

YES: A Primer

1. Log in to yes.vanderbilt.edu. Sign in using your VUNet ID and e-password.
2. The student landing page will appear.

The screenshot displays the YES student landing page. At the top, a notification bar states "You have 1 announcement, click here to view." Below this is a large summary box on the left containing a placeholder for the student's name and picture, and a list of personal and academic details: Degree Expect Term (2011 Spring), Parental Release (with a link to show Buckley message), Email, Commodore ID (000111222), Adviser(s) (David Carlton), and Career(s) (Undergraduate Career, COLLEGE OF ARTS & SCIENCE, Classification: SENIOR). To the right of the summary box are three smaller boxes: "Enrollment Dates" for 2010 Fall - Undergraduate, listing dates from Mar 05 to Aug 31, 2010; "Holds" showing "No Holds"; and "Student Schedule" for 2010 Fall showing "No Enrolled Classes". At the bottom, a menu of services includes Academic Record, Address Change, Oak, Financial Aid, Graduation, Immunization, Ethnicity Survey, Student Registration, Transcript Request, and Degree Audit - Undergraduate.

3. Please note the top of the page, where any announcements will appear.
4. The student summary box lists your expected date of graduation (Degree Expect Term), parental release information, and adviser(s). Your Commodore ID also is listed here.
5. The box at the top, right-hand side of the screen lists your Enrollment Dates.

****Pay careful attention to these dates, as these are the only times that you will be able to enroll in courses.****

6. The Holds box will list any active holds on your registration account. These can include the Adviser Approval Hold, your school's Registrar's Hold, Student Accounts Hold, and Immunization Hold. Any active hold will prevent you from registering via YES.

****You MUST contact your adviser and have your Adviser Approval Hold lifted before you can enroll in classes.****

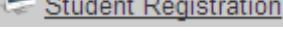
7. Courses in which you are enrolled will appear in the Student Schedule box. Note that you can send an email with your class schedule, download the schedule to your electronic calendar(s), or print your schedule by clicking on the appropriate icons in this box.

8. Any applications to which you have access will appear beneath the summary box. These include:

- the registration program;
- AAI (Access to Academic Information): a quick view of your academic record. Final grades appear on AAI at the end of each term;
- the online degree audit: shows your progress toward completion of degree requirements.

How to Enroll in a Class

NOTE: You may add courses to your cart as soon as you activate your VUNet ID and e-password. However, you may register only during your enrollment dates, and you will not be able to enroll in courses until your adviser lifts the Adviser Approval Hold.

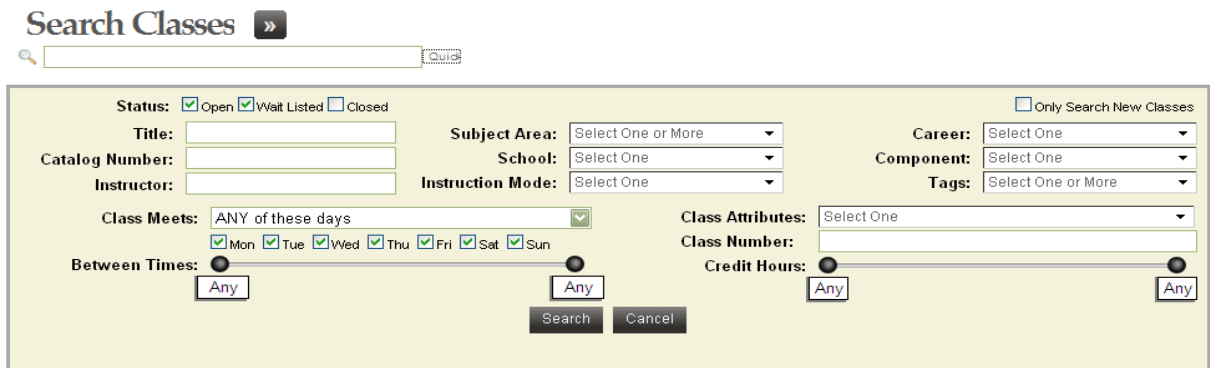
1. From the Student Landing page, click on the Student Registration icon: 
2. Note the box to the top, right-hand side of the registration screen. This provides at-a-glance information about the number of hours in your cart and the number of hours in which you are enrolled, as well as the date of your next available enrollment window (appointment). Click on any of the sections for details.



