



## 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 Brightspace learning management system, among a host of other applications.*

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## Student Landing Page Overview

1. Log in to [yes.vanderbilt.edu](http://yes.vanderbilt.edu). Sign in using your VUNetID and e-password.
2. The Student Landing Page will appear.

**Student Landing**

You have 1 announcement, [click here to view.](#) **1**

**Vanderbilt, Cornelius** **2**

**Release of Academic Information**  
Click to show Buckley message  
Email: [cornelius.vanderbilt@vanderbilt.edu](mailto:cornelius.vanderbilt@vanderbilt.edu)  
Commodore ID: 000

**Undergraduate Career**  
Adviser(s): Dan Fang  
Degree  
School: College of Arts and Science  
Classification: Freshman  
Degree Expect Term: 2019 Spring

**Enrollment Dates** **3**

**2015 Fall - Undergraduate** *Module 1*  
Jul 22, 2015 12:00 AM to Sep 02, 2015 11:59 PM \*  
\* Open Enrollment

**2015 Fall - Undergraduate** *Module 2*  
Jul 22, 2015 12:00 AM to Sep 02, 2015 11:59 PM \*  
\* Open Enrollment

**2015 Fall - Undergraduate** *Module 3*  
Jul 22, 2015 12:00 AM to Sep 02, 2015 11:59 PM \*  
\* Open Enrollment

**2016 Summer - Undergraduate**  
Mar 28, 2016 12:00 AM to Jun 09, 2016 11:59 PM \*

**Holds** **4**  
No Holds

**Student Schedule** **5**

**2016 Summer**  
May Period 05/09/2016 - 06/03/2016  
*Undergraduate*

ASIA-1680-01 Inside China  
TBA TBA TBA

**2016 Fall**  
Regular Academic Session 08/24/2016 - 12/08/2016

AA Academic Record    Personal Information    Transfer Credit  
Anchor Link    Billing Portal    Brightspace  
Course Eval Results    Degree Audit    Direct Deposit  
DoreWays    Financial Aid    Graduation  
Message Center (0)    Mobile YES    MyAppVU  
Student Accounts    Student Registration    Transcript Request  
Writing Studio Appt.

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<br>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** >>

Quick

Status:  Open  Wait Listed  Closed  Only Search New Classes

Title:  Subject Area:  Career:

Catalog Number:  School:  Component:

Instructor:  Instruction Mode:  Tags:

Class Meets:  Class Attributes:

Mon  Tue  Wed  Thu  Fri  Sat  Sun

Between Times:

Class Number:  Credit Hours:

Search Cancel

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.)

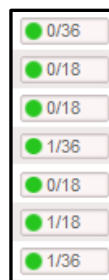
When your search results are returned--

**Mathematics**

**MATH 1300: Accelerated Single-Variable Calculus I**

|    |         |            |                            |     |                 |                        |                 |                                  |
|----|---------|------------|----------------------------|-----|-----------------|------------------------|-----------------|----------------------------------|
| 01 | 4.0 hrs | Lecture    | <input type="radio"/> 0/36 | MWF | 08:10a - 09:00a | Stevenson 1 (Math) 308 | Staff           | <input type="button" value="+"/> |
| 02 |         | Discussion | <input type="radio"/> 0/18 | T   | 10:05a - 10:55a | Stevenson 1 (Math) 320 | Staff           | <input type="button" value="+"/> |
| 03 |         | Discussion | <input type="radio"/> 0/18 | T   | 09:10a - 10:00a | Stevenson 1 (Math) 214 | Staff           | <input type="button" value="+"/> |
| 04 | 4.0 hrs | Lecture    | <input type="radio"/> 1/36 | MWF | 09:10a - 10:00a | Stevenson 1 (Math) 308 | Staff           | <input type="button" value="+"/> |
| 05 |         | Discussion | <input type="radio"/> 0/18 | T   | 10:05a - 10:55a | Stevenson 1 (Math) 214 | Staff           | <input type="button" value="+"/> |
| 06 |         | Discussion | <input type="radio"/> 1/18 | T   | 11:10a - 12:00p | Stevenson 1 (Math) 214 | Staff           | <input type="button" value="+"/> |
| 07 | 4.0 hrs | Lecture    | <input type="radio"/> 1/36 | MWF | 10:10a - 11:00a | Stevenson 1 (Math) 206 | Rafter, Lori H. | <input type="button" value="+"/> |
| 08 |         | Discussion | <input type="radio"/> 1/18 | R   | 01:10p - 02:00p | Stevenson 1 (Math) 214 | Staff           | <input type="button" value="+"/> |

