



YES User Guide

Adviser

A guide to search students, the different options to view the search results, remove holds, and get an advising snapshot for advisers. Available through the YES suite of applications.

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Student Search

1. Log into YES (Your Enrollment Services) yes.vanderbilt.edu.
2. 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.

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

Student Search | Applications >

Student Search

4. Advanced Search: Search for student(s) using any of the criteria listed below.

Name: <input type="text"/>	Major: Any <input type="text"/>	<input type="checkbox"/> Advisees Only
VunetID: <input type="text"/>	Minor: Any <input type="text"/>	<input type="checkbox"/> Current Students Only
Commodore ID: <input type="text"/>	School: Any <input type="text"/>	<input type="checkbox"/> 1979-Present
Degree Expect Term: Any <input type="text"/>	Class: Any <input type="text"/>	<input type="checkbox"/> Prior to 1979
Term: Current Term <input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="Clear All"/>	<input type="button" value="Save"/> <input type="text" value="Select a saved search"/>	

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**.

The screenshot shows the 'Student Search' page. At the top left is the 'YES ENROLLMENT SERVICES' logo. Below it are navigation tabs for 'Student Search' and 'Applications'. A search bar with a 'Search' button and 'Quick Search' link is present. The search criteria section includes:

- Name: [text input]
- VunetID: [text input]
- Commodore ID: [text input]
- Degree Expect Term: Any (dropdown)
- Term: Current Term (dropdown)
- Major: [dropdown menu open, showing options like Blair School of Music, College of Arts and Science, etc.]
- Minor: [dropdown menu]
- School: Any (dropdown)
- Class: Sophomore (dropdown)

On the right side, there are checkboxes for 'Advisees Only', 'Current Students Only' (checked), '1979-Present', and 'Prior to 1979'. At the bottom of the search criteria section are 'Search', 'Clear All', 'Save', and 'Select a saved search' buttons.

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

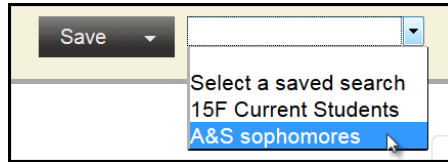
This close-up shows the 'Save' button and its dropdown menu. The dropdown menu is open, showing 'Save As' and 'Delete' options. A mouse cursor is pointing at the 'Save As' option. The 'Save' button is highlighted with a red box.

3. Enter a name for the search and click **Save**.

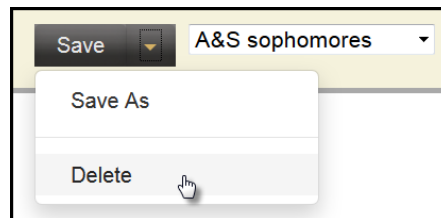
The 'Save As' dialog box is shown. It has a title bar with 'E Save As'. Below the title bar is a text input field containing 'A&S sophomores'. Below the input field is the text 'Enter a name to save this search criteria'. At the bottom of the dialog are 'Save' and 'Cancel' buttons. A mouse cursor is pointing at the 'Save' button.

Delete a Saved Search

1. Select the Saved Search from the drop-down menu.



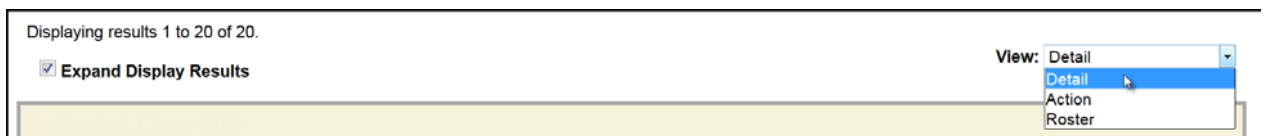
2. Click **Save**, then **Delete**.




Search Results – Detail View

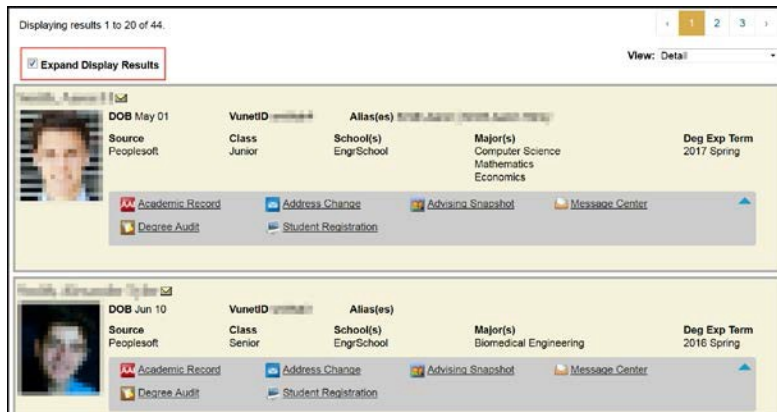
The detail view includes basic bio-demographic/academic information such as Name, VUnetID, Date of Birth, Class, School, Major, and Degree Expect Term.

