



# YES Adviser User Guide

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A guide to YES navigation for Advisers

April 24, 2015 version



VANDERBILT



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## Student Search

- Log into YES (Your Enrollment Services) [yes.vanderbilt.edu](https://yes.vanderbilt.edu).
  - Read and accept the Confidentiality Statement.

**Confidentiality Statement**

As a school official, you are authorized to access the academic records of students for whom you have an educational need-to-know. Your use of this application should be restricted accordingly. The data you will be viewing contains information protected by the Family Educational Rights and Privacy Act (commonly known as FERPA or the Buckley Amendment). FERPA requires that you maintain the confidentiality of all student records, and that no information from the records be released to a third party without the written permission of the student. When viewing student information, be sure that no other student or outside party can view or access this information.

To prevent unauthorized use of the protected information contained in this application, it is important that you protect the security of your e-password and not share your password with anyone.

All third-party requests you receive for student enrollment verifications, degree verifications, and other student records information should be directed to the Office of the University Registrar.

By clicking Accept, you are accepting responsibility for maintaining the confidentiality of the information within this application.

- Quick Search: Search for the student using last name, first name.
  - Additional search options become available by clicking on **Advanced**.

Student Search Applications »

# Student Search

- Advanced Search: Search for student(s) using any of the criteria listed below.
  - The search criteria will automatically default to **1979-Present**. To narrow the results change this option as needed.
  - Click **Search**.

# Student Search

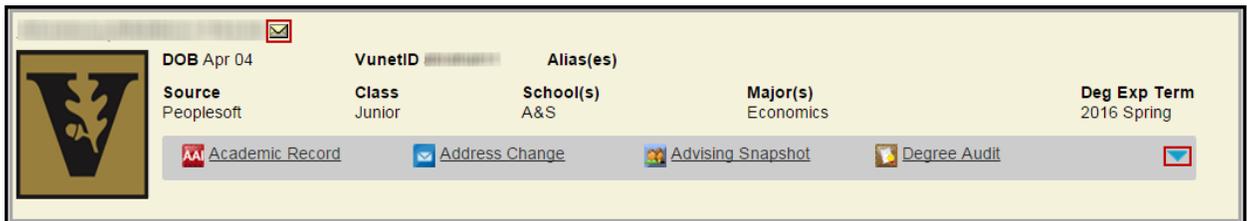
Quick Batch

Name: <input type="text"/>	Major: <input type="text" value="Any"/>	<input type="checkbox"/> Advisees Only
VunetID: <input type="text"/>	Minor: <input type="text" value="Any"/>	<input type="checkbox"/> Current Students Only
Commodore ID: <input type="text"/>	School: <input type="text" value="Any"/>	<input checked="" type="checkbox"/> 1979-Present
Degree Expect Term: <input type="text" value="Any"/>	Class: <input type="text" value="Any"/>	<input type="checkbox"/> Prior to 1979
Term: <input type="text" value="Any"/>		



## Search Results

- Depending on the search criteria, the results will vary between 1 and 100 students.
- Basic bio-demographic/academic information will be displayed for the student such as: Student's name, VUnetID, DOB, Class, School, Major, and Degree Expect Term.
- The results page also provides a direct link to email the student.
  - Click on the email icon  next to the student's name.
- There will be several applications listed, but you can only view the applications to which you have been granted access.
  - To view additional applications that are available click the  to expand this area.

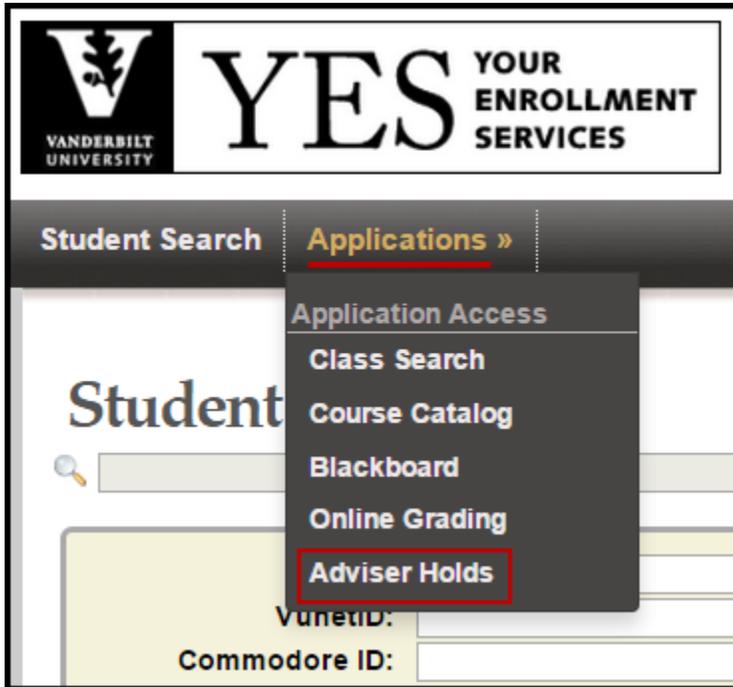


	<b>DOB</b> Apr 04 	<b>VunetID</b> [REDACTED]	<b>Alias(es)</b>		
<b>Source</b>	<b>Class</b>	<b>School(s)</b>	<b>Major(s)</b>	<b>Deg Exp Term</b>	
Peoplesoft	Junior	A&S	Economics	2016 Spring	
 <a href="#">Academic Record</a>	 <a href="#">Address Change</a>	 <a href="#">Advising Snapshot</a>	 <a href="#">Degree Audit</a>		

