

# Instructions for School of Public Health ONLINE COURSE REGISTRATION

To **REGISTER** for courses in the upcoming term, YSPH students must use Yale's Online Course Selection application. Enter the URL: <http://www.yale.edu/sis> to get to this application.

To **REGISTER FOR COURSES**, click on the link Student Login: View or Update Records. You will be required to enter your Yale NetID and password to proceed further.

The first time you login each term, you will be asked to verify your student data. Follow the instructions and then certify that the data is correct. **If you fail to complete this step you will be blocked from using the online course selection system.** Then choose Online Course Selection from the menu.

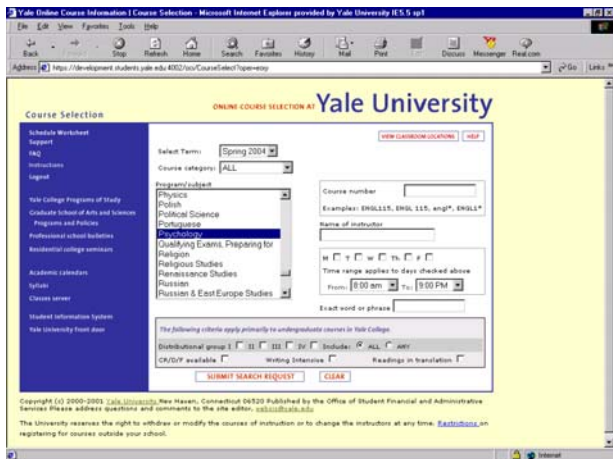
We have summarized below the six basic steps you will need to take to submit your course selections to your adviser.

## Steps to Registering for Courses using Online Course Selection

<b>Step 1.</b>	Search and review courses of interest.
<b>Step 2.</b>	Choose specific courses from the "Search Results" page for inclusion in your Schedule Worksheet.
<b>Step 3.</b>	Narrow the courses on the Schedule Worksheet to those you are really interested in taking by creating a tentative schedule.
<b>Step 4.</b>	Review error and warning messages, if any, relating to the courses you want to include on your Schedule Worksheet.
<b>Step 5.</b>	Create your Final Schedule by confirming your course selections. NOTE: You must confirm your course selection using your password before it will be forwarded to your adviser for approval. <b>Do not submit your schedule for approval until it is complete and you have met with your adviser.</b>
<b>Step 6.</b>	Revise your Course Schedule, if necessary, based on instructions provided to you by your faculty adviser. Should revisions be necessary, you will be notified via e-mail.

**There is a one-week shopping period – your FINAL schedule must be approved by your academic adviser by September 10, 2008 to avoid a \$50 late fee. Be sure to allow time to meet with your adviser.**

## Online Course Selection



The Course Selection page

Upon entering Online Course Selection you will be at the Course Selection page. There are a series of links on the left side for navigating within the application and to other sites. You can log out of OCS at any time and whatever work you have done on your schedule will be saved. OCS will automatically time out after a period of inactivity. *For security reasons, always log out of OCS when you are finished and close your browser window.*

Instructions about what to do on each page are available by clicking the Help button.

The Course Selection page allows you to search for courses being offered for the selected term using the following criteria:

- Course Category (e.g., EPH, Graduate School, LAW, SOM etc.)
- Course Subject
- Course Title
- Course Instructor(s)
- Course Meeting Day(s) and Time(s)



The Search Results page

Enter your search criteria and click on the **“Submit Search Request”** button. A list of courses matching these criteria will be displayed on the Search Results page. You can add courses from this page or click on **“Return to Course Search”** to make other selections.

Click on the **“Clear”** button to remove all prior search criteria. NOTE: If you do not click on **“Clear”** after a search, the new search will take the criteria from your previous search in addition to your new criteria. This may result in no courses being listed. If a search results in no courses being listed, or if too many courses are retrieved, click on the Help button for hints on how to do a more effective search.

## Search Results Page and Adding a Course

The Search Results Page shows you all of the courses that matched your set of search criteria. Note that Graduate School course subjects and numbers are red and Yale College courses are blue.

Click on a course title to display information about that course in the bottom half of the window.

Click on the **“Add”** box preceding a course or the **“Add”** box above the course description to add that course to your Schedule Worksheet.

Click on the **“Return to Course Search”** button at the bottom of the window to initiate a new Course Search or click on **“Go to Schedule Worksheet”** to see the courses you have selected.

