YES Adviser User Guide

A guide to YES navigation for Advisers

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Student Search

1. Log into YES (Your Enrollment Services) yes.vanderbilt.edu.
2. Read and accept the Confidentiality Statement.

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

4. Advanced Search: Search for student(s) using any of the criteria listed below.
Save Search Parameters
If you tend to search for the same grouping(s) of students on a regular basis (e.g., current sophomores in the College of Arts and Science), you can save the search and return to it as needed.

1. Enter your search parameters and click search.

2. When the results are returned, click Save, then Save As.

3. Enter a name for the search and click Save.
Delete a Saved Search

1. Select the saved search from the drop-down menu.

2. Click Save, then Delete.
Search Results – Detail View
The detail view includes basic bio-demographic/academic information such as Name, VUnetID, Date of Birth, Class, School, Major, and Degree Expect Term.

1. Select Detail from the View drop-down menu.

Several applications are listed, but you will be able to access only the applications for which security access has been granted.

You may need to click on the icon to view all applications, or check the Expand Display Results box to see all applications for all students in the search results.

Search Results – Action View
Action view allows you to take action in the Message Center on multiple students at the same time.

1. Select Action from the View drop-down menu.

For more information on the Message Center, see the User Guide.
Search Results – Roster View
The Roster View provides quick-glance information about each student including phone number, email address, career, major, class, status (e.g., active, leave of absence). For graduate and professional students, prior institutions and degrees also are listed.

1. Select Roster from the View drop-down menu.

Roster View – Print View
1. Click on the Print View icon.

2. Follow the prompts for printing.
Adviser Holds

The Adviser Holds application allows you to take action on individual advisees or on multiple advisees at once.

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

2. 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 ☓.

3. In general, only the student’s primary adviser can release adviser approval holds.
Removing Adviser Holds

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

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

1. 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:

2. At the top of your screen, you will see the student’s photo and additional bio-demographic detail.

3. The Advising Snapshot provides academic information that will assist with advisement.
   a. The Academic Summary - Displays academic information such as GPA, Major, Degree Expect Term, etc.
   b. Holds - Displays advising holds on a student’s record and allows you to release an active Adviser Approval hold.
   c. AAI Academic Detail - Displays the student’s enrollments, including grades and credit hours.
   d. Enrollment Activity - Displays what the student is registered for and what they have in their cart.
   e. 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 X to go back to your advisee list.