## Adviser Holds

The Adviser Holds application allows you to take action—including releasing holds and sending emails—on individual advisees or on multiple advisees at once.

- Click on **Applications** and select **Adviser Holds** to remove a student’s advising hold.



- A list of all advisees will appear. Each student should have the following icon to the left of their name: Released hold  or Active Hold .
- In general, only the student’s primary adviser can release adviser approval holds.

	[Redacted]	A&S	UNDE	Freshman	02-28	2018 Spring
	[Redacted]	A&S	ECON	Sophomore	08-22	2017 Spring

## Removing Adviser Holds

- Select the appropriate term by clicking the drop down box on the top left side.
- To view only the students with holds, click on **Advisees with holds**.

Select Term: 2015 Fall

### Advisees

Filter by name:

Advisees with holds

Holds Name ▲	School ▼	Majors ▼	Classification ▼	Date of Birth ▼	Degree Expect Term ▼
	A&S	UNDE	Freshman	07-24	2018 Spring
	A&S	UNDE	Freshman	04-24	2018 Spring
	A&S	UNDE	Freshman	08-14	2018 Spring
	A&S	UNDE	Freshman	07-01	2018 Spring
	A&S	UNDE	Freshman	02-28	2018 Spring
	A&S	ECON	Sophomore	08-22	2017 Spring
	A&S	UNDE	Freshman	03-24	2018 Spring
	A&S	UNDE	Freshman	02-18	2018 Spring
	A&S	UNDE	Sophomore	10-05	2017 Spring
	A&S	UNDE	Freshman	02-26	2018 Spring
	A&S	UNDE	Freshman	02-22	2018 Spring

Select All Remove Holds Email

- To release a hold for an individual student click on the student's name
- The Advising Snapshot page will appear. Navigate to the Holds area and click on the minus sign.

### Holds

2015 Fall

**Adviser Approval Hold** - Please see your adviser to have this hold removed. **Active**



## Advising Snapshot

- Clicking on a student's name in the Advising Holds application will direct you to the Advising Snapshot page. You can also access the Advising Snapshot page from the Student Search results:

Source	Class	School(s)	Major(s)	Deg Exp Term
Peoplesoft	Junior	A&S	Economics	2016 Spring
Academic Record	Address Change	<b>Advising Snapshot</b>	Degree Audit	

- At the top of your screen, you will see the student's photo and additional bio-demographic detail.
- The Advising Snapshot provides academic information that will assist with advisement.
  - The Academic Summary - Displays academic information such as GPA, Major, Degree Expect Term, etc.
  - Holds - Displays advising holds on a student's record and allows you to release an active Adviser Approval hold.
  - AAI Academic Detail - Displays the student's enrollments, including grades and credit hours.
  - Enrollment Activity - Displays what the student is registered for and what they have in their cart.
  - Student Planner - Displays all the courses in the student's planner, as well as any tags the student may have added to courses within their planner.
- If you navigated to the Advising Snapshot from the Adviser Holds application, click on the to go back to your advisee list.

The screenshot displays the Advising Snapshot interface for a student. At the top, there is a header with the student's photo and basic information: Student ID, Date of Birth (Jul 24), Campus Housing (Yes), Incoming Student (No), and VUnetID. Below this, there are sections for Academic Summary, Holds, AAI Academic Detail, Enrollment Activity, and Student Planner. The Academic Summary section shows Undergraduate classification, Expected Degree (Undeclared), Major(s) (Undeclared), GPA (3.756), Earned Hours (33.0), Quality Points (60.1), and Quality Hours (16.0). The Holds section indicates 'No Holds'. The AAI Academic Detail section lists courses for 2015 Fall and 2015 Spring. The Enrollment Activity section shows 2015 Summer - ENROLLED (No Enrolled Classes), 2015 Summer - CART (No Saved Classes), and 2015 Fall - ENROLLED (SOC-1010-02 Introduction to Sociology 3.0, CMA-2200-01 Intermediate Filmmaking: The Fiction Film - Directing the Narrative Film 3.0, SOC-3315-01 Human Ecology and Society 3.0, CMA-1600-01 Introduction to Film and Media Studies 3.0, ANTH-2113W-01 Food, Identity, and Culture 3.0). The Student Planner section is partially visible at the bottom.