ALL RETURN TO COURSE SEARCH QUICK ADD COURSE CLEAR WORKSHEET CONTINUE LOGOUT

Yale Online Course Selection | Course Validation - Microsoft Internet Explorer

ONLINE COURSE SELECTION AT Yale University

Course Validation

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)
 Permission required from instructor; please consult with your course instructor. (FREN 120)

OTHER MESSAGES
 None.

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.

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)	CalcI&Functions&SeverlVariables 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

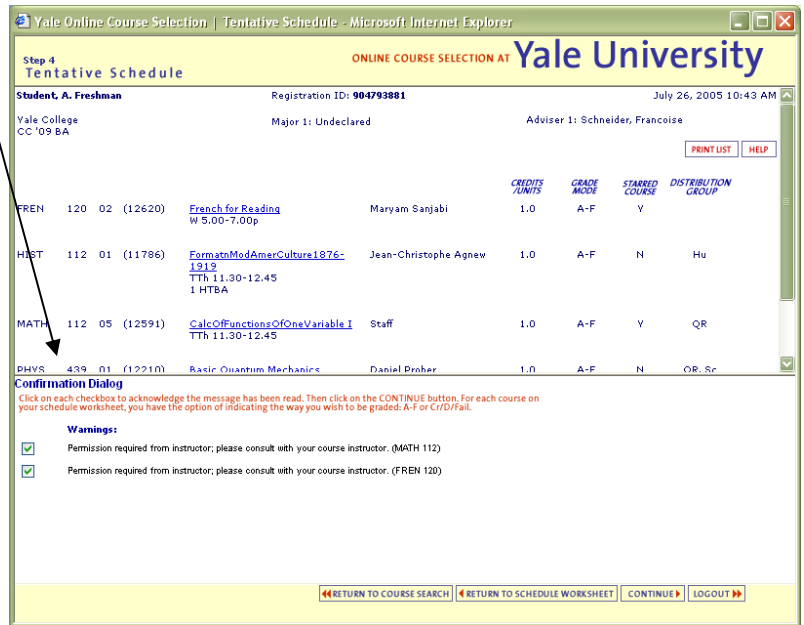
RETURN TO SCHEDULE WORKSHEET LOGOUT

- Failure to select a required discussion section or lab for a course
- 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. Check the box and enter your netid password to acknowledge that you have completed the web course selection process.



Step 6: Print a copy of your final schedule.

Step 7: Meet with your faculty adviser (and, for freshmen, your Freshman Counselor) to review your course selections and to obtain your adviser's (and counselor's) signature.

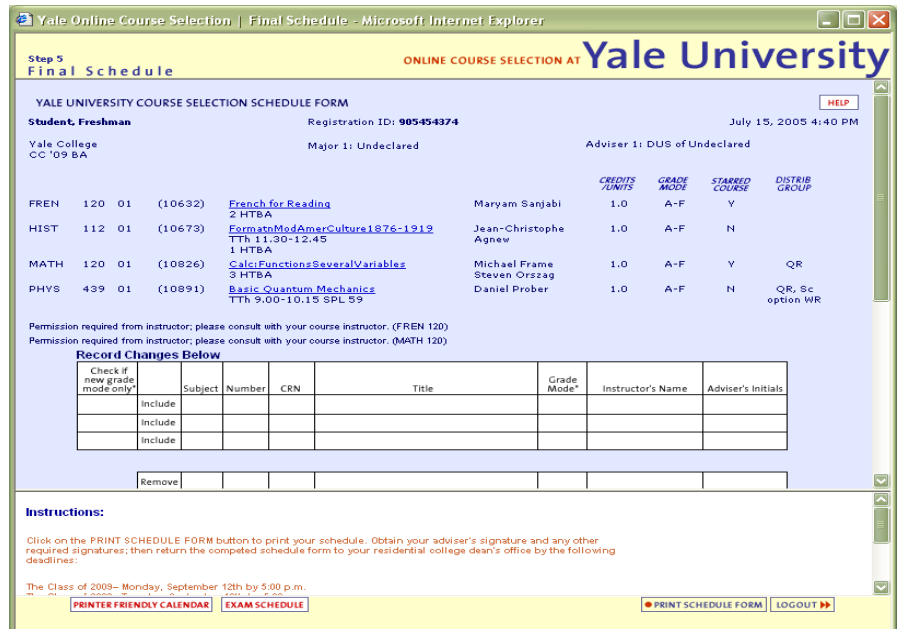
Step 8: Submit the schedule, with all required signatures, to your Residential College Dean's office by the deadline for your class:

Class of 2019 – Wednesday, September 16, 5:00 p.m.

Class of 2018 – Wednesday, September 16, 5:00 p.m.

Class of 2017 – Thursday, September 17, 5:00 p.m.

Class of 2016 – Thursday, September 17, 5:00 p.m.



NOTE: Once you have submitted your schedule, OCS will only allow you view the course selections you submitted online. You will not see any changes made, for example, to your hard copy schedule after printing. However, after September 27 you can view your complete schedule, including any include/remove changes, at www.yale.edu/sis. Click on the “Academics” tab and follow the link to “Your Course Schedule.” Do not return to your finalized printed schedule in OCS; it is a static page and will not update.