Adviser
YES User Guide

A guide to search students, the different options to view the search results, remove holds, and get an advising snapshot for advisers. Available through the YES suite of applications.
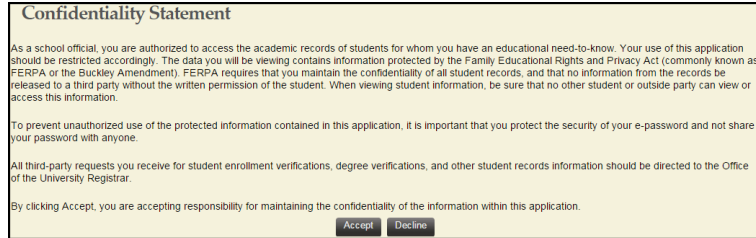
VANDERBILT
Office of the
University Registrar

Contents

Student Search

1. Log into YES (Your Enrollment Services) 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.

Accept   Decline

3. Quick Search: Search for the student using last name, first name.
   a. Additional search options become available by clicking on **Advanced.**
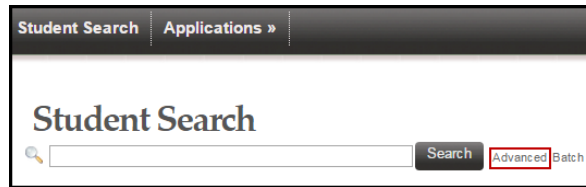
4. Advanced Search: Search for student(s) using any of the criteria listed below.
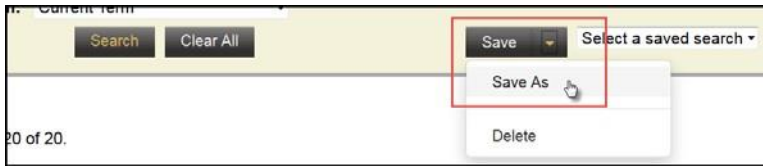
Save Search Parameters

If you tend to search for the same grouping(s) of students on a regular basis (e.g., current sophomores in the College of Arts and Science), you can save the search and return to it as needed.

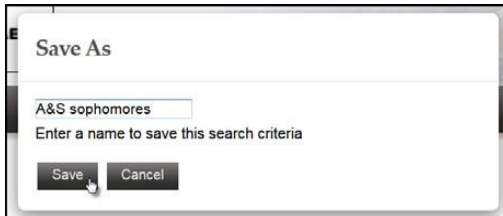1. Enter your search parameters and click **Search**.
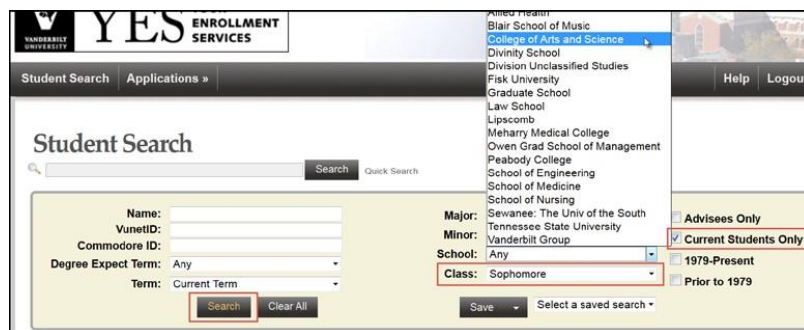
2. When the results are returned, click **Save**, then **Save As**.
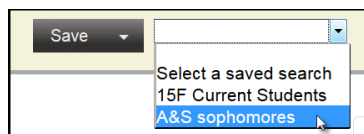

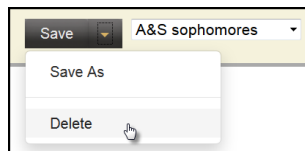3. Enter a name for the search and click **Save**.

