



## **YES User Guide**

### *School of Nursing Degree Audit*

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 Nursing Degree Audit. The audit is available through the YES suite of applications.

## **Contents**

Navigating the Degree Audit .....	2
Degree Audit Exceptions .....	3
Refreshing the Degree Audit .....	4
What-If Audits .....	4
Academic Options .....	5
Course Options.....	7

## Navigating the Degree Audit

1. Log in to [YES](#) 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**.

4. From the search results, select Degree Audit.

5. The 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 for a student in the Doctor of Nursing Practice program:

Degree Audit	
Nursing	What-If
Refresh My Audits Print	
<small>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 <a href="#">Course Renumbering Lookup Tool</a>.</small>	
<small>Date generated: May 31, 2015 06:30 AM</small>	
Expand All Collapse All	
Required Minimum Grade Point Average	✓ Satisfied
Doctor of Nursing Practice	✓ Satisfied

8. Click Expand All to see details about all requirements or click on the individual rows to expand the selection.



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.

In the screen shot below, the DNP director has approved the student to use MHS 305 as an elective.

NURS 444	Mgmt Orgs/Systems	3	2015 Spring		
NURS 452	Health Policy	2	2015 Spring		
NURS 454	Legal and Ethical Environment	3	2015 Summer		

**Description:** Four (4) hours of electives are required. Electives should be chosen in consultation with the student's faculty

Satisfying Courses

Courses used to satisfy this requirement:

Course	Title	Units Earned	Term	Grade	Notes
MHS 305	Foundations Glob Health	3	2015 Spring		
NURS 470	Glob Hlth Disp: Interdisc Pers	2	2015 Spring		

By approval of DNP director, student is using global health course in partial fulfillment of elective requirement.

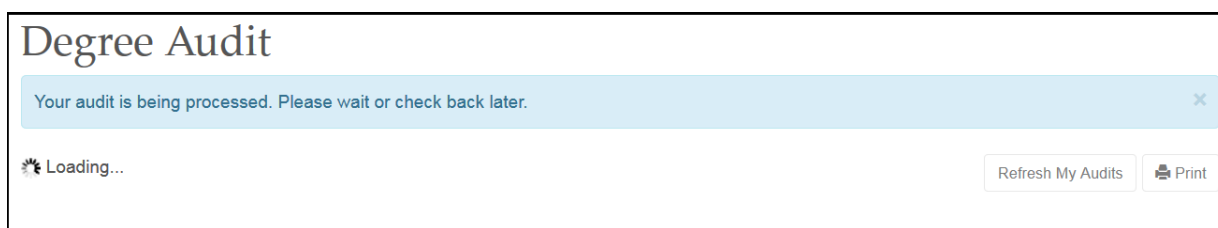
## Refreshing the Degree Audit

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 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: <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.”

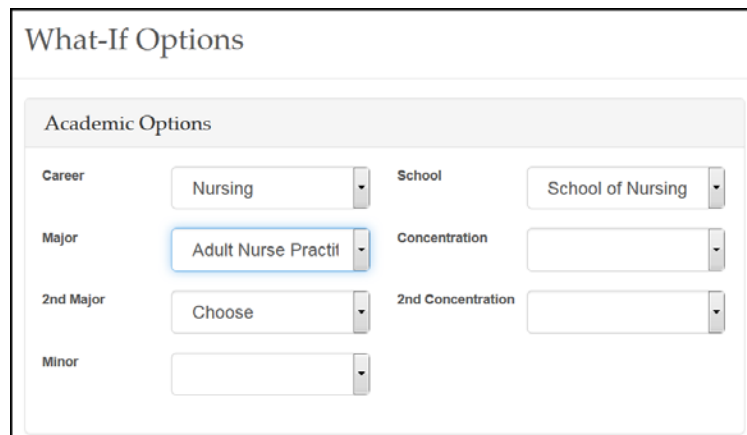
## Academic Options

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



The screenshot shows the 'Degree Audit' header with two tabs: 'Undergraduate' and 'What-If'. The 'What-If' tab is highlighted with a red border. To the right of the tabs are two buttons: 'Refresh My Audits' and 'Print'.

2. Click on **What-If Options**.
3. The What-If Options pop-up box will appear. It defaults to show the student’s current career and school, plus any majors/concentrations the student has declared. The sample below shows a student in the School of Nursing with a major in Adult Nurse Practitioner/Forensic Nursing.



The 'What-If Options' pop-up box contains a section titled 'Academic Options' with the following fields:

Academic Options			
Career	Nursing	School	School of Nursing
Major	Adult Nurse Practit	Concentration	
2nd Major	Choose	2nd Concentration	
Minor			

4. Click the drop-down menus under Academic Options to add or change career and school (if applicable), major, concentration, etc. The What-If audit below shows the options for a student in the School of Nursing who would like to see how he or she has satisfied a major in the Family Nurse Practitioner program.

### Academic Options

Career	<input type="text" value="Nursing"/>		School	<input type="text" value="School of Nursing"/>
Major	<input type="text" value="Family Nurse Prac"/>		Concentration	<input type="text"/>
2nd Major	<input type="text"/>		2nd Concentration	<input type="text"/>
Minor	<input type="text"/>			

5. Click .
6. 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.

## Degree Audit

Your What-If audit is being processed. Please wait or check back later. ✕

Undergraduate
What-If

⌂ Loading...

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.

## Degree Audit

Nursing
What-If

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](#).

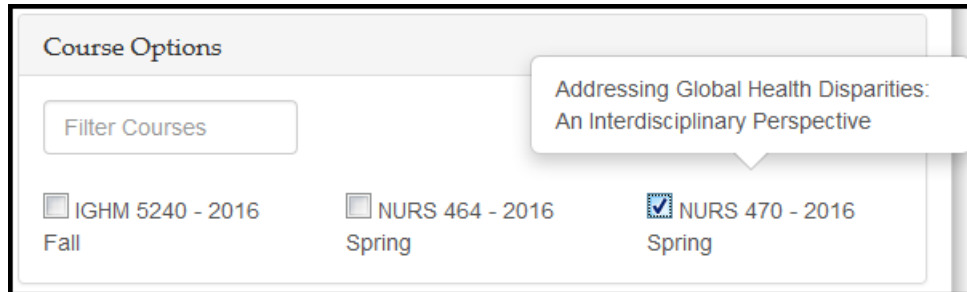
Date generated: June 03, 2015 12:27 PM

Nursing

Pre-Nursing	✕ Not Satisfied
Pre-Specialty	✕ Not Satisfied
Master of Science in Nursing -- Family Nurse Practitioner	✕ Not Satisfied

## 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: <http://registrar.vanderbilt.edu/cms/wp-content/files/YES-User-Guide-Catalog-and-Planner.pdf>.
2. From the Course Options section, select the courses to be considered in the What-If audit.



**Course Options**

Filter Courses


IGHM 5240 - 2016 Fall

NURS 464 - 2016 Spring

NURS 470 - 2016 Spring

Addressing Global Health Disparities:  
An Interdisciplinary Perspective



3. Click .

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

**Description:** Four (4) hours of electives are required. Electives should be chosen in consultation with the student's faculty adviser.

Satisfying Courses

Courses used to satisfy this requirement:

Course	Title	Units Earned	Term	Grade	
MHS 305	Foundations Glob Health	3	2015 Spring	A	
NURS 470	Glob Hlth Disp: Interdisc Pers	2	2016 Spring		

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