



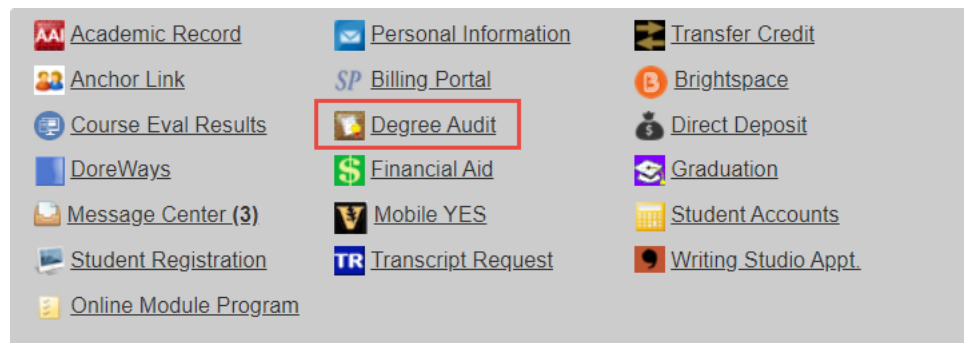
## YES User Guide

### *Degree Audit – Owen Graduate School of Management*

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.

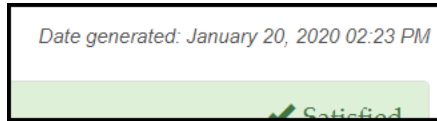
### Navigating the Degree Audit

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



3. The 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: “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 a student in the Owen Graduate School of Management with concentrations in Finance and Strategy and Emphases in Entrepreneurship and International Studies.

Requirement	Status
MBA Requirements	✓ Satisfied
Finance Concentration	✓ Satisfied
Strategy Concentration	✓ Satisfied
Entrepreneurship Emphasis	✗ Not Satisfied
International Studies Emphasis	✓ Satisfied

6. 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.

## Degree Audit Exceptions

Should an exception to the prescribed requirements be granted for an individual student, a degree audit exception can be posted to the degree audit.

In the screen shot below, the number of units required for the International Studies Emphasis has been changed from 8 to 4.

The screenshot shows a degree audit exception for 'International Studies Emphasis' which is marked as 'Satisfied'. The description states 'International Studies Emphasis (8 hours)'. The units section shows '4 required, 4 taken, 0 needed'. A red box highlights a note: 'Waive 4 hours International Studies emphasis. Study abroad satisfies. Minimum Units changed from 8.0 to 4.0'. Below this, there are fields for 'Maximum Units changed from to', 'Minimum courses changed from to', and 'Maximum courses changed from to'. A 'Created By:' field is also present. A 'Satisfying Courses' section is partially visible. At the bottom, there is a table header for 'Courses used to satisfy this requirement' with columns for Course, Title, Units Earned, Term, Grade, and Notes.

## 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.

The screenshot shows the 'Degree Audit' page with tabs for 'Undergraduate' and 'What-If'. A red box highlights the 'Refresh My Audits' button, which is next to a 'Print' button.

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.

The screenshot shows the 'Degree Audit' page with a light blue message box that says 'Your audit is being processed. Please wait or check back later.' Below the message, there is a 'Loading...' indicator and a 'Refresh My Audits' button next to a 'Print' button.

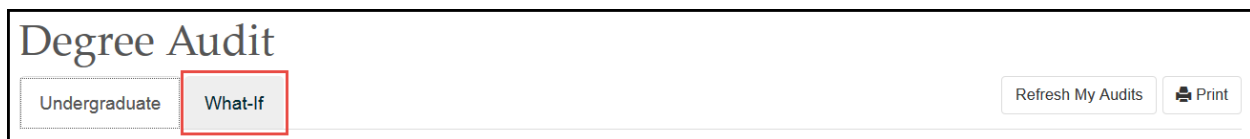
## What-If Audits

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: <https://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."

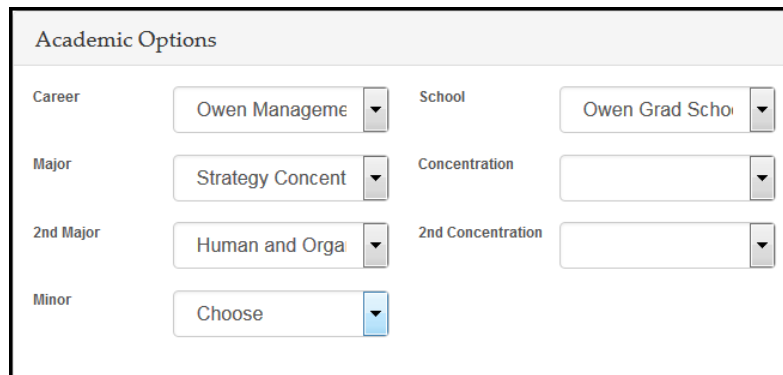
## Academic Options

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 Owen Graduate School of Management who has declared concentrations in Strategy and Human and Organizational Performance.



The 'Academic Options' pop-up box contains several dropdown menus:

Career	Owen Manageme	School	Owen Grad Scho
Major	Strategy Concent	Concentration	
2nd Major	Human and Orga	2nd Concentration	
Minor	Choose		

4. Click the drop-down menus under Academic Options to add or change a major, concentration, etc. The What-If audit below shows the options for a student in the Owen Graduate School of Management who would like to see how he or she has satisfied **1** a major in Brand Management, **2** a second major in Operations Management, and **3** a minor in Entrepreneurship.

## What-If Options

### Academic Options

Career	<input style="width: 90%;" type="text" value="Owen Managem"/>	School	<input style="width: 90%;" type="text" value="Owen Grad Scho"/>
Major	<span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">1</span> <input style="width: 90%;" type="text" value="Brand Managem"/>	Concentration	<input style="width: 90%;" type="text"/>
2nd Major	<span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">2</span> <input style="width: 90%;" type="text" value="Operations Mana"/>	2nd Concentration	<input style="width: 90%;" type="text"/>
Minor	<span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">3</span> <input style="width: 90%;" type="text" value="Entrepreneurship"/>		

5. Click .
6. 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. ✕

Owen Management
What-If
Print

23%

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.

**Degree Audit**

Owen Management    Law    **What-If**    Print

*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    What-If Options    *Date generated: June 03, 2015 04:13 PM*

Owen Management

MBA Requirements	✘ Not Satisfied
Brand Management, Specialization	✘ Not Satisfied
Entrepreneurship Emphasis	✘ 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: <https://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.

Course Options: only classes which have a term tag are selectable

Filter Courses     Select All

MGT 6331 - 2020 Fall     MGT 6342 - 2020 Summer     MGT 6411 - 2020 Spring

Financial Reporting II

3. Click Submit.

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

MGT 6411	Financial Reporting II	2	2020 Spring	
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