



Undergraduate Career- Degree Audit YES User Guide

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 Undergraduate students' Degree Audit. 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. 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

Default view for an undergraduate student in the College of Arts and Science who has declared a major in

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Spanish and a minor in Managerial Studies: Corporate Strategy.

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](#).

Expand All Collapse All Date generated: April 11, 2015 02:08 PM

Incomplete, In-Progress & Ungraded Courses	✘ Not Satisfied
Academic Standards	✘ Not Satisfied
AXLE Writing Requirement: Only A&S and MUSL courses may satisfy AXLE	✔ Satisfied
AXLE Liberal Arts Requirement: Only A&S and MUSL courses may satisfy AXLE	✔ Satisfied
AXLE Breadth of Knowledge: Only A&S and MUSL courses may satisfy AXLE	✔ Satisfied
Program of Concentration in Spanish	✘ Not Satisfied
24 hours used solely to satisfy the major in Spanish.	✔ Satisfied
Minor in Managerial Studies: Corporate Strategy	✘ Not Satisfied
15 hours used solely to satisfy the minor in Corporate Strategy.	✘ Not Satisfied

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

8. 

9. Click on the individual rows to collapse expanded selections, or click  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, ¹ is a change in the number of courses required to satisfy the “EES 1020 or 2510” requirement. ² is a course variance to allow EES 289A and another 200-level course to satisfy the requirement.

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Earth and Environmental Sciences 1020 {102} or 2510 {202} ✓ Satisfied

Description: EES 1020 {102} or 2510 {202}
Note: Change requirement to two courses
Minimum Units changed from 4.0 to 4.0
Maximum Units changed from 4.0 to 4.0
Minimum courses changed from 1.0 to 1.0
Maximum courses changed from 1.0 to 2.0 1

Created By:
Satisfying Courses

Courses used to satisfy this requirement:

Course	Title	Units Earned	Term	Grade	Notes
EES 261	Geomorphology	3	2014 Spring		2 ⓘ
EES 289A	Directed Study	1	2014 Fall		ⓘ

EES 289A + 200/300-level course will satisfy this requirement.
Per [redacted]
[redacted], 120214

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.

Degree Audit

Undergraduate What-If Refresh My Audits 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.

Degree Audit

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

🌐 Loading...

Refresh My Audits Print

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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>.

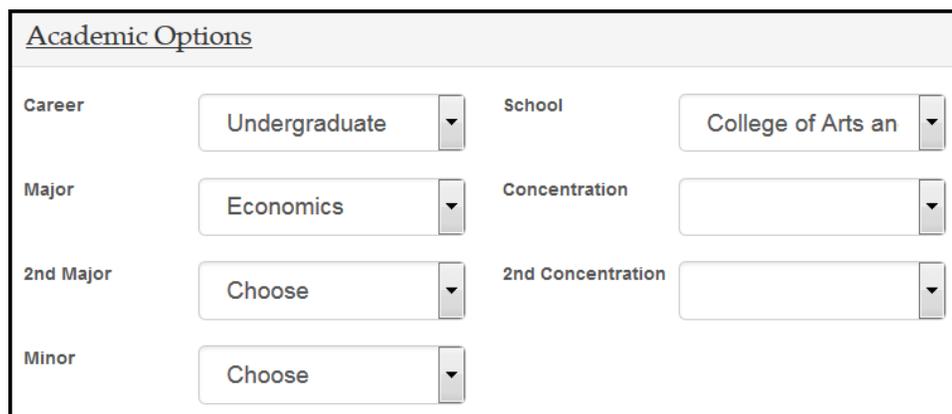
Disclaimer: “The What-If audit is for hypothetical planning purposes only. Courses, classes, majors, minors, and concentrations may or may not be offered and may have additional stipulations for entry. Please refer to the appropriate school catalog as the authoritative document governing degree requirements.”

Academic Options

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



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 major(s) and minor(s) the student has declared. The sample below shows a student in the College of Arts and Science who has declared a major in Economics.

A screenshot of the 'Academic Options' pop-up box. The title 'Academic Options' is at the top. Below the title, there are four rows of dropdown menus. The first row has 'Career' set to 'Undergraduate' and 'School' set to 'College of Arts an'. The second row has 'Major' set to 'Economics' and 'Concentration' set to an empty dropdown. The third row has '2nd Major' set to 'Choose' and '2nd Concentration' set to an empty dropdown. The fourth row has 'Minor' set to 'Choose'.

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- Click the drop-down menus under Academic Options to add or change school (if applicable), major, concentration, etc. The What-If audit below shows the options for a student in the College of Arts and Science who would like to see how he or she has satisfied **1** a major in English with **2** a concentration in Literary Studies; **3** a second major in American Studies; and **4** a minor in Economics.

The screenshot shows a web form titled "What-If Options". It is divided into two main sections: "Academic Options" and "Course Options".

