YES User Guide: Degree Audit – School of Nursing

The degree audit is an online tool that allows students, advisers, and administrators to track students' academic progress toward completion of degree requirements. The audit is available through the YES suite of applications.

Contents

Navigating the Degree Audit

1. Log in to YES using your VUnetID and e-password: yes.vanderbilt.edu.

2. On the student landing page, click **Degree Audit**.

Application Links

ACADEMIC PROFILE	COURSES AND ENROLLMENT	FINANCIAL	GRADUATION	RESOURCES
Academic Record	Course Eval Results	Billing Portal	Graduation Confirmation	Anchor Link
Degree Audit	Course Withdrawal	Financial Aid		Brightspace
Immersion Vanderbilt	Individual Study	Student Accounts		Handshake
Personal Information	Mobile YES	Direct Deposit		Online Module Program
Transcript Request	Student Registration			Writing Studio Appt.
	Transfer Credit			

3. The degree audit will appear. Carefully read the Degree Audit Disclaimer and click **Accept**.

   - Disclaimer: "Degree audits are for advisory purposes only and do not certify progress in the degree. Please refer to the appropriate school catalog as the authoritative document governing degree requirements. The student, in consultation with the adviser, should carefully review both sources."

   - Message about in progress courses: "NOTE: The audit assumes the successful completion of enrolled classes; classes in progress display as 'satisfied' in the audit. Students and their advisers should check the audit carefully before concluding that a distributional or major requirement has been completed."

4. In the top, right-hand corner of the audit, you can see the date that the current report was generated. [Audits are automatically refreshed on a weekly basis. When registration changes are made, audits are refreshed overnight. In addition, audits can be refreshed on-demand by students, advisers, and administrators (see below).]

Date generated: April 11, 2015 02:08 PM
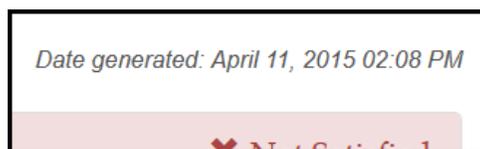
5. The Degree Audit view defaults to a top-level summary of the degree requirements. Requirements appear as ✔ Satisfied , ✔ Waived , or ✖ Not Satisfied .

Default view for a student in the Doctor of Nursing Practice program.

Degree Audit

| Nursing | What-If | | Refresh My Audits | 🖨 Print |

Effective Fall 2015, Vanderbilt University has introduced a new course catalog numbering scheme. For assistance with the translation between old and new numbers, please consult the Course Renumbering Lookup Tool.

| Expand All | Collapse All | *Date generated: May 31, 2015 06:30 AM* |

| Required Minimum Grade Point Average | ✔ Satisfied |
| Doctor of Nursing Practice | ✔ Satisfied |

6. Click **Expand All** to see details about all requirements or click on the individual rows to expand the selection.

Required Minimum Grade Point Average

Click on the individual rows to collapse expanded selections, or click **Collapse All** to return to the top-level summary view.

Degree Audit Exceptions

Any approved exceptions to the prescribed requirements will be posted to the degree audit.

In the screen shot below, the DNP director has approved the student to use MHS 305 as an elective.

NURS 444	Mgmt Orgs/Systems	3	2015 Spring	
NURS 452	Health Policy	2	2015 Spring	
NURS 454	Legal and Ethical Environment	3	2015 Summer	

By approval of DNP director, student is using global health course in partial fulfillment of elective requirement.

