



Degree Audit

School of Nursing

A YES navigation guide to the degree audit
for the School of Nursing

August 31, 2016 version



VANDERBILT



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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.

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**.

Student Search Applications »

Student Search

4. From the search results, select Degree Audit.

	DOB Nov 20	VunetID	Alias(es)	Major(s) Medicine	Deg Exp Term 2016 Year
Source Peoplesoft	Class PD4	School(s) MedSchool			

[Academic Record](#) [Address Change](#) [Advising Snapshot](#) [Message Center](#) [Student Information](#) [Student Registration](#)

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

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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	
<i>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.</i>	
Date generated: May 31, 2015 06:30 AM	
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.

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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.

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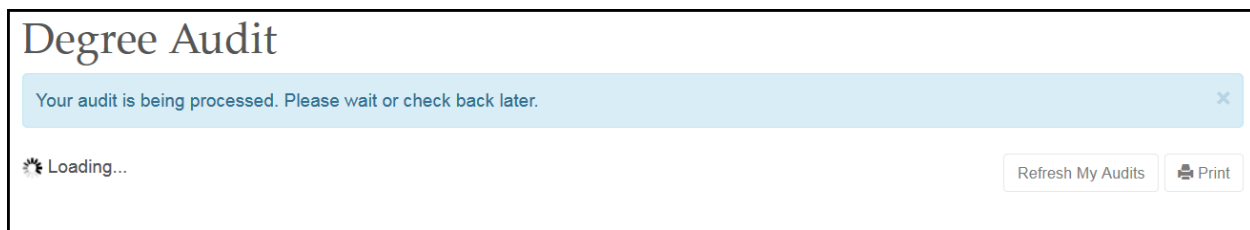
Refreshing the Degree Audit

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.



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What-If Audits

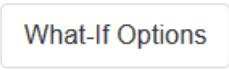
What-If audits allow students, advisers, and administrators to create potential scenarios for additional or different degree requirements and to see how students could meet those requirements based on in-progress and completed courses (Academic Options), as well as courses in the student’s [planner](#) (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.

A screenshot of the 'Degree Audit' interface. The title 'Degree Audit' is at the top left. Below it are 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  .
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.

A screenshot of the 'What-If Options' pop-up box. The title 'What-If Options' is at the top. Below it is a section titled 'Academic Options'. This section contains several dropdown menus: 'Career' (set to 'Nursing'), 'School' (set to 'School of Nursing'), 'Major' (set to 'Adult Nurse Practitioner/Forensic Nursing'), '2nd Major' (set to 'Choose'), and 'Minor' (empty). There are also dropdown menus for 'Concentration' and '2nd Concentration', both of which are empty.

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- 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"/>		

- Click .
- 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...

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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.

A screenshot of the 'Degree Audit' web application. The title 'Degree Audit' is at the top left. Below it are two tabs: 'Nursing' (selected) and 'What-If'. A 'Print' button is on the right. A notice states: '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.' Below the notice are buttons for 'Expand All', 'Collapse All', and 'What-If Options'. A date stamp reads 'Date generated: June 03, 2015 12:27 PM'. Under the 'Nursing' section, there is a table with three rows, each with a red background and a red 'X' icon followed by the text 'Not Satisfied':

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.

A screenshot of the 'Course Options' section. It features a 'Filter Courses' button. Below it are three course entries, each with a checkbox:


- IGHM 5240 - 2016 Fall
- NURS 464 - 2016 Spring
- NURS 470 - 2016 Spring

A tooltip is visible over the checked checkbox for NURS 470 - 2016, containing the text: 'Addressing Global Health Disparities: An Interdisciplinary Perspective'.

3. Click .

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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		