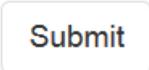
Academic Options:

- Career:** Undergraduate
- School:** College of Arts and Science
- Major:** English (marked with a red circle and the number 1)
- Concentration:** Literary Studies (marked with a red circle and the number 2)
- 2nd Major:** Interdisciplinary: A (marked with a red circle and the number 3)
- 2nd Concentration:** (empty)
- Minor:** Economics (marked with a red circle and the number 4)

Course Options:

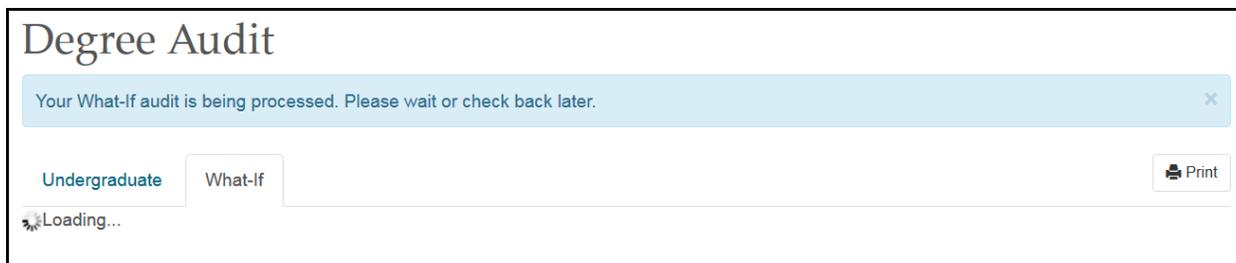
No Courses in Planner

At the bottom right of the form are two buttons: "Submit" and "Cancel".

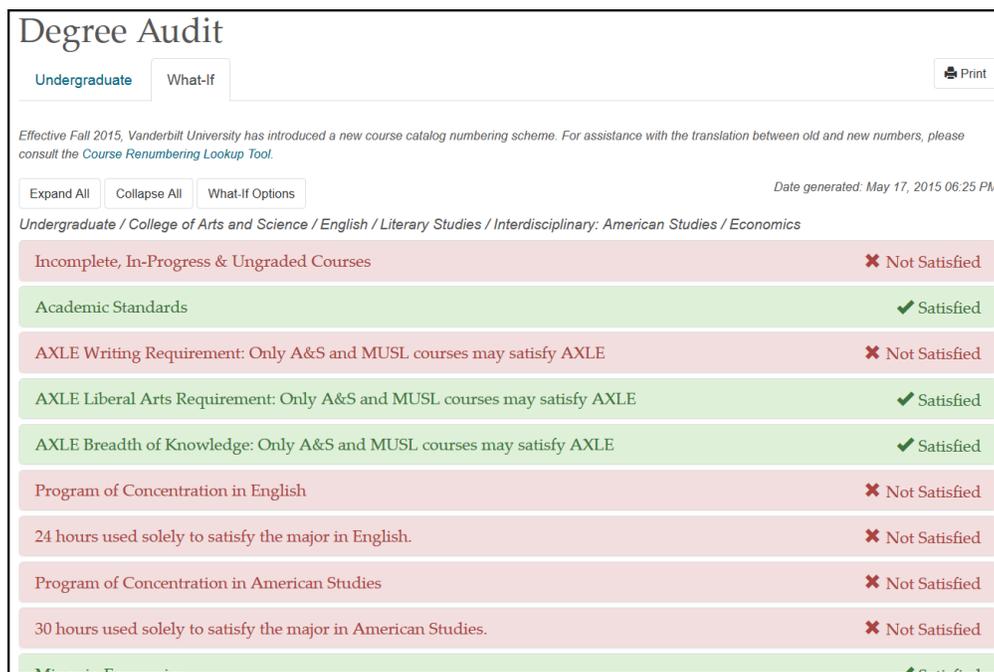
- Click  .

- 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.

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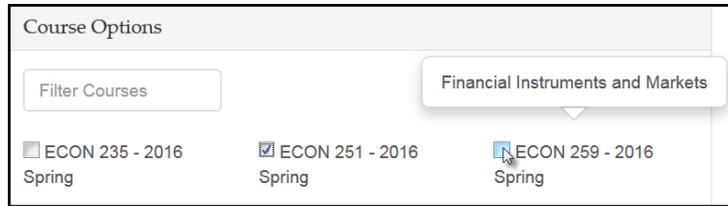
The What-If audit will default to the same high-level view and can be navigated in the same manner as the regular audit. This audit will remain under the What-If tab until you request a new one.



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.

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

ECON 3020 {252} ✖ Not Satisfied

Courses formerly numbered ECON 250 and above ✖ Not Satisfied

Description: Courses formerly numbered ECON 250 and above. Please use the course number lookup tool to match former with new course numbers.

ECON 250 and above ✖ Not Satisfied

Description: ECON 250 and above
Units: 9 required, 6 taken, 3 needed

Satisfying Courses

Courses used to satisfy this requirement:

Course	Title	Units Earned	Term	Grade	Notes
ECON 3100	Wages, Employmnt, Lab Mkts	3	2016 Spring		
ECON 3300	Fin Instrumnts/Mkts	3	2016 Spring		

What If Course

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