



YES User Guide

Degree Audit - Undergraduate

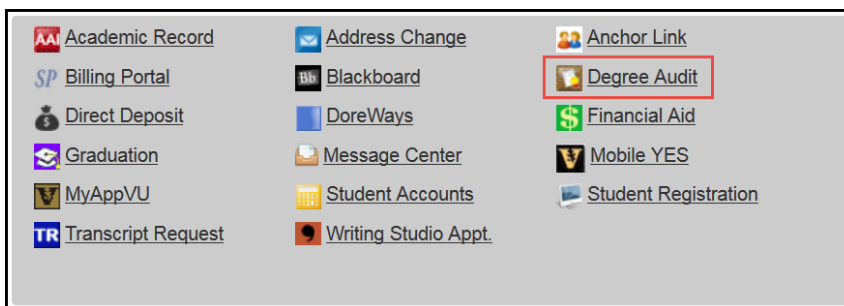
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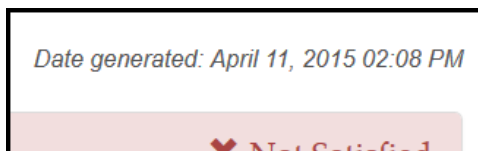
The degree audit is an online tool that allows students, advisers, and administrators to track students' academic progress toward completion of degree requirements. The audit is available through the YES suite of applications.

Navigating the Degree Audit

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



3. The undergraduate 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: "NOTE: 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.

Default view for an undergraduate student in the College of Arts and Science who has declared a major in 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](#).

Date generated: April 11, 2015 02:08 PM

<input type="button" value="Expand All"/>	<input type="button" value="Collapse All"/>
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

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

Incomplete, In-Progress & Ungraded Courses

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.

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

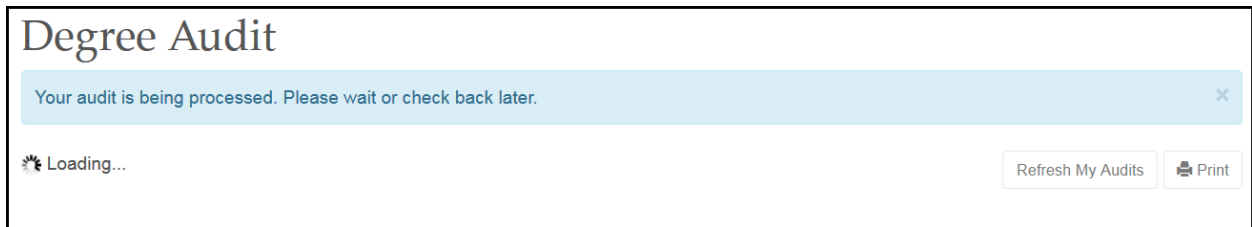
Refreshing the Degree Audit

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.



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>.

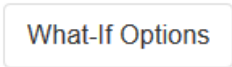
Disclaimer: "The What-If audit is for hypothetical planning purposes only. Courses, classes, majors, minors, and concentrations may or may not be offered and may have additional stipulations for entry. Please refer to the appropriate school catalog as the authoritative document governing degree requirements."

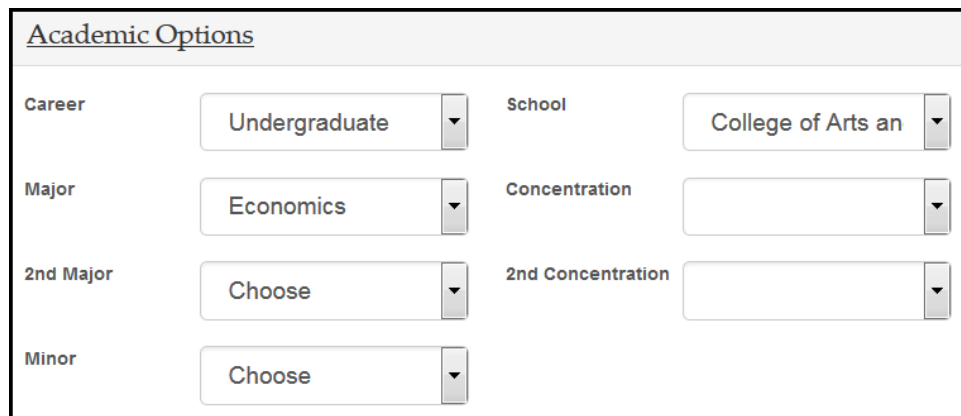
Academic Options

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  .
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.



The 'Academic Options' pop-up box contains the following fields:

Academic Options			
Career	Undergraduate	School	College of Arts an
Major	Economics	Concentration	
2nd Major	Choose	2nd Concentration	
Minor	Choose		

- 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.

What-If Options

Academic Options

Career: Undergraduate | School: College of Arts an

Major: **1** English | Concentration: **2** Literary Studies

2nd Major: **3** Interdisciplinary: A | 2nd Concentration:

Minor: **4** Economics

Course Options

No Courses in Planner

Submit Cancel

- Click

Submit

- 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 | Print

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.

The screenshot shows the 'Degree Audit' interface with the 'What-If' tab selected. At the top, there are tabs for 'Undergraduate' and 'What-If', and a 'Print' button. Below the tabs, 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.' There are buttons for 'Expand All', 'Collapse All', and 'What-If Options', and a date generated: 'May 17, 2015 06:25 PM'. The audit path is listed as 'Undergraduate / College of Arts and Science / English / Literary Studies / Interdisciplinary: American Studies / Economics'. The audit results are as follows:

Incomplete, In-Progress & Ungraded Courses	✗ Not Satisfied
Academic Standards	✓ Satisfied
AXLE Writing Requirement: Only A&S and MUSL courses may satisfy AXLE	✗ Not 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 English	✗ Not Satisfied
24 hours used solely to satisfy the major in English.	✗ Not Satisfied
Program of Concentration in American Studies	✗ Not Satisfied
30 hours used solely to satisfy the major in American Studies.	✗ 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.

The screenshot shows the 'Course Options' section. It includes a 'Filter Courses' button and a dropdown menu currently showing 'Financial Instruments and Markets'. Below the filter, there are three course entries, each with a checkbox and a term:

- ECON 235 - 2016 Spring
- ECON 251 - 2016 Spring
- ECON 259 - 2016 Spring

3. Click .

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

ECON 3020 {232}
✖ 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
What If Course

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		