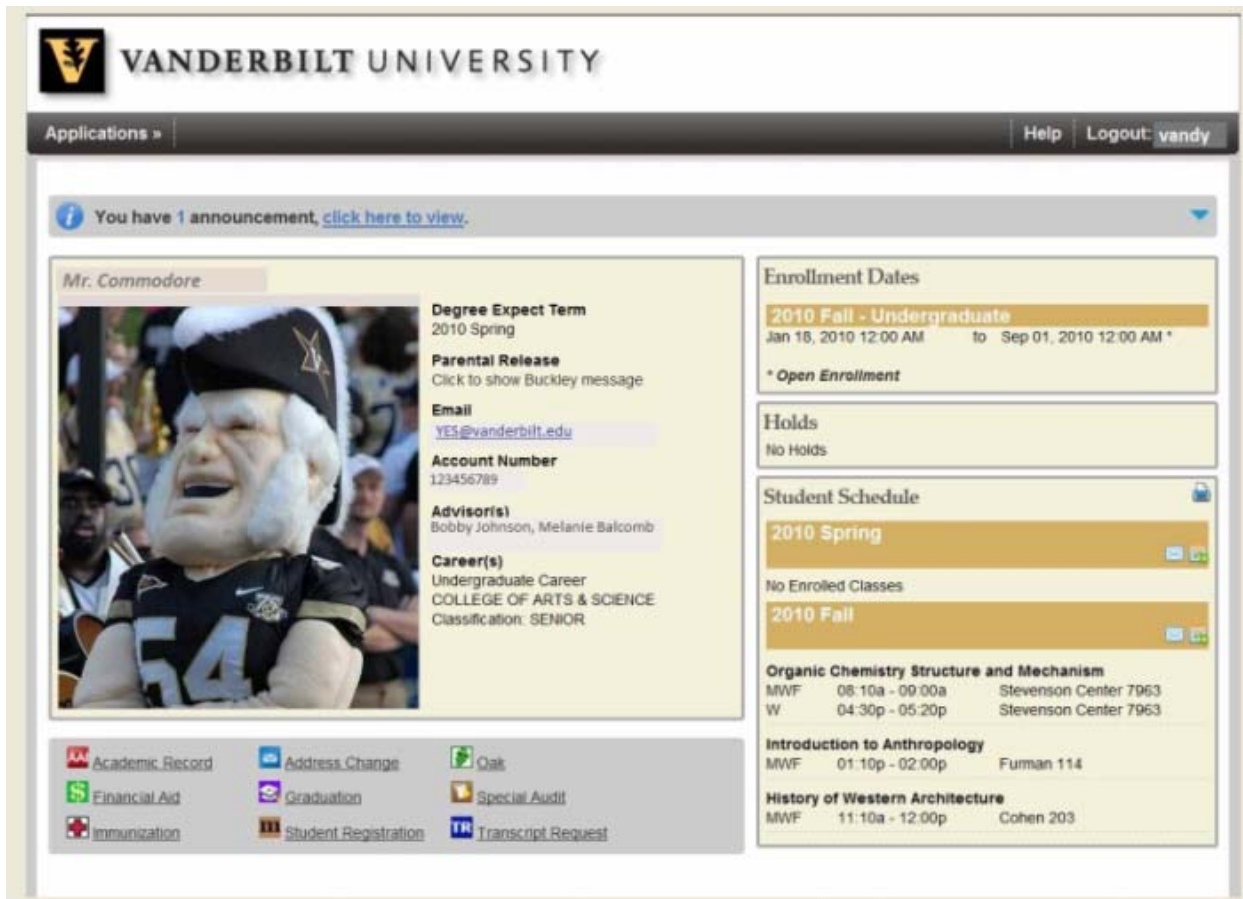


YES – YOUR ENROLLMENT SERVICES

To Log in to YES (Your Enrollment Services) go to the VUSN home page and choose YES from the Quick Links or simply navigate to <http://yes.vanderbilt.edu> and log in with your VUNET ID and e-password. This takes you to your **landing page**, which provides you with links to all academic applications, including student registration and the live catalog.

Student Landing Page

To navigate to the various applications, use the icons below your student photo (available after you've had your photo taken for student ID) 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.



The screenshot shows the YES (Your Enrollment Services) Student Landing Page for a student named Mr. Commodore. The page features a navigation bar at the top with "Applications" and "Logout: vandy". A notification bar indicates "You have 1 announcement, click here to view." The main content area is divided into several sections:

- Student Profile:** Includes a photo of Mr. Commodore, a "Degree Expect Term" of 2010 Spring, a "Parental Release" link, an "Email" address of YES@vanderbilt.edu, an "Account Number" of 123456789, "Advisor(s)" Bobby Johnson and Melanie Balcomb, and "Career(s)" Undergraduate Career, COLLEGE OF ARTS & SCIENCE, and Classification: SENIOR.
- Enrollment Dates:** Shows "2010 Fall - Undergraduate" from Jan 18, 2010 12:00 AM to Sep 01, 2010 12:00 AM, with a note for "* Open Enrollment".
- Holds:** Indicates "No Holds".
- Student Schedule:** Shows "2010 Spring" and "2010 Fall" with "No Enrolled Classes".
- Class Schedule:** Lists classes such as "Organic Chemistry Structure and Mechanism" (MWF 08:10a - 09:00a, Stevenson Center 7963), "Introduction to Anthropology" (MWF 01:10p - 02:00p, Fuman 114), and "History of Western Architecture" (MWF 11:10a - 12:00p, Cohen 203).
- Navigation Icons:** A row of icons for "Academic Record", "Address Change", "Oak", "Financial Aid", "Graduation", "Special Audit", "Immunization", "Student Registration", and "Transcript Request".

Quick Class Search

- ✓ Choose "Class Search" from the Applications tab in the navigation bar.





- ✓ The search engine allows users to search classes available in a specific term based on subject area (NURS), course number (400), or class title (i.e., Foundations of Professional Nursing).
- ✓ 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 elaborate on details.

Catalog Search and Academic Planner

VUSN requires all students to complete an Academic Planner in YES in order to accurately predict class enrollments for a given semester. All new students should expect an **adviser approval hold** to be placed on his/her registration prior to the spring 2012 registration period. Each student must complete the planner projecting in which term s/he will take each course for the entire duration of studies at VUSN. After review of the planner, the hold can then be removed by the faculty adviser listed first and the student can then register for spring term when registration opens in November. Curriculum plans can be found in the Student Handbook online at <http://www.nursing.vanderbilt.edu/current/current.html>.

A helpful tutorial is also online at <http://www.registrar.vanderbilt.edu/registrar/yesvideo.htm>. Choose the link “Planner and Tags.”

To add courses to your planner:

- ✓ Choose “Course Catalog” from the Applications tab in the navigation bar.
- ✓ The catalog search is a digitized and searchable copy of the black book with some additional, and potentially more up-to-date, information. This will show the component (lecture, lab, etc.) associated with each course.
- ✓ To find a complete list of NURS courses, type “nursing” into the search.
- ✓ Click on the blue plus sign  to add a course to your planner.
- ✓ After searching for and adding all courses to your planner, use the arrows  to the right of “Search Catalog” to go to your planner.
- ✓ Use the blue “tag” icon  to **tag** your courses for the term in which you intend to enroll in it. You can also remove a tag by clicking on this icon as well.
- ✓ To remove a course from your planner, click on the red “minus” icon  next to that course in your planner listing.

How to Get YES Help

The YES Help Line is available weekdays during regular business hours at 615-343-4306. You may also email yes@vanderbilt.edu.