



YES User Guide

Introduction to YES: Your Enrollment Services

YES is the primary academic records and registration portal for Vanderbilt students. Students use YES to register for classes, change their address, and access the Blackboard learning management system, among a host of other applications.

1. Log in to yes.vanderbilt.edu. Sign in using your VUnetID and e-password.
2. The Student Landing Page will appear.

The screenshot shows the 'Student Landing' page for a student named Cornelius Vanderbilt. At the top, there is a notification bar with a red circle containing the number 1, indicating one announcement. Below this, the student's name 'Vanderbilt, Cornelius' is displayed next to a photo of the Star V mascot. A red circle with the number 2 points to the 'Release of Academic Information' section, which includes an email address and a Commodore ID. To the right, the 'Enrollment Dates' section (marked with a red circle 3) lists dates for the 2015 Fall and 2016 Summer semesters. Below the mascot photo, a grid of service links is visible. A red circle with the number 4 points to the 'Holds' section, which shows 'No Holds'. Finally, a red circle with the number 5 points to the 'Student Schedule' section, which shows the 2016 Summer and 2016 Fall schedules.

3. Please note the top of the page (1), where any Announcements will appear.
4. The student Summary Box (2) lists your expected date of graduation (Degree Expect Term), classification, and adviser(s). Your Commodore ID also is listed here, as well as information on the person(s) to whom you have permitted the release of your academic information.

5. The box at the top, right-hand side of the screen lists your Enrollment Dates (3).

****Pay careful attention to these dates, as these are the only times that you will be able to enroll in classes.****

6. The Holds box (4) will list any active holds on your registration account. These can include the Adviser Approval Hold, Student Accounts Hold, and Immunization Hold. Holds may prevent you from registering via YES. Information on how to have holds lifted is included in the description of each.

7. Courses in which you are enrolled will appear in the Student Schedule box (5). Note that you can send an email with your class schedule, download the schedule to your electronic calendar(s), or print your schedule by clicking on the appropriate icons in this box.


8. Any applications to which you have access will appear beneath the summary box. These include:

- Student Registration;
- Academic Record (AAI: Access to Academic Information)--a quick view of your academic record. Final grades appear in AAI at the end of each term;
- Degree Audit: shows your progress toward completion of degree requirements.

How to Enroll in a Class

NOTE: You may add classes to your cart as soon as you activate your VUNetID and e-password. **However, you may register only during your enrollment dates.**

1. From the Student Landing page, click on the **Student Registration** icon.
2. Note the box to the top, right-hand side of the registration screen. This provides at-a-glance information about the number of hours in your cart and the number of hours in which you are enrolled, as well as the date of your next available enrollment window (appointment). Click on any of the sections for details.

SEARCH	IN CART	ENROLLED	ENROLLMENT DATES
	6.0 HRS	13.0 HRS	APR 20 2016

3. Enter the class for which you wish to search in the Quick Search field.

Search Classes »

Alternatively, you can use the Advanced Search by clicking on **Advanced**.

Search Classes »

Status: Open Wait Listed Closed Only Search New Classes

Title: Subject Area: Career:

Catalog Number: School: Component:

Instructor: Instruction Mode: Tags:

Class Meets: Mon Tue Wed Thu Fri Sat Sun

Class Attributes:

Between Times: Class Number: Credit Hours:

The Advanced Search allows you to search for classes by any number of parameters. Students majoring in interdisciplinary programs should find the Class Attributes search helpful. You can select courses that can count toward your major but are not offered under the subject area rubric of your major. (For example, a student majoring in European Studies can search for courses that count toward that major by selecting “Eligible for European Studies” from the Class Attributes menu.)

