



VANDERBILT UNIVERSITY
Office of the **UNIVERSITY REGISTRAR**

YES User Guide

School of Medicine, Hybrid Curriculum

The degree audit is an online tool that allows students, advisers, and administrators to track students' academic progress toward completion of degree requirements. This guide is to assist advisers and administrators with the School of Medicine, Hybrid Curriculum. The audit is available through the YES suite of applications.

Contents

Navigating the Degree Audit	1
Degree Audit Exceptions.....	5
Refreshing the Degree Audit.....	6
What-If Audits.....	7

Navigating the Degree Audit

1. Log in to [YES](https://yes.vanderbilt.edu) using your VUnetID and e-password: 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.
 - Additional search options (e.g., expected graduation term, major, classification) become available by clicking on **Advanced**.

Student Search Applications »

Student Search

4. From the search results, select **Degree Audit**.



DOB Nov 20 VunetID Alias(es)

Source	Class	School(s)	Major(s)	Deg Exp Term
Peoplesoft	PD4	MedSchool	Medicine	2016 Year

5. The Medical Doctor degree audit will appear.
6. 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).]

Date generated: August 30, 2016 04:17 PM

7. The degree audit view defaults to a top-level summary of the degree requirements. Requirements appear as ✔ Satisfied, ✔ Waived, or ✘ Not Satisfied.

Default view:

Effective Fall 2015, Vanderbilt University has introduced a new course catalog numbering scheme. For assistance with the translation between old and new numbers, please consult the Course Renumbering Lookup Tool.		Date generated: July 10, 2016 04:26 AM
Expand All Collapse All		
Doctor of Medicine Degree Audit	✔ Satisfied	
Foundations of Medical Knowledge (FMK)	✔ Satisfied	
Foundations of Clinical Care Phase (FCC)	✘ Not Satisfied	
Immersion Phase	✘ Not Satisfied	
Step Score Evaluation	✘ Not Satisfied	

- Doctor of Medicine Degree Audit: A description of the audit.

Doctor of Medicine Degree Audit	✔ Satisfied
Description: Degree Requirements for the Entering Class of 2012 (Hybrid Class AY14-15) Please see https://medschool.vanderbilt.edu/student-affairs/appendix-b for more information.	

- Foundations of Medical Knowledge: A list of all requirements of the FMK phase and the courses satisfying each. Includes year of completion and grade earned.

Foundations of Medical Knowledge (FMK) ✓ Satisfied

Description: This phase of the curriculum (18 months) provides students a strong foundation in the basic sciences, humanities, and behavioral and social sciences which will support ongoing developmental learning over ensuing years. All students participate in meaningful clinical work during this phase to initiate their development as professionals, to provide clinical relevance for the foundational coursework, and to provide an early understanding of healthcare systems. Required courses include Foundations of the Profession; Molecular Foundations of Medicine; Structure, Function and Development; Microbiology and Immunology; Disease, Diagnosis and Therapeutics; Physical Diagnosis; Brain and Behavior; College Colloquium; Research I; and Continuity Clinical Experience I.

Prescribed Courses in the Foundations of Medical Knowledge Phase ✓ Satisfied

Description: Prescribed Courses in the Foundations of Medical Knowledge Phase

Prescribed Courses for Foundations of Medical Knowledge Phase ✓ Satisfied

Description: Select all the courses below.

Satisfying Courses

Courses used to satisfy this requirement:

Course	Title	Units Earned	Term	Grade	Notes
IDIS 5001	Research I	0	2012 Year	P	
IDIS 5025	Molecular Fndtns of Med	0	2012 Year	P	
IDIS 5035	Structure, Function Devel	0	2012 Year	P	
IDIS 5048	College Colloquium	0	2012 Year	P	

- Foundations of Clinical Care: A list of all requirements of the FCC phase and the courses satisfying each. Includes year of completion and grade earned.