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



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

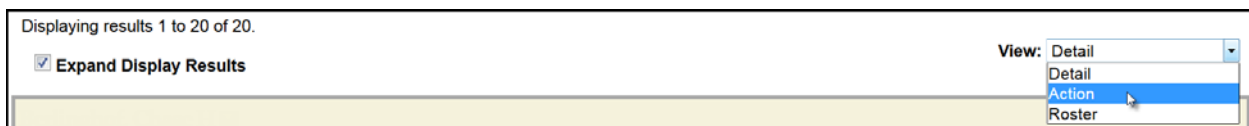
You may need to click on the  icon to view all applications, or check the Expand Display Results box to see all applications for all students in the search results.



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.

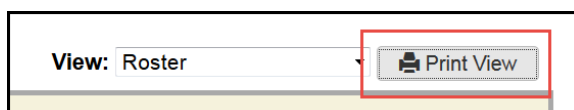
1. Select **Roster** from the View drop-down menu.



 <p> Student Name Phone: [Redacted] Email: [Redacted] ✓ Career(s): Undergrad Program(s): ECON Class: Sophomore Status: Active </p>	 <p> Student Name Phone: [Redacted] Email: [Redacted] ✓ Career(s): Undergrad Program(s): ECON Class: Sophomore Status: Active </p>
 <p> Student Name Phone: [Redacted] Email: [Redacted] ✓ Career(s): Undergrad Program(s): ECON Class: Sophomore Status: Active </p>	 <p> Student Name Email: [Redacted] ✓ Career(s): Undergrad Program(s): ECON Class: Sophomore Status: Active </p>
 <p> Student Name Phone: [Redacted] Email: [Redacted] ✓ Career(s): Undergrad </p>	 <p> Student Name Phone: [Redacted] Email: [Redacted] ✓ Career(s): Undergrad </p>

Roster View – Print View

1. Click on the **Print View** icon.

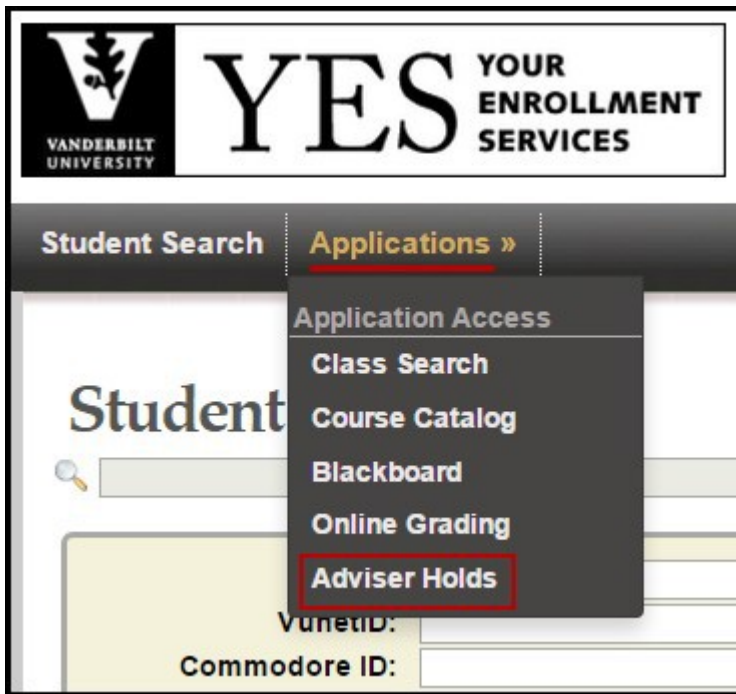




2. Follow the prompts for printing.

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.

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

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**.

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

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

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 to go back to your advisee list.

The screenshot displays the Advising Snapshot interface for a student. At the top, there is a student photo and a close button. Below this is a header section with the following fields: Student ID, Date of Birth (Jul 24), Campus Housing (Yes), Incoming Student (No), and VUnetID. A section for parents lists Parent 1 (Mother) and Parent 2 (Father). The main content is divided into several panels:

- Academic Summary:** Shows Undergraduate classification, Advisor(s), Expected Degree (Undeclared), Major(s) (Undeclared), GPA (3.756), Earned Hours (33.0), Minor(s), Quality Points (60.1), and Quality Hours (16.0).
- Holds:** Shows 'No Holds'.
- AAI Academic Detail:** Lists courses for 2015 Fall and 2015 Spring.

Course	Description	Grade
ANTH-2113W	Food, Identity, and Culture	0.0
CMA-1600	Intro to Film&Media Studies	0.0
CMA-1600	Intro to Film&Media Studies	0.0
CMA-2200	Intermed Fictn Filmmaking: Directing the Narrative Film	0.0
SOC-1010	Intro To Sociology	0.0
SOC-3315	Human Ecology/Society	0.0
AMER- 101	Intro to Southern Studies	0.0
ARTS- 99	Commons Seminar: Experimental Ethnography	0.0
- Enrollment Activity:** Shows 2015 Summer - ENROLLED (No Enrolled Classes), 2015 Summer - CART (No Saved Classes), and 2015 Fall - ENROLLED.

Course	Description	Grade
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
- Student Planner:** (Empty section)

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.