## The Schedule Worksheet

The Schedule Worksheet contains a list of courses that you selected from the Search Results page. Use the Schedule Worksheet to develop your tentative schedule.

Since your adviser will require an advising session with you, you will receive a message indicating, “**Initial Advising Session Required**”. It is then your responsibility to meet with your adviser before you begin the course selection process for the term. You may then proceed to select your courses for the term without direct consultation with your adviser.

There is other information available on the Schedule Worksheet:

The “**Entering Year**” indicates your first year in the Graduate School.

The “**Adviser**” field indicates the name of your adviser for course registration.



The “**Status Date**” column provides the date and time of the last action taken either by the adviser or the student.

The “**Course Selection Status**” column indicates your status in the process of selecting courses and having them approved. Your adviser has an online system that allows him or her to view your schedule for approval once it’s submitted. The statuses are:

Status	Meaning
Schedule Not Submitted	student has not selected any courses and there is nothing to review
Needs Adviser Approval	student has selected his or her courses and the adviser can click on the name to review the course selections
Adviser requests Revision	adviser has not approved the student’s course selections and has requested revisions by the student
Resubmitted to Adviser	student has made the revisions the adviser has suggested and these revisions are ready for the adviser’s review
Needs Registrar Approval	student has selected his or her courses and the Registrar can click on the name to review the course selections
Registrar Requests Revision	Registrar has not approved the student’s course selections and has requested revision by the advisee
Resubmitted to Registrar	student has made the revisions the Registrar has suggested and these revisions are ready for the Registrars review
Registrar Approved	Registrar has given final approval to the student’s course selections

### Working with the Schedule Worksheet

The Schedule Worksheet is intended to allow you to make changes and work with your schedule until you are ready to submit it to your adviser for approval.

The “**Grade Mode**” column allows you to select the grading mode for a course. Select “Regular” for regular EPH letter grades; select “Audit” for enrollment as an auditor. **NOTE: EPH students are not allowed to “Audit” courses at EPH.** Only courses taken at other Yale schools can be “audited”.

Use the “**Return to Course Search**” button to add more courses to the Schedule Worksheet.

Use the “**Quick Add Course**” button to add a course to the Schedule Worksheet without returning to the Search page.

The **“Select”** check box on the left allows you to keep a course in your schedule, or to de-select it without removing it entirely from your worksheet. To remove a course from your worksheet, click on the garbage can icon to the right.

Click on the **“Clear Worksheet”** button on the bottom of the page to clear all courses from the worksheet.

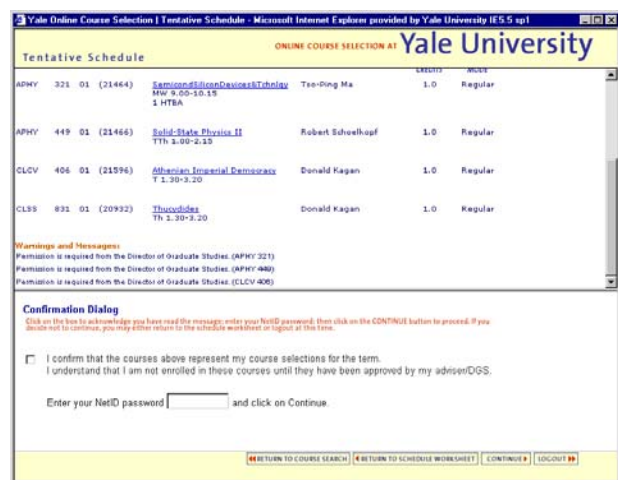
At the top of the page, there are a series of tabs. Use the **Weekly View tab** to view all selected courses on a weekly schedule grid in calendar format..

Use the **Daily View tab** to view all selected courses on a daily schedule grid.

Use the **Unofficial Transcript tab** to view your courses, grades, adviser(s) and Teaching Fellow Program Participation.

## To Finalize your Schedule

Finalizing your schedule automatically submits it to your adviser for approval. *NOTE: you will not be formally registered in your courses until your schedule has been approved by your advisor and the Registrar.*



The screenshot shows a web browser window titled "Yale Online Course Selection | Tentative Schedule - Microsoft Internet Explorer provided by Yale University (ES.5 ep1)". The main content area is titled "Tentative Schedule" and "ONLINE COURSE SELECTION AT Yale University". It displays a table of selected courses with columns for course ID, name, instructor, credits, and notes. Below the table, there are warning messages and a "Confirmation Dialog" section with a checkbox for confirmation and a password field.