Foundations of Clinical Care Phase (FCC) ✔ Satisfied

Description: Required clinical clerkships include Surgery (8 weeks), Medicine (8 weeks), Pediatrics (6 weeks), Obstetrics-Gynecology (6 weeks), Neurology (4 weeks), and Psychiatry (4 weeks). Ordinarily students will complete all clerkships before proceeding to the Immersion phase, but under special circumstances, students may defer one or more clerkships to pursue specific research or clinical interests. Such plans must be approved by the associate dean for medical student affairs. MSTP students who enter the FCC phase after the first clerkship block may defer one block to the Immersion phase, with the permission of the MSTP program director and the associate dean for medical student affairs. These students remain accountable for the longitudinal elements of the FCC phase. **Diagnosis and Therapeutics** - This required course runs longitudinally throughout the phase, employing both asynchronous online learning and intermittent face-to-face small group sessions to train students to analyze clinical problems. The course begins with a one week intensive boot camp and continues throughout the FCC phase with a series of online modules and small group meetings. This course aligns with the VC3 framework and is designed to help students assimilate lessons and experiences from across disciplines. The **longitudinal elements** (Continuity Clinical Experience, College Colloquium/Learning Community, Research and VC3) continue during the FCC Phase.

Foundations of Clinical Care Phase ✔ Satisfied

Description: Foundations of Clinical Care

Prescribed Courses for Foundations of Clinical Care Phase ✔ Satisfied

Foundations of Health Care Delivery ✔ Satisfied

Description: Foundations of Health Care Delivery

Satisfying Courses

Courses used to satisfy this requirement:

Course	Title	Units Earned	Term	Grade	Notes
IDIS 5016	Interprofessional Learning II	0	2013 Year	P	

Clerkship Electives ✔ Satisfied

- Immersion Phase: A list of all core and longitudinal requirements of the Immersion phase and the satisfying each. Includes year of completion and grade earned.
 - NOTE: For requirements not yet satisfied, an additional tab will appear: Possible Courses. Click on this tab to see the courses that can be used to satisfy the requirement.

Immersion Phase ✘ Not Satisfied

Description: The Immersion Phase is a highly individualized, 16-month-long experience that allows each student to create a schedule that optimally meets core educational needs, strengthens all competency domains, and builds specialized skill sets aligned with the student's future clinical and scholarly trajectory. Students are required to complete 11 one-month blocks over this 16-month period (including the Research Clerkship, described below). Students must complete a mixture of experiences with varying levels of structured versus workplace learning, including acting internships, integrated inter-disciplinary science courses, advanced clinical experiences and electives. Requirements for experiences across various care settings (primary care, critical care /Emergency Medicine) ensure a broad preparation. Because the Immersion Phase is intended to be individualized, each student must develop a Personalized Learning Plan that is approved as meeting core requirements per guidelines published at the time of scheduling. The longitudinal elements (Continuity Clinical Experience, Learning Community and VC3) continue during the Immersion Phase. The Research Clerkship is an intensive three-month scholarly experience that is required to be completed during the Immersion phase. Students may request an extension of the research clerkship up to a total of six months (as a contiguous or non-contiguous block); approval is contingent upon satisfactory progress across all competency domains; decisions regarding such extensions are made by the Promotions Committee.

Requirement(s):

Immersion Core ✘ Not Satisfied

Description: Minimum of 11 courses required over 16 months

- Integrated Science ✔ Satisfied
- Sub-Internship ✔ Satisfied
- Primary Care Options ✔ Satisfied
- Emergency Medicine ✔ Satisfied

Research Courses ✘ Not Satisfied

Description: 3 Research Courses (IDIS 6001-6005) *This is designed to be the same course taken three times.*
Courses: 3 required, 1 taken, 2 needed

[Satisfying Courses](#) Possible Courses

Course	Title	Units	Typically Offered
IDIS 6001	Research Clerkship: Cellular & Molecular	0.0	
IDIS 6002	Research Clerkship: Clinical & Translational	0.0	
IDIS 6003	Research Clerkship: Community & Global Health	0.0	
IDIS 6004	Research Clerkship: Epidemiology & Informatics	0.0	
IDIS 6005	Research Clerkship: Ethics, Education, Policy, and Society	0.0	

Elective Group A ✘ Not Satisfied

Elective Group B ✘ Not Satisfied

Degree Audit Exceptions

Should a variance to the prescribed requirements be granted for an individual student, an exception can be posted to the degree audit.

In the screen shot below, 1 is a change in the number of courses required to satisfy the FMK requirement. 2 is a course exception to allow IDIS 5045 to count in place of IDIS 5046.

