

## YES: A Primer

1. Log in to [yes.vanderbilt.edu](http://yes.vanderbilt.edu). Or, click on the YES link toward the bottom of the page on the right-hand side of the Vanderbilt homepage.



2. Sign in using your VUNet ID and e-password.

3. The student landing page will appear.

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

**Your name here**

**YOUR PICTURE HERE**

**Degree Expect Term**  
2011 Spring

**Parental Release**  
[Click to show Buckley message](#)

**Email**

**Commodore ID**  
000111222

**Adviser(s)**  
David Carlton

**Career(s)**  
Undergraduate Career  
COLLEGE OF ARTS & SCIENCE  
Classification: SENIOR

**Enrollment Dates**

**2010 Fall - Undergraduate**

Mar 05, 2010 08:00 AM	to	Mar 05, 2010 11:59 PM
Mar 08, 2010 08:00 AM	to	Mar 08, 2010 11:59 PM
Mar 26, 2010 08:00 AM	to	Mar 30, 2010 11:59 PM
Jan 18, 2010 12:00 AM	to	Aug 31, 2010 12:00 AM *

\* Open Enrollment

**Holds**  
No Holds

**Student Schedule**

**2010 Fall**

No Enrolled Classes

**AAI** Academic Record    **Address Change**    **Oak**  
**Financial Aid**    **Graduation**    **Immunization**  
**Ethnicity Survey**    **Student Registration**    **TR** Transcript Request  
**Degree Audit: Undergraduate**

5. Please note the top of the page, where any announcements will appear.

6. 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. This is the new student ID number to replace Social Security Numbers.

7. 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.\*\***

8. 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.

9. 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.

10. Any applications to which you have access will appear beneath the summary box. These include AAI, the online degree audit (shows your progress toward completion of degree requirements), and the new Student Registration program.

## How to Enroll in a Class

**NOTE:** You may add courses to your cart beginning October 18, 2010. **However, you will not be able to enroll in courses until your adviser lifts the Adviser Approval Hold and your Enrollment Appointment is open.**

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	APPOINTMENTS
	0.0 HRS	0.0 HRS	JAN 18 2 0 1 0

SEARCH	IN CART	ENROLLED	APPOINTMENTS
	0.0 HRS	0.0 HRS	JAN 18

Appointments for 2010 Fall.			
Undergraduate			
All Sessions			
Mar 05,2010 08:00 AM	to	Mar 05,2010 11:59 PM	
Mar 08,2010 08:00 AM	to	Mar 08,2010 11:59 PM	
Mar 26,2010 08:00 AM	to	Mar 30,2010 11:59 PM	
* Jan 18,2010 12:00 AM	to	Aug 31,2010 12:00 AM	
* Open Enrollment			

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

**Search Classes** 



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

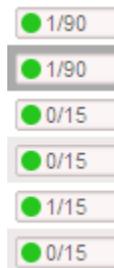
The Advanced Search allows you to search for classes by any number of parameters. Students majoring in interdisciplinary programs should find the Class Attributes search helpful. You can select courses that can count toward your major but are not offered under the subject area rubric of your major. (For 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

**Class Detail**

**MATH-140-02 : Survey of Calculus**  
Class Number: 7109

**Details**

School:	College of Arts and Science	Term:	2010 Fall
Career:	Undergraduate	Session:	Regular Academic Session
Component:	Lecture	Session Dates:	8/25/10 - 12/9/10
Hours:	4.0	Requirement(s):	
Grading Basis:	Student Option Grading Basis	Syllabus:	None
Associated:	Lecture (Required)	Books:	<a href="#">Book Information</a>
Component(s):	Discussion (Required)		
Consent:	No Special Consent Required		

**Availability**

● **Open**

Class Capacity: 90  
Total Enrolled: 1  
Available Seats: 89  
Wait List Capacity: 12  
Total on Wait List: 0

**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. FALL, SPRING. [4] Hutchison. (MNS)

**Meeting Times**

Days	Time	Location	Dates	Instructor(s)
MWF	08:10a - 09:00a	Stevenson Center 5211	8/25/10-12/9/10	Hutchison, Linda G. (Primary)

Close   Add To Cart

12	Discussion	<span style="color: green;">●</span> 0/15	T	03:05p - 03:55p	Stevenson Center 1210	Hutchison, Linda G.	+
14	Discussion	<span style="color: green;">●</span> 0/15	T	04:10p - 05:00p	Stevenson Center 1210	Hutchison, Linda G.	+

4c. Or click on the plus sign to add the class to your

cart.

### Mathematics

MATH 140: Survey of Calculus							
01	4.0 hrs	Lecture	<span style="color: green;">●</span> 1/90	MWF	01:10p - 02:00p	Stevenson Center 4309	Hutchison, Linda G. <span style="border: 1px solid red; padding: 2px;">+</span>
02	4.0 hrs	Lecture	<span style="color: green;">●</span> 1/90	MWF	08:10a - 09:00a	Stevenson Center 5211	Hutchison, Linda G. <span style="border: 1px solid blue; padding: 2px;">+</span>

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).

