YES User Guide: Catalog Search and Academic Planner

The YES Catalog is a full listing of all courses approved at Vanderbilt. Available year-round through the Student Registration application, the Catalog features search functionality similar to that within the YES Schedule. In addition, it contains an Academic Planner tool that allows students to organize preferred courses and plan out their academic career.
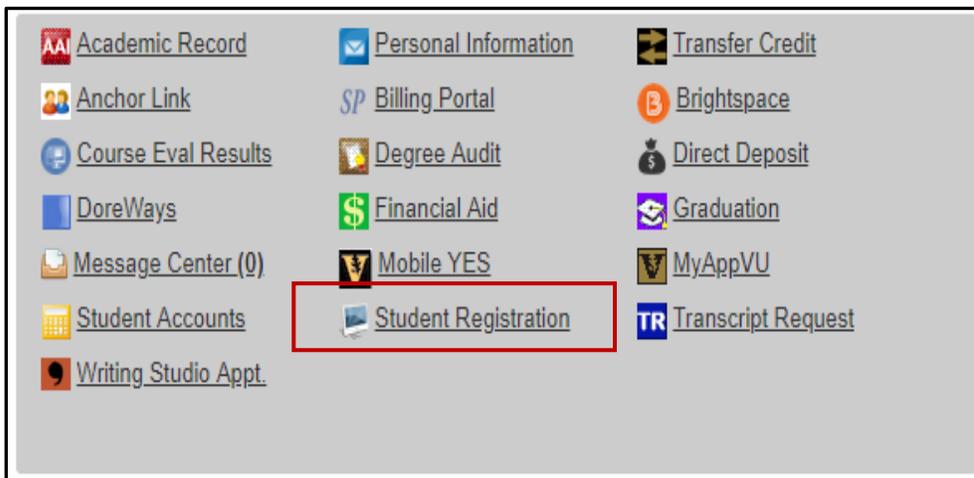
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YES Catalog Search

1. On the Student Landing page, click **Student Registration**.

2. From the menu at the top of the page, select **Catalog**.

3. Enter the Subject Area, Course Number, or Title into the Text Box and click **Search**.

4. Once you click **Search**, all courses that meet the search criteria will appear. New courses will appear with a blue flag around the number, indicating that the course is not yet available.

- To view the course detail, click anywhere within the course listing.

- To add a course to your Academic Planner, click the ➕ icon or select **Add** from the Course Detail page.

- If successful, a confirmation message will appear on the bottom right corner.

Academic Planner

1. From the Catalog search page, click on the **Planner** box in the top, right-hand corner.

2. The courses that you have added to your planner will appear in a list.

3. Click on the ⊖ icon to delete a course from your planner, or click on the 📘 icon to tag a course with various attributes.

- You can tag each course with built-in term tags . . .
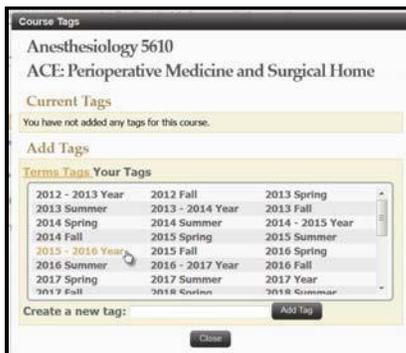
- . . . and/or create your own unique tags.

- **NOTE:** Tagging a course with a particular term does not mean that the course will actually be scheduled for that term.

- Once tags have been added, you can delete them by clicking on the ⊖ icon within the Course Tags window.
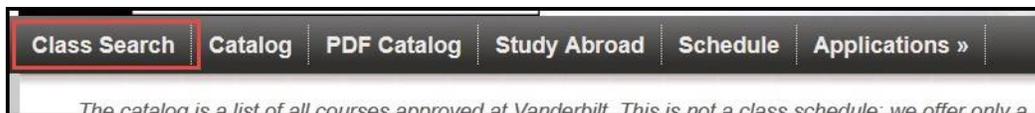

- Tags will appear in your planner list. You can also filter the list by tags.

Using the Planner with the Class Search

1. You can search for scheduled sections of courses in your planner using the Advanced Search in the Class Search. Select Class Search from the menu.

2. Select **Advanced Search**, then click on the Tags drop-down menu to choose your tag(s).

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