



# YLS Registrar's Office Online Add/Drop on WebSIS

1. Login to WebSIS at [www.yale.edu/sis](http://www.yale.edu/sis) by clicking on "Student Login"

Welcome to Yale University Student Information Systems



**Student Login**



2. Enter your NetID and your NetID password on the login page.

The screenshot shows the Yale Central Authentication Service login page. It includes a 'Login required' section with fields for NetID and Password, a 'Login' button, and a 'Please note' section with a URL: <https://secure.its.yale.edu>. On the right side, there are links for 'CAS Login', 'CAS Logout', 'Help with CAS', 'Feedback', 'Forgot your password?', and 'Changing your password'. A 'Powered by GooTrust' logo is also visible.

3. From the Main Menu, click on the "Course Enrollment" tab.

The screenshot shows a navigation bar with four tabs: 'Main Menu', 'Academics', 'Course Enrollment', and 'Personal Data'. The 'Course Enrollment' tab is highlighted with a red box. Below the tabs, there are descriptions for each: 'Academics' (Grades, course schedules, holds, final exam schedules, major declaration, transcripts) and 'Personal Data' (Biographical data, addresses, parents e-mail, family contacts, emergency contacts, directory listing, term data update, university ID).

4. Once on the **Course Enrollment** menu, click on "**Law School Open Add/Drop Period**"

The screenshot shows a grid of course selection options. The 'Law School Open Add/Drop Period' option is highlighted with a red box. Other options include 'Yale College Online Course Selection (OCS)', 'Yale College Change Course from Credit/D/Fail to Letter Grade', 'Graduate School Online Course Selection (OCS)', 'Professional School Online Course Selection (OCS)', 'School of Management Open Add/Drop Period', 'School of Music Course Enrollment', and 'School of Nursing Course Enrollment'. Each option includes opening and closing dates and instructions to contact the registrar if access is denied.

5. Select "**Register for Classes**"

## Registration

What would you like to do?



**Register for Classes**

Search and register for your classes. You can also view and manage your schedule.



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6. Select a term (e.g. Fall 2017) and click **"Continue"**

Yale  
Banner Self-Service • Student • Registration • Select a Term  
Select a Term  
Terms Open for Registration  
Fall 2017  
Continue

## Register for Classes

On the bottom two panels you will see the courses in which you are currently enrolled.

To search for courses, enter "LAW" in the subject box in the top panel.

Register for Classes  
Find Classes | Enter CRNs | Schedule and Options  
Enter Your Search Criteria  
Term: Fall 2017  
Subject  
Course Number  
Keyword  
Level  
Credit Hour Range  
Instructor  
Meeting Days  
Class Schedule for Fall 2017  
Summary  
Title | Details  
Advanced Legal Research | LAW 20496, 01  
Administrative Assistance Proj | LAW 30171, 01  
Comparative Law | LAW 20410, 01  
International Criminal Law | LAW 20269, 01  
Medical Forensics/Access/Clinic | LAW 30175, 01  
Property | LAW 20207, 01  
Total Hours | Registered: 17 | Billing: 17 | CRU: 0 | Min: 0 | Max: 20

The **Advanced Search** link allows you to limit your search to courses with seats available by selecting the checkbox for **"Open Sections Only"**.

Find Classes | Enter CRNs | Schedule and Options  
Enter Your Search Criteria  
Term: Fall 2017  
Level  
Attribute  
Meeting Days  
Start Time  
End Time  
Open Sections Only   
Search Clear Advanced Search



## YLS Registrar's Office Online Add/Drop on WebSIS

On the search results panel, click **Add** to add the course.

Note: Courses which require the permission of the instructor will display as **"FULL: 0 seats available"**. To enroll in a permission of the instructor course, use a paper Add Form.

If you know the CRN (class reference number) of the course, you may also enter the CRN directly on the "Enter CRNs" tab.

CRNs may be found on [YLS:Courses](#) in the expanded course description.

After clicking "**Add**" in the search results panel, you must **Submit** your selections.

After clicking **Submit** the status will change from *Pending* to *Registered*.

Title	Details	Credits	CRN	Status	Action
<i>Animal Law</i>	LAW 20054, 01	2	10017	<i>Pending</i>	Registered on Web
Advanced Legal Research	LAW 20486, 01	0	10225	Deleted	None
AdvIntlRefugeeAssistanceProj	LAW 30171, 01	2	10218	Registered	None
Comparative Law	LAW 20410, 01	4	10141	Registered	None
International Criminal Law	LAW 20269, 01	2	10122	Registered	None
MediaFreedom&InfoAccessClinic	LAW 30175, 01	3	10060	Registered	None

To drop a course in which you are enrolled, in the summary panel use the drop down menu in the **Action** column and select "**Dropped on Web**" and click **Submit**.

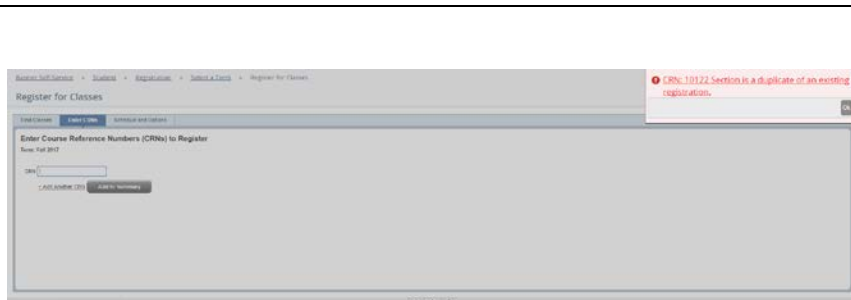


## YLS Registrar's Office Online Add/Drop on WebSIS

Note: SIS will not allow you to add more than one reading group or supervised research course.

To add a second reading group, use a paper Add Form.

To add a second section of supervised research, submit the Supervised Research form.



To view more details of your course schedule including grading mode, building, and room location, click on the **“Schedule Details”** tab in the lower left panel.

