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


2. The Student Landing Page will appear.

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.

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

Alternatively, you can use the Advanced Search by clicking on Advanced.

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.)
4. When your search results are returned--

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.
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.

5. 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).

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

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

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

![Enrolled Classes](image)

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 Class Confirmation](image)

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

![Success Message](image)

**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 **SWAP** button.
2. The system will prompt you to select a class to swap. Select the course to swap by clicking on \( \text{Select} \), then click \text{Swap}.

- For further information about YES and its features, please see the YES User Guides: registrar.vanderbilt.edu/registration/yes-user-guides/

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