4. When your search results are returned--

Mathematics								
MATH 1300: Accelerated Single-Variable Calculus I								
01	4.0 hrs	Lecture	● 0/36	MWF	08:10a - 09:00a	Stevenson 1 (Math) 308	Staff	+
02		Discussion	● 0/18	T	10:05a - 10:55a	Stevenson 1 (Math) 320	Staff	+
03		Discussion	● 0/18	T	09:10a - 10:00a	Stevenson 1 (Math) 214	Staff	+
04	4.0 hrs	Lecture	● 1/36	MWF	09:10a - 10:00a	Stevenson 1 (Math) 308	Staff	+
05		Discussion	● 0/18	T	10:05a - 10:55a	Stevenson 1 (Math) 214	Staff	+
06		Discussion	● 1/18	T	11:10a - 12:00p	Stevenson 1 (Math) 214	Staff	+
07	4.0 hrs	Lecture	● 1/36	MWF	10:10a - 11:00a	Stevenson 1 (Math) 206	Rafter, Lori H.	+
08		Discussion	● 1/18	R	01:10p - 02:00p	Stevenson 1 (Math) 214	Staff	+

4a. Check the live enrollment numbers



The green circle indicates an open section. A yellow triangle ▲ 0/12 means that the enrollment capacity has been met and the waitlist is open. A blue square ■ 0/0 means that the class and the waitlist both are full.

4b. Click on the row for detailed information about the class, paying careful attention to the Requirement(s) and the Description for information on pre- and co-requisites.

Class Detail

MATH-1300-01 : Accelerated Single-Variable Calculus I
Class Number: 4902

Details

School:	College of Arts and Science	Term:	2016 Fall
Career:	Undergraduate	Session:	Regular Academic Session
Component:	Lecture	Session Dates:	8/24/16 - 12/8/16
Hours:	4.0	Requirement(s):	MATH 1300 anti-requisites
Grading Basis:	Student Option Grading Basis	Syllabus:	None
Associated:	Lecture	Books:	Book Information
Component(s):	Discussion		
Consent:	No Special Consent Required		

Availability

● **Open**

Class Capacity: 36
Total Enrolled: 0
Available Seats: 36
Wait List Capacity: 15
Total on Wait List: 0

Please note some seats may be reserved

Description

[Formerly MATH 155A] Functions, limits, differentiation of algebraic functions, integration, applications including extrema problems, areas, volumes, centroids, and work. Students who have earned credit for 1100 will earn only one credit for this course. Students who have earned credit for 1200 or 1201 will earn only two credits for this course. [4] (MNS)

Attributes

AXLE: Math and Natural Sciences

Meeting Times

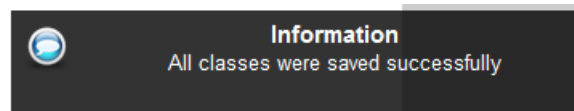
Days	Time	Location	Dates	Instructor(s)
MWF	08:10a - 09:00a	Stevenson 1 (Math) 308	8/24/16-12/8/16	Staff

Close
Add To Cart

4c. Select **Add To Cart** from the Class Detail, or click on the plus sign from the Class Search results to add the class to your cart.

Mathematics								
MATH 1300: Accelerated Single-Variable Calculus I								
01	4.0 hrs	Lecture	0/36	MWF	08:10a - 09:00a	Stevenson 1 (Math) 308	Staff	+
02		Discussion	0/18	T	10:05a - 10:55a	Stevenson 1 (Math) 320	Staff	+
03		Discussion	0/18	T	09:10a - 10:00a	Stevenson 1 (Math) 214	Staff	+
04	4.0 hrs	Lecture	1/36	MWF	09:10a - 10:00a	Stevenson 1 (Math) 308	Staff	+

5. A success message will appear at the bottom of the page once the class has been added to your cart. You can add up to 20 classes to your cart. **NOTE:** Placing a class in your cart does **NOT** affect your registration. You must enroll in the class from the cart (see below).



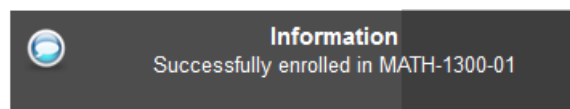
6. Click the In Cart box at the top of the page to see classes in your cart.

Class Cart								
CLAS 5180: From Late Antiquity to Islam								
01	3.0 hrs	Seminar	0/25	TBA	TBA		Staff	+ -
<small>Note: The combined enrollment capacity of CLAS 2180 and 5180 is 25. Although seats may appear open in a section, if the combined capacity has been reached, the course will close</small>								
MGRL 1200: Principles of Marketing								
01	3.0 hrs	Lecture	11/12	TR	02:35p - 03:50p	Wilson Hall 115	Leddin, Patrick	+ -
MATH 1300: Accelerated Single-Variable Calculus I								
01	4.0 hrs	Lecture	0/36	MWF	08:10a - 09:00a	Stevenson 1 (Math) 308	Staff	+ -
02		Discussion	0/18	T	10:05a - 10:55a	Stevenson 1 (Math) 320	Staff	↑