Prescribed Courses in the Foundations of Medical Knowledge Phase ✓ Satisfied

Description: Prescribed Courses in the Foundations of Medical Knowledge Phase

Prescribed Courses for Foundations of Medical Knowledge Phase ✓ Satisfied

Description: *Select all the courses below.*
Note: Waive IDIS 5001 per School of Medicine.
 Minimum Units changed from to
 Maximum Units changed from to
 Minimum courses changed from 9.0 to 8.0 1
 Maximum courses changed from 9.0 to 8.0
 Created By: KINGML3

Satisfying Courses

Courses used to satisfy this requirement:

Course	Title	Units Earned	Term	Gr
IDIS 5025	MolecularFoundations/MED	0	2009 Year	P
IDIS 5035	Structure,Function,Devel	0	2009 Year	P
IDIS 5045	Patient,Prof,Society I	0	2009 Year	P
IDIS 5055	Foundation/Profession	0	2009 Year	P

Substitute IDIS 5045 for IDIS 5046. 2

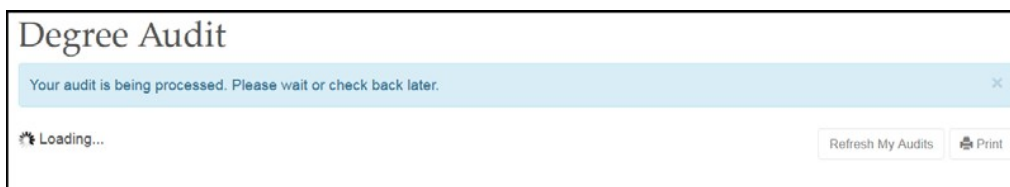
Refreshing the Degree Audit

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.



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.



What-If Audits

What-If audits allow students, advisers, and administrators to create potential scenarios to see how students could meet degree requirements based on successful completion of courses in the student's [planner](#) (Course Options). **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: <http://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."

Course Options

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

What-If Options

2. Click on .

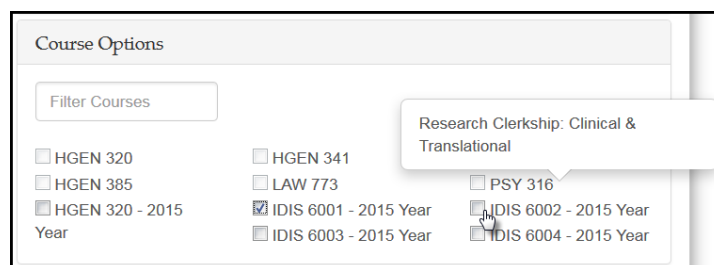
NOTE: The Academic Options section allows students to choose different majors or minors to test potential completion of degree requirements. It does not apply to students in the School of Medicine.

3. 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.)

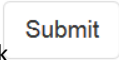
For help with the Academic Planner, please see the user guide:


<http://registrar.vanderbilt.edu/cms/wp-content/files/YES-User-Guide-Catalog-and-Planner.pdf>.

4. From the Course Options section, select the courses to be considered in the What-If audit.



The screenshot shows a web interface titled "Course Options". At the top left is a "Filter Courses" input field. Below it is a list of courses, each with a checkbox. The courses listed are: HGEN 320, HGEN 385, HGEN 320 - 2015 Year, HGEN 341, LAW 773, IDIS 6001 - 2015 Year, IDIS 6003 - 2015 Year, PSY 316, IDIS 6002 - 2015 Year, and IDIS 6004 - 2015 Year. The checkbox for "IDIS 6001 - 2015 Year" is checked. A tooltip is displayed over the "IDIS 6002 - 2015 Year" checkbox, containing the text "Research Clerkship: Clinical & Translational".

5. Click  .

6. The  icon indicates a What-If course in the audit.



Research Courses ✖ Not Satisfied

Description: 3 Research Courses (IDIS 6001-6005) *This is designed to be the same course taken three times.*

Courses: 3 required, 2 taken, 1 needed

Satisfying Courses Possible Courses

Courses used to satisfy this requirement:

Course	Title	Units Earned	Term	Grade	Notes
IDIS 6001	Research IM: Cell & Molecular	0	2015 Year		
IDIS 6002	Research IM: Clin & Translat	0	2015 Year		

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