Description: Four (4) hours of electives are required. Electives should be chosen in consultation with the student's faculty

Satisfying Courses

Courses used to satisfy this requirement:

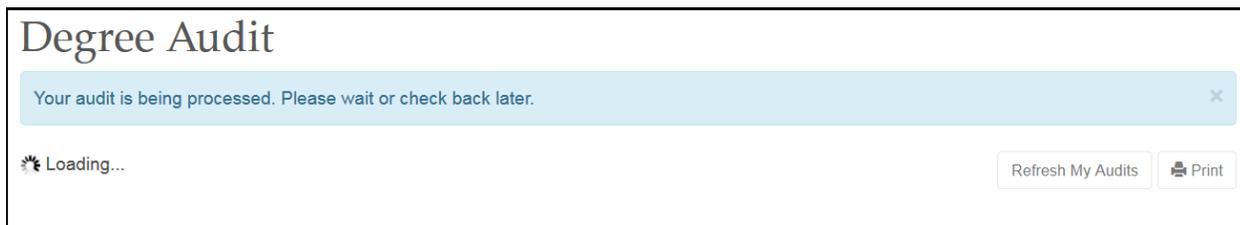| Course	Title	Units Earned	Term	Grade	Notes
MHS 305	Foundations Glob Health	3	2015 Spring		ℹ
NURS 470	Glob Hlth Disp: Interdisc Pers	2	2015 Spring		

Refreshing the Degree Audit

Audits are automatically refreshed on a weekly basis. When registration changes or changes to major/minor declarations are made, audits are refreshed overnight. Students, advisers, and administrators also have the ability to refresh audits on-demand. Please Note: Unless changes have been made to your academic record (registration, major/minor declaration, etc.), you will not see any changes to the degree audit.

1. Click on **Refresh My Audits** at the top of the page.

Degree Audit

| Undergraduate | What-If | | Refresh My Audits | 🖨 Print |

2. It may take some time for the audit to refresh. The refresh will still continue if you navigate to a different application or even if you log out of YES.

Degree Audit

Your audit is being processed. Please wait or check back later.   ✕

⚙ Loading...   Refresh My Audits   🖨 Print

What-If Audits

What-If Audits allow students, advisers, and administrators to create potential scenarios for additional or different degree requirements and to see how students could meet those requirements based on in-progress and completed courses (Academic Options), as well as courses in the student's planner (Course Options). Academic Options and Course Options can be utilized in the What-If audit both together and separately. **NOTE:** Courses must be tagged with a term in your planner in order to utilize them in the What-If audit. For help with the Academic Planner, please see the user guide: http://registrar.vanderbilt.edu/cms/wp-content/files/YES-User-Guide-Catalog-and-Planner.pdf.

Disclaimer: "The What-If audit is for hypothetical planning purposes only. Courses, classes, majors, minors, and concentrations may or may not be offered and may have additional stipulations for entry. Please refer to the appropriate school catalog as the authoritative document governing degree requirements."

Academic Options

1. From the degree audit, select the **What-If** tab.

Degree Audit

| Undergraduate | **What-If** | | Refresh My Audits | 🖶 Print |

2. Click on | **What-If Options** | .

3. The What-If Options pop-up box will appear. It defaults to show the student's current career and school, plus any majors/concentrations the student has declared. The sample below shows a student in the School of Nursing with a major in Adult Nurse Practitioner/Forensic Nursing.
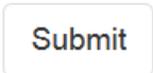
What-If Options

Academic Options

Career	Nursing ▾	School	School of Nursing ▾
Major	Adult Nurse Practit ▾	Concentration	▾
2nd Major	Choose ▾	2nd Concentration	▾
Minor	▾		

4. Click the drop-down menus under Academic Options to add or change career and school (if applicable), major, concentration, etc. The What-If audit below shows the options for a student in the School of Nursing who would like to see how he or she has satisfied a major in the Family Nurse Practitioner program.
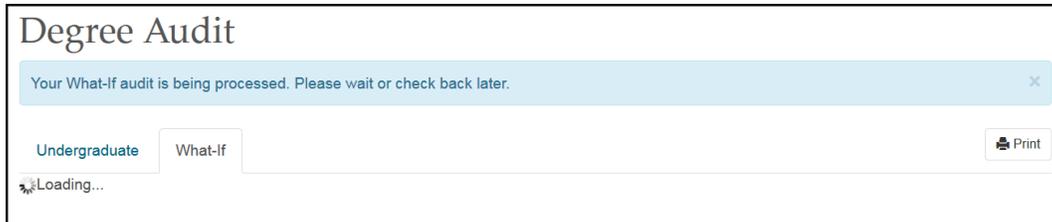
Academic Options

| Career | Nursing ▾ | School | School of Nursing ▾ |
Major	Family Nurse Prac ▾	Concentration	▾
2nd Major	▾	2nd Concentration	▾
Minor	▾		