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:          | <a href="#">Book Information</a> |
| 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

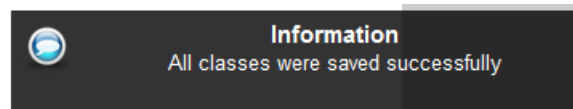
**Meeting Times**

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

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.

| <b>Mathematics</b>                                       |         |            |   |     |                 |                        |       |   |
|--|---------|------------|---|-----|-----------------|------------------------|-------|---|
| <b>MATH 1300: Accelerated Single-Variable Calculus I</b> |         |            |   |     |                 |                        |       |   |
| 01   | 4.0 hrs | Lecture    | <span style="color: green;">●</span> 0/36 | MWF | 08:10a - 09:00a | Stevenson 1 (Math) 308 | Staff | <span style="border: 1px solid red; padding: 2px;">+</span> |
| 02   |         | Discussion | <span style="color: green;">●</span> 0/18 | T   | 10:05a - 10:55a | Stevenson 1 (Math) 320 | Staff | +   |
| 03   |         | Discussion | <span style="color: green;">●</span> 0/18 | T   | 09:10a - 10:00a | Stevenson 1 (Math) 214 | Staff | +   |
| 04   | 4.0 hrs | Lecture    | <span style="color: green;">●</span> 1/36 | MWF | 09:10a - 10:00a | Stevenson 1 (Math) 308 | Staff | +   |

4. 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).



5. 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 | 0/0 | TBA | TBA | Staff | + - |
|------|---------|---------|-----|-----|-----|-------|-----|

**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

**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 | ↑   |

6. 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 |         |            |      |     |                 |                        |       |     |

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

**Information**  
Successfully enrolled in MATH-1300-01

## 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. (

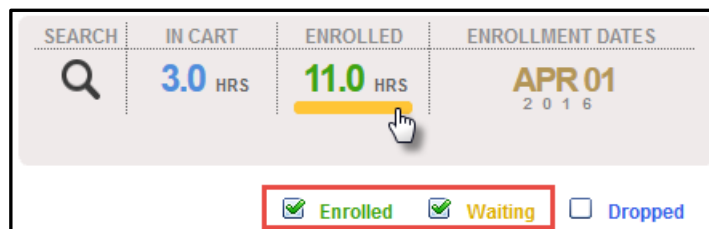
## Drop-if-Enrolled



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:

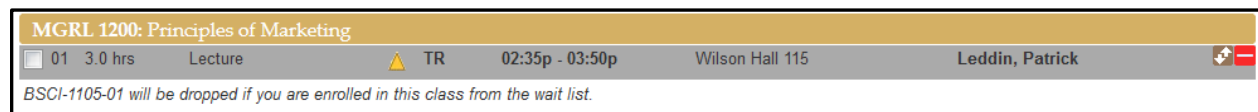
- Getting into the class would create a time conflict; use Drop-if-Enrolled to remove the class that overlaps with your waitlisted class.
- Getting into the class would put you over 18 hours; use Drop-if-Enrolled to bring your hours to 18 or fewer.
- You are enrolled in another primary section for the 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)<br>V3278 | Due-Goodwin, Denise |  |
|   | 02 |         | Laboratory | ✓ | M   | 01:10p - 04:00p | Biological Sciences (MRB III)<br>V3278 | Due-Goodwin, Denise |  |

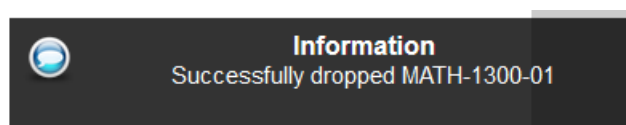
2. Select the class(es) that you wish to drop by clicking on the box on that class's row (highlighted in red above). Click **Drop** at the bottom of the page.
3. The system will prompt you to make sure that you want to drop the class. Click **Yes**.

**Drop Classes**


**Are you sure you want to drop these classes?**

MATH-1300-01: Accelerated Single-Variable Calculus I

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)<br>V3278 | Due-Goodwin, Denise |  |  |
|                          | 02 |         | Laboratory | ✔ | M  | 01:10p - 04:00p | Biological Sciences (MRB III)<br>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 |  | 31/60 | 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/](http://registrar.vanderbilt.edu/regISTRATION/yes-user-guides/).

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