



YES User Guide: Degree Audit – Divinity School

The degree audit is an online tool that allows students, advisers, and administrators to track students’ academic progress toward completion of degree requirements. The audit is available through the YES suite of applications.

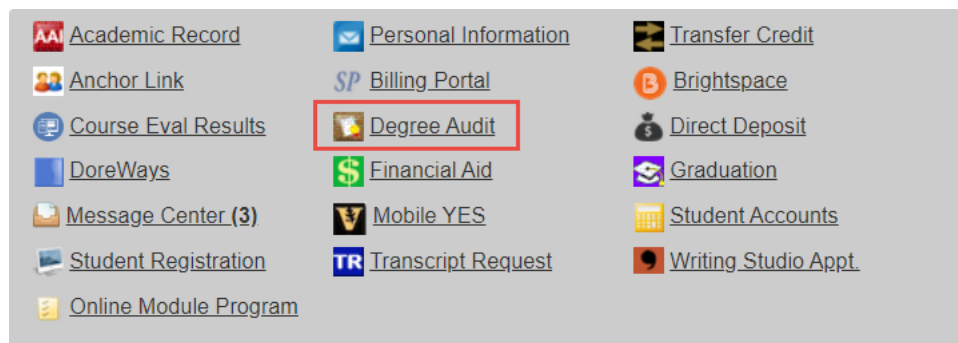
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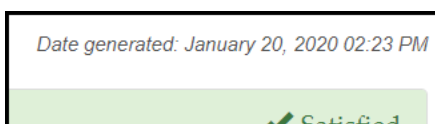


Navigating the Degree Audit

1. Log in to [YES](https://yes.vanderbilt.edu) using your VUNetID and e-password: yes.vanderbilt.edu.
2. On the student landing page, click "Degree Audit."



3. The degree audit will appear. Carefully read the Degree Audit Disclaimer and click Accept.
 - Disclaimer: "Degree audits are for advisory purposes only and do not certify progress in the degree. Please refer to the appropriate school catalog as the authoritative document governing degree requirements. The student, in consultation with the adviser, should carefully review both sources."
 - Message about in-progress courses: "The audit assumes the successful completion of enrolled classes; classes in progress display as "satisfied" in the audit. Students and their advisers should check the audit carefully before concluding that a distributional or major requirement has been completed."
4. In the top, right-hand corner of the audit, you can see the date that the current report was generated. [Audits are automatically refreshed on a weekly basis. When registration changes are made, audits are refreshed overnight. In addition, audits can be refreshed on-demand by students, advisers, and administrators (see below).]



5. The degree audit view defaults to a top-level summary of the degree requirements.

Requirements appear as ✓ Satisfied, ✓ Waived, or ✗ Not Satisfied.



Expand All

6. Click [Expand All](#) to see details about all requirements or click on the individual rows to expand the selection.

Collapse All

Click on the individual rows to collapse expanded selections, or click [Collapse All](#) to return to the top-level summary view.

Degree Audit Exceptions

Any approved exceptions to the prescribed requirements will be posted to the degree audit. Degree audit exceptions must be approved by the appropriate authority in the school.

Refreshing the Degree Audit

Audits are automatically refreshed on a weekly basis. When registration changes or changes to major/minor declarations are made, audits are refreshed overnight. Students, advisers, and administrators also have the ability to refresh audits on-demand. Please note: Unless changes have been made to your academic record (registration, major/minor declaration, etc.), you will not see any changes to the degree audit.

1. Click on Refresh My Audits at the top of the page.

The screenshot shows the top of the Degree Audit page. The title 'Degree Audit' is at the top left. Below it are two tabs: 'Undergraduate' and 'What-If'. On the right side, there are two buttons: 'Refresh My Audits' (highlighted with a red box) and 'Print'.

2. It may take some time for the audit to refresh. The refresh will still continue if you navigate to a different application or even if you log out of YES.

The screenshot shows the top of the Degree Audit page. The title 'Degree Audit' is at the top left. Below it is a light blue message box that says 'Your audit is being processed. Please wait or check back later.' with a close button (X). Below the message box is a 'Loading...' indicator with a circular arrow icon. On the right side, there are two buttons: 'Refresh My Audits' and 'Print'.

What-If Audits

What-If audits allow students, advisers, and administrators to create potential scenarios for additional or different degree requirements and to see how students could meet those requirements based on in-progress and completed courses (Academic Options), as well as courses in the student's [planner](#) (Course Options). Academic Options and Course Options can be utilized in the What-If audit both together and separately. **NOTE:** Courses must be tagged with a term in your planner in order to utilize them in the



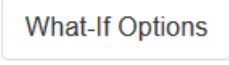
What-If audit. For help with the Academic Planner, please see the user guide:
<https://registrar.vanderbilt.edu/cms/wp-content/files/YES-User-Guide-Catalog-and-Planner.pdf>.

Disclaimer: “The What-If audit is for hypothetical planning purposes only. Courses, classes, majors, minors, and concentrations may or may not be offered and may have additional stipulations for entry. Please refer to the appropriate school catalog as the authoritative document governing degree requirements.”

Academic Options

1. From the degree audit, select the What-If tab.



2. Click on  and enter details as appropriate in the pop-up box and click Submit.
3. It may take some time for the audit to refresh. The refresh will still continue if you navigate to a different application or even if you log out of YES.
4. The What-If audit will default to the same high-level view and can be navigated in the same manner as the regular audit. This audit will remain under the What-If tab until you request a new one.

Course Options

1. Ensure that the courses in the student’s [Academic Planner](#) are tagged with term information. (The term is necessary in order for the audit to reflect the correct course information.) For help with the Academic Planner, please see the user guide: <https://registrar.vanderbilt.edu/cms/wp-content/files/YES-User-Guide-Catalog-and-Planner.pdf>.

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