COURSE	COURSE NAME	INSTRUCTOR	CREDITS	NOTES
APHY 321 01 (21464)	Cambridge/Europe/Descartes/Leibniz Mw 9:00-10:15 1 HTBA	Tso-Ping Ma	1.0	Regular
APHY 449 01 (21466)	Solid-State Physics II TTh 1:00-2:15	Robert Schoelkopf	1.0	Regular
CLCV 406 01 (21594)	Athens: Essential Democracy T 1:30-3:20	Donald Kagan	1.0	Regular
CLSS 831 01 (20932)	Theocritus Th 2:30-3:20	Donald Kagan	1.0	Regular

**Warnings and Messages:**  
Permission is required from the Director of Graduate Studies. (APHY 321)  
Permission is required from the Director of Graduate Studies. (APHY 449)  
Permission is required from the Director of Graduate Studies. (CLCV 406)

**Confirmation Dialog**  
Click on the box to acknowledge you have read the message, enter your NetID password, then click on the CONTINUE button to proceed. If you decide not to continue, you may either return to the schedule worksheet or logout at this time.

I confirm that the courses above represent my course selections for the term.  
I understand that I am not enrolled in these courses until they have been approved by my adviser/DGS.

Enter your NetID password  and click on Continue

RETURN TO COURSE SEARCH | RETURN TO SCHEDULE WORKSHEET | CONTINUE | LOGOUT

Tentative Schedule and Confirmation Dialog Box

To finalize your schedule, make sure that all courses to wish to take are marked as selected. Select a course by clicking on the box in the Select Column to the left, if not already checked. (If you are unable to select a course it means that you have already submitted your schedule to your adviser. Email your adviser and ask that he/she send your schedule back to you for further revisions.)

Click on the **“Continue”** button. Scroll and view your tentative schedule and check for any warning messages. If you are selecting courses in Yale College or some of the Professional Schools, you will have warning messages about approvals required.

If you are satisfied with your schedule, then click the check box in the **“Confirmation Dialog”** box at the bottom of the window to acknowledge you are finalizing your schedule. Enter your NetID password and click on **“Continue”**. This will display your final schedule.

To print your Final Schedule form, use the **“Print Schedule Form”** button.

Click on the **“Logout”** button to exit from Online Course Information.

Should revisions to your Final Schedule be necessary, you will be notified via e-mail from your adviser or Registrar. Your schedule will be automatically re-opened so that you can make the necessary revisions and re-submit your Final Schedule using the same steps above. The **“Action Taken By”** column on the Schedule Worksheet indicates the name of the person who has taken the most recent action on approving your course selections.

## SOME HELPFUL HINTS:

1. Be sure to make an appointment with your Adviser during the shopping period.
2. Do not finalize your schedule and submit it to your adviser until you are certain that you have included all courses that you intend to take. Once you have finalized your schedule and your adviser has approved it you cannot **“ADD”** courses. Your registration is considered closed as of that time. We have a one week shopping period rather than an ADD/DROP period. You can withdraw from classes during the semester. (See the academic calendar for dates).

3. If you are still working on your schedule and are unable to “add” or “select” courses it means that you have already submitted your schedule to your adviser. Email your adviser and ask he/she to send it back.
  
4. If you plan to take courses at another school at Yale be sure to include them on your worksheet. However, be aware that SOM and LAW school require permission forms that must be submitted to the Registrar at the other school. Copies of the SOM and LAW school permission forms can be picked up in the Office of Student Affairs. Both the instructor and the Registrar at the other school must sign the form. Your registration at SOM and/or LAW will not be official until approved by the other school.
  
5. In order for classes at other schools to count toward your credit requirement the course must fulfill the following requirements –
  - Must be a full semester course in order to receive 1 credit/unit. Half semester classes will count as .5 credit/unit.
  - Must not be an ungraded seminar.
  - If the course is a Pass/Fail or Credit/No Credit course it will not count as a unit here. You must be given a grade of Honors, High Pass, Pass or Fail in order to receive credit.
  - If the course is a Yale College (undergraduate) course it must be 300 level or above.
  - If you are uncertain as to whether or not a course at another school will count as a unit here please ask. (Susan.whalen@yale.edu).