HOW TO REGISTER on YES (Your Enrollment Services)

Log in to YES (Your Enrollment Services) either on the VU home page under quick links or on the VUSN home page under Current Students, Resources with Restricted Access, YES. The landing page will provide you with links to all academic applications, including the new student registration.

General Navigation

-        To navigate to the applications, use the icons below your student photo or the applications tab in your navigation bar at the top of the screen. The navigation bar is the same throughout many of your academic applications. Select the student registration link from your navigation bar or the available icons.
-        The registration application uses carousel navigation within the class search, catalog search and schedule. Within the class search carousel, you can view your cart and your enrolled classes by selecting the arrows next to the quick search or by using the links to the top right of your screen.

Quick Class Search

-        The search engine allows users to search classes available in a specific term based on Subject Area (NURS), Subject Code (400), and Class Title (i.e., Foundations of Professional Nursing)
-        "Search as you type" technology returns results after 3 characters have been typed and refines results as additional characters are entered.
-        Results will be returned with class section number, enrollment numbers, credit hours, meeting pattern and times, meeting locations (if known) and instructor(s) displayed. If the meeting times are TBA, a note will direct the student to see the block schedule for his/her specialty on the VUSN website.

Detailed Class Enrollment Information

-        You can place courses into your cart as soon as the school's schedule is posted   for your career. To enroll in all of the classes you have put into your cart, press the "select all" button at the bottom of the cart. To select a few at a time, use the checkboxes to the left of the cart to choose the classes and then click the "enroll" button at the bottom of the list of classes.
-        Three indicators will be used to show a particular class status. The green circle means the class is open for enrollment, the blue square refers to a closed class, and the orange triangle indicates that the class is in wait-list status. If the student attempts to enroll in a class that is CLOSED (blue square), contact either Paddy Peerman, Director of Enrollment Management, at paddy.peerman@vanderbilt.edu or Pat Seitz, Assistant Registrar, at pat.seitz@vanderbilt.edu to be registered for the course.
-        Confirmation of enrollment will be found in messages that appear at the bottom of the screen after the "enroll" button has been selected. They will either say that you have success-fully enrolled in the class or that you were not enrolled. If you were not enrolled, the error message will tell you why. If you receive an error message, you will have to click on the message to make it disappear. Success messages will disappear after five seconds.

Enrolled Classes

-        The enrolled classes page will show all of a student's enrollments for each term.

Dropping a Class

- To drop a class, you must be within an **open enrollment period**. If you are not, you will have to contact your school registrar, Paddy Peerman, or Pat Seitz to be dropped. To drop a class, simply click the red minus sign next to the class you wish to drop. The system will ask "are you sure you want to drop this class?" Choose "yes" or "no." Once the system has dropped you from the class, it will no longer show in your enrolled classes list. To see the dropped class, select the dropped filter checkbox at the upper right of your screen, and the dropped class will appear on this list.

Grading Basis

- If you wish to take a course P/NP (Pass/No Pass), you must contact Paddy Peerman or Pat Seitz to register the class for you.

Enrolling in a Variable Credit Class

- To edit the hours of a variable credit class, use the same blue notebook icon to   the right of the class. Use the hours dropdown to select the number of hours.

Viewing Your Schedule

- To view your schedule, select "schedule" in your navigation bar.

Catalog Search

- The catalog search is a digitized and searchable copy of the black book with some additional information. This will show the type of component (lecture, lab, etc.) that are required for each course.