7. To register: For each class, choose either Enroll or Waitlist If Full from the drop-down menu on the course row.

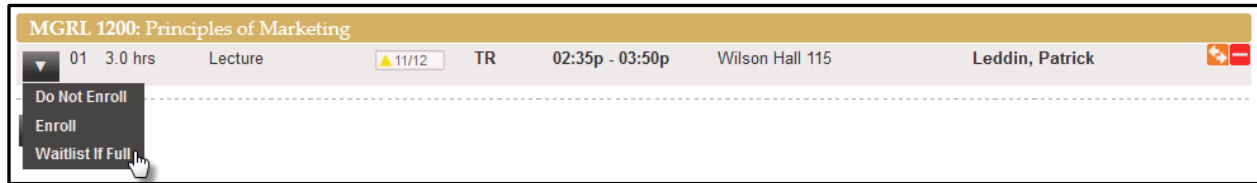
MATH 1300: Accelerated Single-Variable Calculus I								
01	4.0 hrs	Lecture	0/36	MWF	08:10a - 09:00a	Stevenson 1 (Math) 308	Staff	+ -
Do Not Enroll		Discussion	0/18	T	10:05a - 10:55a	Stevenson 1 (Math) 320	Staff	↑
Enroll								
Waitlist If Full								

8. Click **Submit**. A success message will appear at the bottom of the page.



Waitlist

If you would like to enroll in a course for which the enrollment capacity has been met, you must select **Waitlist If Full** to add yourself to the Waitlist.



MGRL 1200: Principles of Marketing

▼ 01 3.0 hrs Lecture ▲ 11/12 TR 02:35p - 03:50p Wilson Hall 115 Leddin, Patrick

Do Not Enroll
Enroll
Waitlist If Full

Warning

MGRL-1200-01: Class 4987 is Closed. Placed on Wait List because class is closed or remaining seats are reserved. (

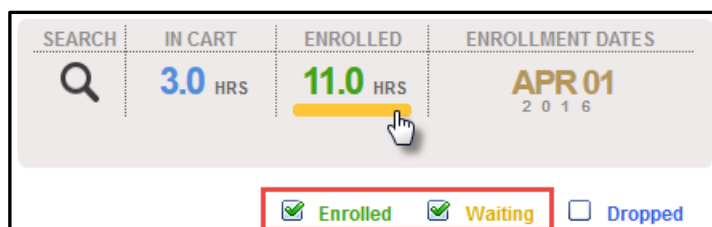
Drop-if-Enrolled



To avoid getting permanently stuck on the waitlist as seats become available, make sure to use the Drop-if-Enrolled feature. If you do not have a DROP class specified, you will not move off the waitlist if:

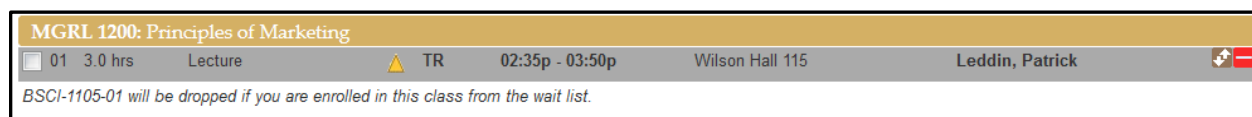
- Getting into the class would create a time conflict; use Drop-if-Enrolled to remove the class that overlaps with your waitlisted class.
- Getting into the class would put you over 18 hours; use Drop-if-Enrolled to bring your hours to 18 or fewer.
- You are enrolled in another primary section for the same course: You are enrolled in the 11 a.m. lecture and add yourself to the waitlist for the 9 a.m. lecture *of the same course*. You will not be enrolled into the 9 a.m. lecture unless you use Drop-if-Enrolled to specify dropping the 11 a.m. lecture.

Instructions For Using Drop-If-Enrolled:

1. Click on the **Enrolled** box at the top of the page. Make sure that both the Enrolled and Waiting boxes are selected.









2. Click on the .
3. The system will prompt you to select a course to drop if you get enrolled in the wait listed course. Select the course to drop by clicking on the , then click **Save**. A note will appear beneath the wait listed course to indicate which course will be dropped if you get enrolled.