5. Click | **Submit** | .

6. It may take some time for the audit to refresh. The refresh will still continue if you navigate to a different application or even if you log out of YES.
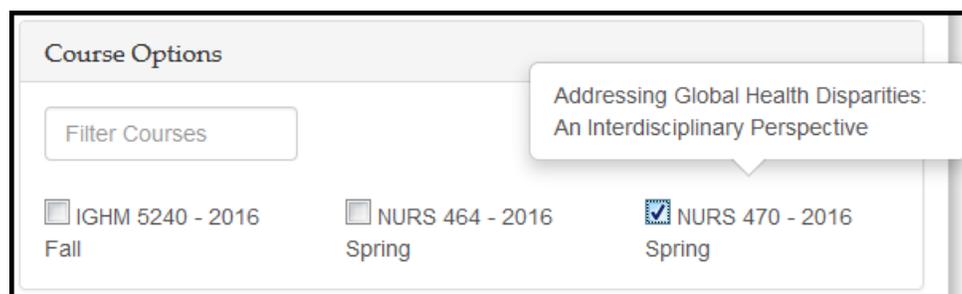

The What-If Audit will default to the same high-level view and can be navigated in the same manner as the regular audit. This audit will remain under the What-If tab until you request a new one.
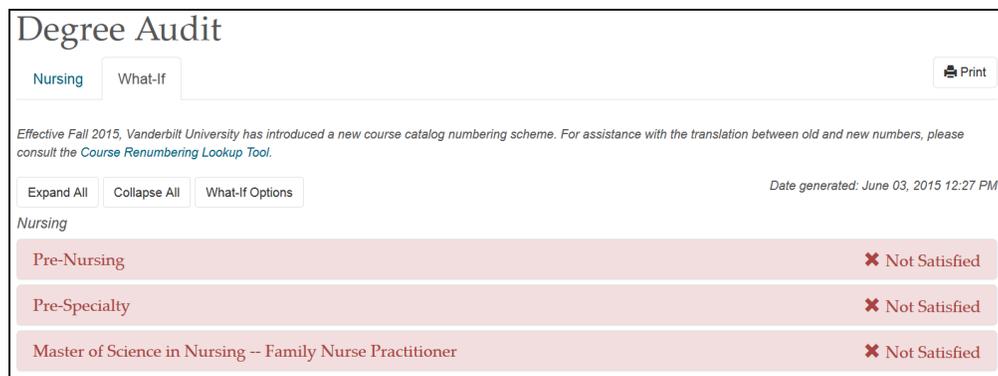
Course Options

1. Ensure that the courses in the student's Academic Planner are tagged with term information. (The term is necessary in order for the audit to reflect the correct course information.) For help with the Academic Planner, please see the user guide: http://registrar.vanderbilt.edu/cms/wp-content/files/YES-User-Guide-Catalog-and-Planner.pdf.

2. From the Course Options section, select the courses to be considered in the What-If audit.

3. Click **Submit**.

4. The ![icon] icon indicates a What-If course in the audit.

Description: Four (4) hours of electives are required. Electives should be chosen in consultation with the student's faculty adviser.

Satisfying Courses

Courses used to satisfy this requirement:

Course	Title	Units Earned	Term	Grade	
MHS 305	Foundations Glob Health	3	2015 Spring	A	
NURS 470	Glob Hlth Disp: Interdisc Pers	2	2016 Spring		![What If Course]

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