3. Enter the course for which you wish to search in the Quick Search field.



Alternately, you can use the Advanced Search by clicking on Advanced (highlighted by the red box in the picture above).

An advanced search form titled 'Search Classes' with a right-pointing arrow. It features a search input field with a 'Quick' button. The form includes several sections: 'Status' with checkboxes for 'Open', 'Wait Listed', and 'Closed'; 'Subject Area', 'School', and 'Instruction Mode' dropdown menus; 'Career', 'Component', and 'Tags' dropdown menus; 'Class Meets' with a dropdown for 'ANY of these days' and checkboxes for days of the week; 'Between Times' with a range slider and 'Any' buttons; 'Class Attributes' dropdown menu; 'Class Number' and 'Credit Hours' input fields; and 'Search' and 'Cancel' buttons at the bottom.

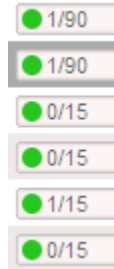
The Advanced Search allows you to search for classes by any number of parameters. Students majoring in interdisciplinary programs should find the Class Attributes search helpful. You can select courses that can count toward your major but are not offered under the subject area rubric of your major. (For example, a student majoring in European Studies can search for courses that count toward her major by selecting "Eligible for European Studies" from the Class Attributes menu.)

4. When your search results are returned--

Mathematics

MATH 140: Survey of Calculus							
01	4.0 hrs	Lecture	1/90	MWF	01:10p - 02:00p	Stevenson Center 4309	Hutchison, Linda G.
02	4.0 hrs	Lecture	1/90	MWF	08:10a - 09:00a	Stevenson Center 5211	Hutchison, Linda G.
03		Discussion	0/15	T	08:35a - 09:25a	Stevenson Center 1310	Hutchison, Linda G.
04		Discussion	0/15	T	11:10a - 12:00p	Stevenson Center 1312	Hutchison, Linda G.
05		Discussion	1/15	T	01:10p - 02:00p	Stevenson Center 1210	Hutchison, Linda G.
06		Discussion	0/15	T	02:10p - 03:00p	Stevenson Center 1214	Hutchison, Linda G.

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 wait list is open. A blue square (0/0) means that the class and the wait list both are full.

4b. Click on the row for detailed information about the class, paying careful attention to the "Requirements" section for information on pre- and co-requisites

Class Detail

MATH-140-01 : Survey of Calculus
Class Number: 9324

<p>Details</p> <p>School: College of Arts and Science Career: Undergraduate Component: Lecture Hours: 4.0 Grading Basis: Student Option Grading Basis Associated: Lecture Component(s): Discussion Consent: No Special Consent Required</p>	<p>Availability</p> <p> Open</p> <p>Class Capacity: 30 Total Enrolled: 9 Available Seats: 21 Wait List Capacity: 0 Total on Wait List: 0</p> <p><i>Please note some seats may be reserved</i></p>
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Description

A basic course in the rudiments of analytic geometry and differential and integral calculus with emphasis on applications. Designed for students who do not plan further study in calculus. Students who have earned credit for 150a or 155a will earn only one credit for this course. Students who have earned credit for 150b will earn only three credits for this course. [4] (MNS)

Meeting Times

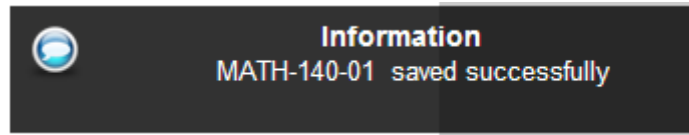
Days	Time	Location	Dates	Instructor(s)
MTWRF	08:10a - 10:30a	TBA	6/3/14-7/3/14	Pigg, Pamela K. (Primary)

4c. Select Add To Cart from the Class Detail, or click on the plus sign to add the class to your cart.