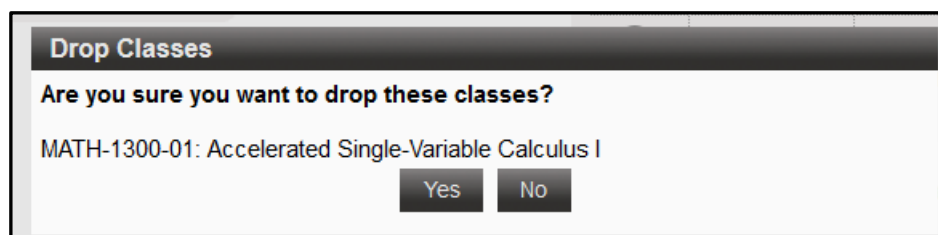
Again, this is a highly useful feature. If you are on the waitlist for any course, the drop-if-enrolled tool is the best way to ensure that you get the schedule that you want!

How to Drop a Class OR Swap a Class

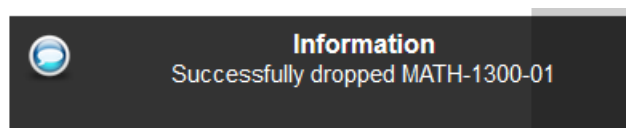
1. Click the **Enrolled** box at the top of the page to see the classes in which you are enrolled.

MATH 1300: Accelerated Single-Variable Calculus I									
<input checked="" type="checkbox"/>	01	4.0 hrs	Lecture	✓	MWF	08:10a - 09:00a	Stevenson 1 (Math) 308	Staff	 
	02		Discussion	✓	T	10:05a - 10:55a	Stevenson 1 (Math) 320	Staff	
BSCI 1105: Human Biology									
<input type="checkbox"/>	01	4.0 hrs	Lecture	✓	TR	11:00a - 12:15p	Biological Sciences (MRB III) V3278	Due-Goodwin, Denise	 
	02		Laboratory	✓	M	01:10p - 04:00p	Biological Sciences (MRB III) V3278	Due-Goodwin, Denise	


2. Select the class(es) that you wish to drop by clicking on the box on that class's row (highlighted in red above). Click **Drop** at the bottom of the page.
3. The system will prompt you to make sure that you want to drop the class. Click **Yes**.



4. A success message will appear to show that you officially have dropped the class.



****Alternatively, if you wish to make sure that you will be able to get into a different class before dropping a class in which you are enrolled (remember: registration is LIVE!), use the SWAP feature.****

1. From the Enrolled screen, click the .

Enrolled «
 Enrolled
 Waiting
 Dropped

MATH 1300: Accelerated Single-Variable Calculus I									
<input type="checkbox"/>	01	4.0 hrs	Lecture	✓	MWF	08:10a - 09:00a	Stevenson 1 (Math) 308	Staff	
	02		Discussion	✓	T	10:05a - 10:55a	Stevenson 1 (Math) 320	Staff	
BSCI 1105: Human Biology									
<input type="checkbox"/>	01	4.0 hrs	Lecture	✓	TR	11:00a - 12:15p	Biological Sciences (MRB III) V3278	Due-Goodwin, Denise	
	02		Laboratory	✓	M	01:10p - 04:00p	Biological Sciences (MRB III) V3278	Due-Goodwin, Denise	
MCPL 1200: Principles of Marketing									

2. The system will prompt you to select a class to swap. Select the course to swap by clicking on , then click **Swap**.

Select the classes to swap using the icon.

Class to Drop:

MATH 1300: Accelerated Single-Variable Calculus I								
	01	4.0 hrs	Lecture	✓	MWF	08:10a - 09:00a	Stevenson 1 (Math) 308	Staff
	02		Discussion	✓	T	10:05a - 10:55a	Stevenson 1 (Math) 320	Staff

Class to Enroll:
Select the class to enroll in from your Cart

Pick the class to Enroll in: »

ECON 1500: Economic Statistics									
	01	3.0 hrs	Lecture		MWF	08:10a - 09:00a	Wilson Hall 113	Staff	

- For further information about YES and its features, please see the YES User Guides: registrar.vanderbilt.edu/regISTRATION/yes-user-guides/.

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