Delete a Saved Search

1. Select the Saved Search from the drop-down menu.
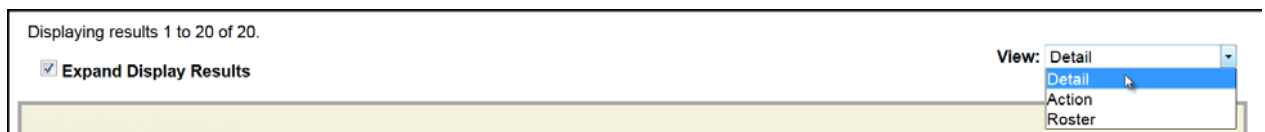

2. Click **Save**, then **Delete**.

Search Results – Detail View

The detail view includes basic bio-demographic/academic information such as Name, VUnetID, Date of Birth, Class, School, Major, and Degree Expect Term.
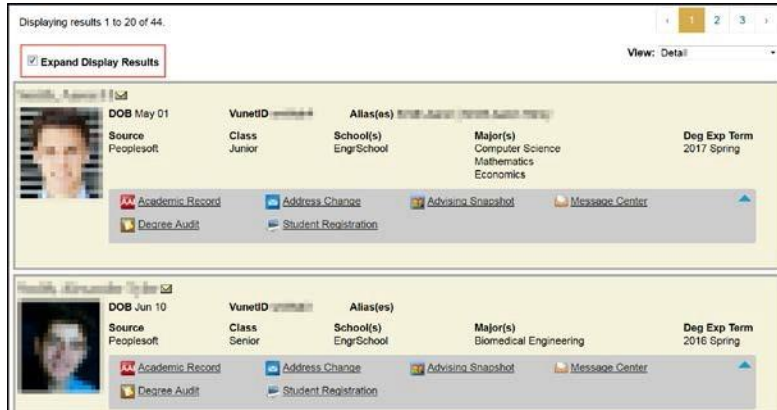
1. Select **Detail** from the View drop-down menu.

NOTE: Several applications are listed, but you will be able to access only the applications for which security access has been granted.

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You may need to click on the ▼ icon to view all applications, or check the Expand Display Results box to see all applications for all students in the search results.

Search Results – Action View

Action view allows you to take action in the Message Center on multiple students at the same time.

1. Select **Action** from the View drop-down menu.
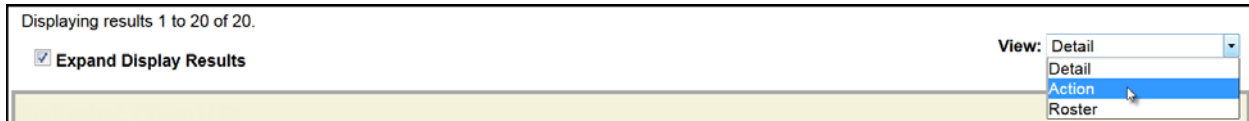
For more information on the Message Center, see the User Guide.

Search Results – Roster View

The Roster View provides quick-glance information about each student including phone number, email address, career, major, class, status (e.g., active, leave of absence). For graduate and professional students, prior institutions and degrees also are listed.