Mathematics

MATH 140: Survey of Calculus							
01	4.0 hrs	Lecture	● 1/90	MWF	01:10p - 02:00p	Stevenson Center 4309	Hutchison, Linda G. 
02	4.0 hrs	Lecture	● 1/90	MWF	08:10a - 09:00a	Stevenson Center 5211	Hutchison, Linda G. 

5. A success message will appear at the bottom of the page once the course has been added to your cart. You can add up to 20 courses to your cart. **NOTE:** Placing a course in your cart does **NOT** affect your registration. You must enroll in the course from the cart (see below).



6. Click the In Cart box at the top of the page to see your cart courses.

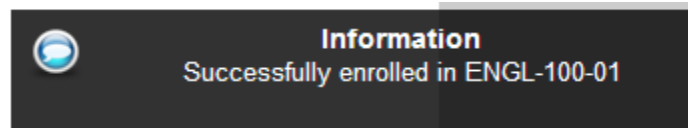
MHS 290: Special Topics - Comparative Health US France							May Period		
▼	01	1.0-3.0 hrs	Selected/Special Topics	● 0/25	MTWRF	10:10a - 03:00p	TBA	Dieu-Porter	  
Note: Combination CAMPUS and ON LOCATION IN FRANCE. Additional fees apply. Counts towards French major/minor requirements in "Intersections". May 5-8 will be on campus, 10 am -Noon and 1pm-3pm.									
MATH 140: Survey of Calculus							First Half Session		
▼	01	4.0 hrs	Lecture	● 9/30	MTWRF	08:10a - 10:30a	TBA	Pigg	  
	02		Discussion	● 9/30	TBA	TBA		Staff	

7. To register, for each course, choose either "Enroll" or "Waitlist If Full" from the drop-down menu on the course row.

MATH 140: Survey of Calculus								
▼	01	4.0 hrs	Lecture	● 9/30	MTWRF	08:10a - 10:30a	TBA	Pigg
			Discussion	● 9/30	TBA	TBA		Staff

Do Not Enroll
Enroll
Waitlist If Full

8. Click Submit. A success message will appear at the bottom of the page. You can enroll in up to 18 hours for the semester.



Wait List


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 Wait List.



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're enrolled in another primary section for the same course: You waitlisted the 11 a.m. lecture and enroll in the 9 a.m. lecture *of the same course*. You will not be enrolled into the 11 a.m. lecture unless you use Drop-if-Enrolled to specify dropping the 9 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. You will see all courses for which you have taken some enrollment action.
3. Click on the brown button with the up-and-down arrows. 
4. 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 brown button with the up-and-down arrows, then click save. A note will appear beneath the wait listed course to indicate which course will be dropped if you get enrolled.

ENGL 102W: Literature and Analytical Thinking							
02	3.0 hrs	Lecture	✓	MWF	08:10a - 09:00a	Calhoun Hall 104	Staff 
AADS 115F: First-Year Writing Seminar - FYS:Jezebel Mammy							
03	3.0 hrs	Freshman Seminars	▲	MWF	09:05a - 09:55a	Stambaugh House 107	Curwood, Anastasia C. 
Note: Works of American women writers of various historical, regional, racial, and ethnic backgrounds. We will examine the connections between women's lives and the authors' representations of the female experience. We will discuss what it means to read and write as a woman and how the intersections of gender, race, class, sexuality, and culture inform the stories women tell. FALL. [3] Dicker. (HCA)							
ENGL-102W-02 will be dropped if you are enrolled in this class from the wait list.							

Again, this is a highly useful feature. Please utilize it. If you are on the Wait List 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 your cart courses.

