Introduction:

Online Course Information (OCI) allows anyone to view information about Yale course offerings. OCI is always available from the URL: http://www.yale.edu/oci

To register for courses in the upcoming term, students in Public Health, Nursing, Forestry, Divinity and the Graduate School must use Yale’s Online Course Selection (OCS) application which is available based on each school’s registration schedule. Access to on-line course registration requires a “time ticket” that is granted by each school based on a student’s registration status.

Access to your student records and course registration is available at the URL: http://www.yale.edu/sis

For course registration, click on the link Student Login: View or Update Records. You will be required to enter your Yale NetID and password to proceed further.
Check in Procedure
The first time you login each term, you will be asked to verify your student data. Please take necessary steps to submit term data updates.

Students are required to provide:
- an emergency phone number for (self)
- an emergency contact telephone number
- a Billing/Mailing address

Add in addresses you do not see!

Students are required to check the certification check box and click “Certify and Continue”.
Main Menu
The Main Menu represents the major areas of student information. Students can view data, update data, and access other systems such as eBill – ePay and course evaluations.

Select Course Enrollment tab

Students at F&ES need to select the Professional School Online Course Selection (OCS)
**Professional School Online Course Selection (OCS)**

Within OCS, you can choose courses and build a schedule using the Schedule Worksheet. Once you have chosen your courses, you can proceed to submit them on-line to your adviser by finalizing your schedule. The approvals from both your faculty adviser and the Registrar will be done on-line. Once the Registrar has approved the schedule, the courses will be “pushed’ to the student database.

You will know you are in the right page if you see “Course Selection”
Course Selection Page

The course selection page allows you to search for courses being offered for the selected term using a variety of criteria:

- Subject
- Title
- Course Instructor(s)
- Course Meeting Day(s) and Time(s)

Click submit when request is selected.

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 professional school course subjects and numbers are green, graduate school courses 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.

If your adviser wants to have 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. If your adviser does not think an advising session with you is necessary, you will receive a message indicating, “No Initial Advising Session Required.” (1) 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 “Adviser” (7) field indicates the name of your adviser for course registration. You may have a different research adviser.

The “Status Date” (8) column provides the date and time of the last action taken either by the adviser or the student.

The “Course Selection Status” (9) column indicates your status in the process of selecting courses and having them approved. Your adviser and/or Registrar has an online system that allows him or her to view your schedule for approval once it’s submitted.

Credits: Courses with variable credits cannot be adjusted here in OCS – must see Registrar for adjustment. Project course credits should be indicted on Project course description form.
The “Course Selection Statuses” are:

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

**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 department for approval.

The “Grade Mode” (A) column allows you to select the grading mode for a course. Select “Regular” for regular Graduate School letter grades; select “Audit” for enrollment as an auditor.

Use the “Return to Course Search” (B) button to add more courses to the Schedule Worksheet.

Use the “Quick Add Course” (C) button to add a course to the Schedule Worksheet without returning to the Search Page.

The “Select” (D) 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”(E) 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.
To Finalize your Schedule

Finalizing your schedule automatically submits it to your adviser or DGS for approval. **NOTE: you will not be registered in your courses until your schedule has been approved by your Advisor and F&ES Registrar**

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.

Click on the "Continue" (3) button.
The Tentative Schedule

Once you have hit the "Continue" button you will see the “Tentative Schedule.”

Tentative Schedule and Confirmation Dialog Box

Scroll and view your tentative schedule and check for any "Warnings and Messages" (1). 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" (2) box at the bottom of the window to acknowledge you are finalizing your schedule. Enter your NetID password and click on "Continue." (3) This will display your final schedule. You cannot revise your final schedule.

To print your Final Schedule form, use the "Print Schedule Form" button.

Click on the "Logout" (4) 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 DGS. 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.

There is a link to webis support from the OCS Search Page if you have any problems using the system. Consult the FAQs for answers to common questions.