1. Select **Roster** from the View drop-down menu.
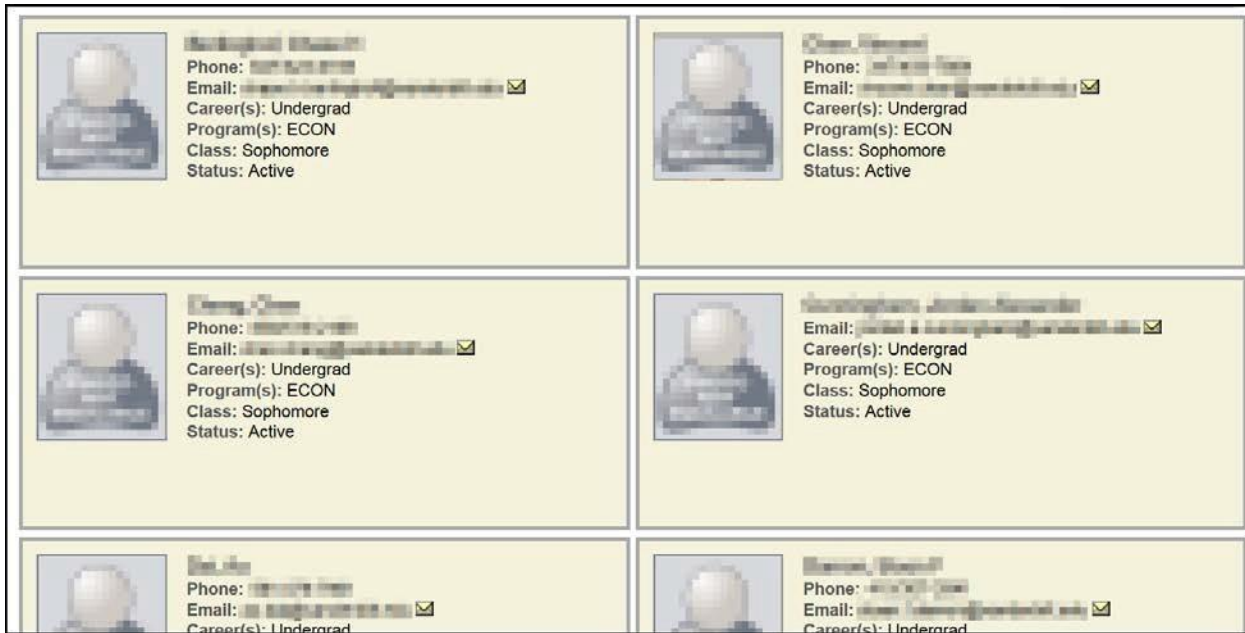
Roster View – Print View

1. Click on the **Print View** icon.
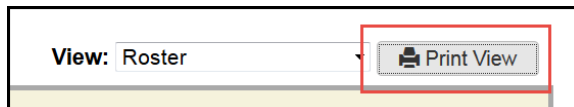
2. Follow the prompts for printing.

Adviser Holds

The Adviser Holds application allows you to take action on individual advisees or on multiple advisees at once.

1. Click on Applications and select **Adviser Holds** to remove a student's advising hold.
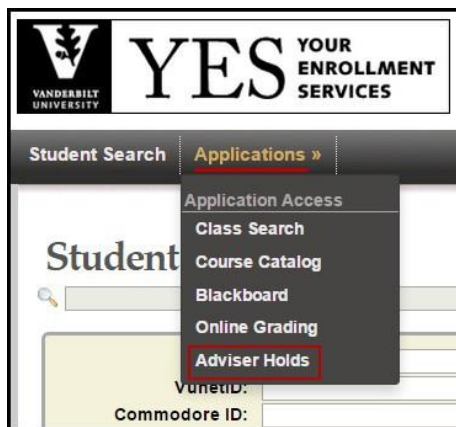
2. A list of all advisees will appear. Each student should have the following icon to the left of their name: Released hold or Active Hold .

3. In general, only the student's primary adviser can release adviser approval holds.

| | A&S | UNDE | Freshman | 02-28 | 2018 Spring |
| | A&S | ECON | Sophomore | 08-22 | 2017 Spring |

Removing Adviser Holds

1. Select the appropriate term by clicking the drop down box on the top left side.
2. To view only the students with holds, click on **Advisees With Holds**.

3. To release a hold for an individual student click on the student's name

4. The Advising Snapshot page will appear. Navigate to the Holds area and click on

Emailing Advisees

1. Select the appropriate term by clicking the drop down box on the top left side.
2. To view only the students with holds, click on **Advisees With Holds**.

3. To email an individual student, click on the student's name.
4. To email the entire group, click **Select All**. Students will get a blind copy and you will get a CC.

Advising Snapshot

1. Clicking on a student's name in the Advising Holds application will direct you to the Advising Snapshot page. You can also access the Advising Snapshot page from the Student Search results:

2. At the top of your screen, you will see the student's photo and additional bio-demographic detail.
3. The Advising Snapshot provides academic information that will assist with advisement.
    a. The Academic Summary - Displays academic information such as GPA, Major, Degree Expect Term, etc.
    b. Holds - Displays advising holds on a student's record and allows you to release an active Adviser Approval hold.
    c. AAI Academic Detail - Displays the student's enrollments, including grades and credit hours.

      d. Enrollment Activity - Displays what the student is registered for and what they have in their cart.

      e. Student Planner - Displays all the courses in the student's planner, as well as any tags the student may have added to courses within their planner.

4. If you navigated to the Advising Snapshot from the Adviser Holds application, click on the ✖ to go back to your advisee list.

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