ENGL 100: Composition

<input checked="" type="checkbox"/>	01	3.0 hrs	Lecture	● 2/12	W	01:10p - 04:00p	Wyatt Center 201	Ford, Donna Y.	
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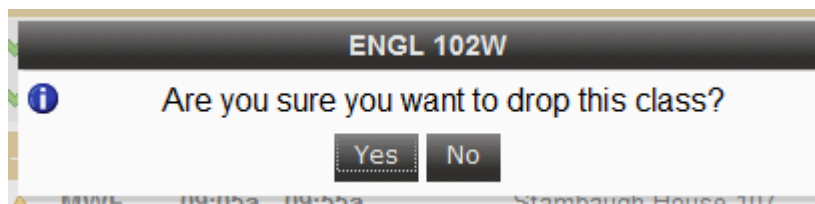
MUSP 186L: Piano (Musical Arts Freshmen/Sophomores; Performance Minors; 2nd Majors) - Piano (60 Min)

<input type="checkbox"/>	03	2.0 hrs	Performance	● 0/20	TBA	12:00a - 12:00a	Blair 2180	Dorfman, Amy R.	
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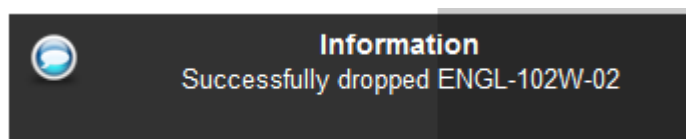
Note: \$1,370.00 music fee (60 minute private lesson) is charged to Non-Bachelor of Music students. Fee is non-refundable after the first week of classes. Minors and 2nd Majors in music receive 50% discount.

Select All Enroll Remove

2. Select the course(s) that you wish to drop by clicking on the box on that course'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.



4. A success message will appear to show that you officially have dropped the class.



Alternately, 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 orange button with the left-and-right arrows.


Enrolled

Enrolled Waiting Dropped

ECON 150: Economic Statistics									
01	3.0 hrs	Lecture	✓	MW	09:10a - 10:00a	Wilson Hall 126	Getz, Malcolm		
16		Laboratory	✓	F	01:10p - 02:00p	Wilson Hall 120	Getz, Malcolm		
AADS 115F: First-Year Writing Seminar - FYS:Jezebel Mammy									
03	3.0 hrs	Freshman Seminars	▲	MWF	09:05a - 09:55a	Stambaugh House 107	Curwood, Anastasia C.		

Note: Works of American women writers of various historical, regional, racial, and ethnic backgrounds. We will examine the connections between women's lives and the authors' representations of the female experience. We will discuss what it means to read and write as a woman and how the intersections of gender, race, class, sexuality, and culture inform the stories women tell. FALL. [3] Dicker. (HCA)

2. The system will prompt you to select a class to swap. Select the course to swap by clicking on the orange button with the left-and-right arrows, then click Swap.



Select the classes to swap using the  icon.

Class to Drop:

ECON 150: Economic Statistics							
01	3.0 hrs	Lecture	✓	MW	09:10a - 10:00a	Wilson Hall 126	Getz, Malcolm
16		Laboratory	✓	F	01:10p - 02:00p	Wilson Hall 120	Getz, Malcolm

Class to Enroll:
Select the class to enroll in from your Cart

Pick the class to Enroll in: 

ECON 150: Economic Statistics							
03	3.0 hrs	Lecture	 0/30	TR	01:10p - 02:25p	Stevenson Center 2212	Jaremski, Matthew S. 

A version of YES enhanced for mobile viewing is available at webapp.mis.vanderbilt.edu/more.

For further information about YES and its features, please visit the following website for links to YES User Guides: <http://registrar.vanderbilt.edu/registration/yes-user-guides/>.

Please feel free to contact our office if you have any questions.

Peabody Office of Academic Services
615-322-8400

Peabody Admin Building, room 211