



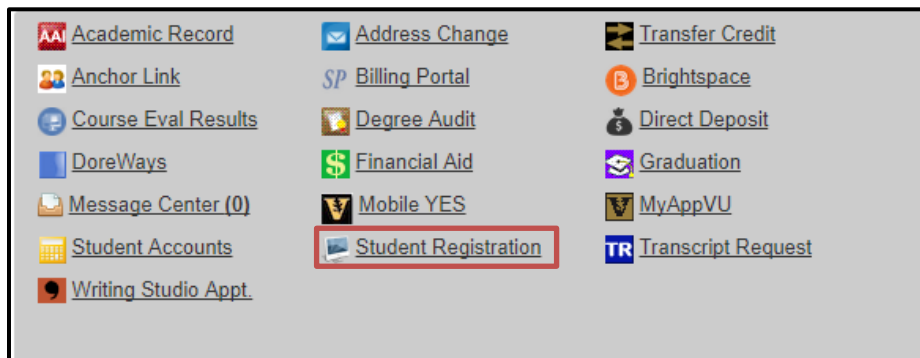
YES User Guide

Location of Learning

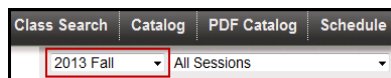
Students who enroll in experiential courses (service learning, internships, practica, etc.), online courses, or “mixed” courses (courses 50-79% online), may be prompted to enter their Location of Learning.

Adding a Class to the Cart

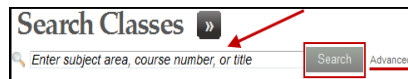
1. On the student landing page, click **Student Registration**.



2. Use the drop down menu to select the term.




3. Enter the subject area, course number, or title into the text box and click **Search**.
 - To search using additional criteria click **Advanced**.




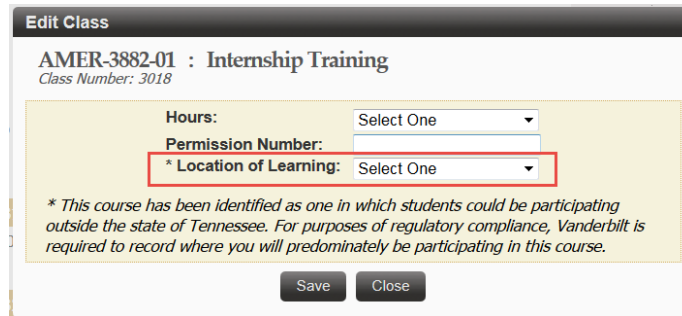
- Enter the class information below as needed and click **Search**.

4. Once you click Search, the class information will appear.
 - To view the class detail, click anywhere within the class information section.

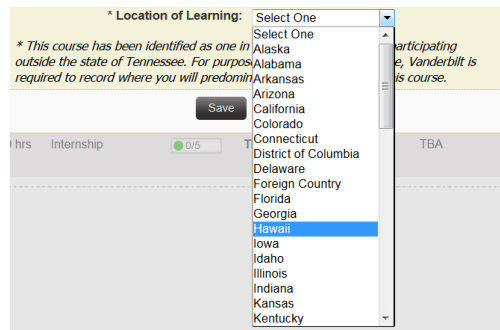
- To add the class to your cart, click the  icon or select **Add to Cart** from the Class Detail page.
- If successful, a confirmation message will appear on the bottom right corner.

Indicating the Location of Learning

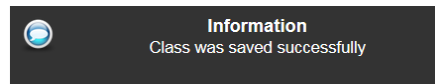
1. From the cart, click on the  icon.
2. The pop-up window that will appear includes a drop-down menu for the location of learning.



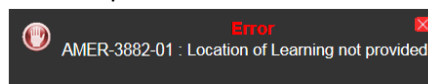
3. Select the state in which you will be located during the course of the semester (options include both Tennessee and Foreign Country).



4. Place a number 1 in the Permission Number box.
5. Click **Save**. If the class was saved successfully, a message will appear in the bottom, right-hand corner of the page.



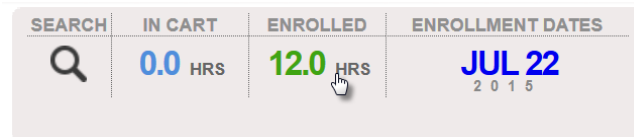
If you do not select a Location of Learning for a class in which the location is required, the following error message will appear when you attempt to enroll to the class from your cart:




Editing the Location of Learning after Enrollment

Students for whom an administrator has processed an enrollment to a course that requires Location of Learning will receive a message from the Office of the University Registrar, directing them to indicate the Location of Learning in YES.

6. Log in to the Student Registration application.
7. Click on the **Enrolled** section of the box at the top of the page.



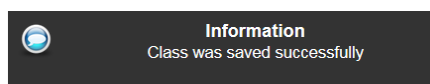
8. Click on the  icon of the class(es) for which location of learning is required.
9. The pop-up window that will appear includes a drop-down menu for the location of learning.

A screenshot of a pop-up window titled 'Edit Class' for 'AMER-3882-01 : Internship Training' (Class Number: 3018). It contains three dropdown menus: 'Hours: Select One', 'Permission Number: Select One', and '* Location of Learning: Select One' (which is highlighted with a red box). Below the dropdowns is a note: '* This course has been identified as one in which students could be participating outside the state of Tennessee. For purposes of regulatory compliance, Vanderbilt is required to record where you will predominately be participating in this course.' At the bottom are 'Save' and 'Close' buttons.

10. Select the state in which you will be located during the course of the semester (options include both Tennessee and Foreign Country).

A screenshot of the 'Location of Learning' dropdown menu. The menu is open, showing a list of states and 'Foreign Country'. 'Hawaii' is currently selected and highlighted in blue. The list includes: Alaska, Alabama, Arkansas, Arizona, California, Colorado, Connecticut, District of Columbia, Delaware, Foreign Country, Florida, Georgia, Hawaii, Iowa, Idaho, Illinois, Indiana, Kansas, and Kentucky.

11. Place a number 1 in the Permission Number box.
12. Click **Save**. If the class was saved successfully, a message will appear in the bottom, right-hand corner of the page.



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