**Information**

MATH-140-01 saved successfully

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

ENGL 100: Composition								
<input checked="" type="checkbox"/>	01	3.0 hrs	Lecture	<span style="color: green;">●</span> 2/12	W	01:10p - 04:00p	Wyatt Center 201	Ford, Donna Y. <span style="border: 1px solid red; padding: 2px;">+</span>
MUSP 186L: Piano (Musical Arts Freshmen/Sophomores; Performance Minors; 2nd Majors) - Piano (60 Min)								
<input type="checkbox"/>	03	2.0 hrs	Performance	<span style="color: green;">●</span> 0/20	TBA	12:00a - 12:00a	Blair 2180	Dorfman, Amy R. <span style="border: 1px solid red; padding: 2px;">+</span>

**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

7. Select the course(s) in which you wish to enroll by clicking on the box on that course's row (highlighted in red above).
8. Click Enroll. A success message will appear at the bottom of the page. You can enroll in up to 18 hours for the semester.

**Information**

Successfully enrolled in ENGL-100-01

## Wait List

If you attempt to enroll in a course for which the enrollment capacity has been met, you will automatically be added to the Wait List. The only way to be removed from the Wait List is for you to remove yourself or for you to be added to the class from the Wait List.

1. From your course cart, select the appropriate course and click Enroll.

Class Cart  

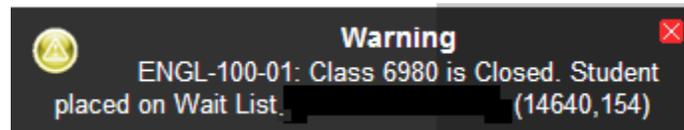


ENGL 100: Composition

01 3.0 hrs Lecture ▲ 0/12 W 01:10p - 04:00p Wyatt Center 201 Ford, Donna Y.   

Select All Enroll Remove

2. A Warning message will appear at the bottom of the page as a notification that you have been placed on the Wait List.



 **Warning** 

ENGL-100-01: Class 6980 is Closed. Student placed on Wait List. (14640,154)

Please keep in mind courses for which you have been placed on the waitlist. If at any point you decide that you do not want to take one of those courses, it is best to drop the waitlisted course from your enrolled courses page. The system does not at this time have a way of notifying you when the automated process adds you to a course from the waitlist.

\*\*\*\*\*

**VERY USEFUL TIP:** If you are on the Wait List for a course, you can select one of the courses in which you are enrolled to drop if a space opens for you in the wait-listed course. I *\*highly\** recommend that you use this "Drop If Enrolled" option.

1. Click on the Enrolled box at the top of the page. Make sure that both the Enrolled and Waiting boxes are selected.



SEARCH | IN CART | ENROLLED | APPOINTMENTS

 0.0 HRS | 3.0 HRS | JAN 18 2010

Enrolled  Waiting  Dropped

2. You will see all courses for which you have taken some enrollment action.

ENGL 102W: Literature and Analytical Thinking								
01	3.0 hrs	Lecture	✓	MWF	08:10a - 09:00a	Calhoun Hall 103	Staff	
ENGL 100: Composition								
01	3.0 hrs	Lecture	▲	W	01:10p - 04:00p	Wyatt Center 201	Ford, Donna Y.	

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.	
<b>Note:</b> 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)								
<b>ENGL-102W-02 will be dropped if you are enrolled in this class from the wait list.</b>								

**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. From the Enrolled screen, click the red button with the minus sign.

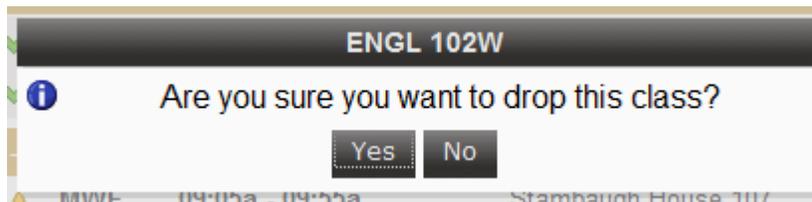
Enrolled 

Enrolled  Waiting  Dropped

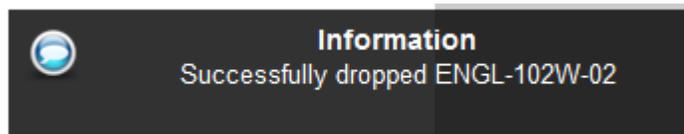
ENGL 102W: Literature and Analytical Thinking							
02	3.0 hrs	Lecture	✓	MWF	08:10a - 09:00a	Calhoun Hall 104	Staff  
ECON 150: Economic Statistics							
01	3.0 hrs	Lecture	✓	MW	09:10a - 10:00a	Wilson Hall 126	Getz, Malcolm  
16		Laboratory	✓	F	01:10p - 02:00p	Wilson Hall 120	Getz, Malcolm
AADS 115F: 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)  
ENGL-102W-02 will be dropped if you are enrolled in this class from the wait list.

2. The system will prompt you to make sure that you want to drop the class. Click yes.



3. 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

Swap Clear Cancel

**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.	↔

For further information about YES and its features, please visit the following website for links to video tutorials: <http://registrar.vanderbilt.edu/registrar/yesvideo.htm>. You can also read additional instructions here: <http://registrar.vanderbilt.edu/registrar/studenthelp.pdf>.

Please make sure to utilize the cart feature so that you will be able to enroll in courses quickly when your enrollment window opens. In addition, please make sure to contact your adviser **before** your enrollment window opens so that he or she can remove your Adviser Approval Hold.

Please feel free to contact us if you have any questions.

phone: 615-322-7414  
email: [arts-sci-records@vanderbilt.edu](mailto:arts-sci-records@vanderbilt.edu)  
web: [www.vanderbilt.edu/cas/registrar](http://www.vanderbilt.edu/cas/registrar)