



## YES User Guide: Degree Audit – Owen Graduate School of Management

*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.....	2
Degree Audit Exceptions.....	3
Refreshing the Degree Audit.....	4
What-If Audits.....	4
Academic Options.....	5
Course Options.....	7



## Navigating the Degree Audit

1. Log in to [YES](https://yes.vanderbilt.edu) using your VUnetID and e-password: [yes.vanderbilt.edu](https://yes.vanderbilt.edu).
2. On the student landing page, click “Degree Audit.”

The screenshot shows a navigation menu titled "Application Links" with five main categories: Academic Profile, Courses and Enrollment, Financial, Graduation, and Resources. The "Academic Profile" category is expanded, showing a list of links. The "Degree Audit" link is highlighted with a red box.

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

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: “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).]



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 Owen Graduate School of Management with concentrations in Finance and Strategy and Emphases in Entrepreneurship and International Studies.

Requirement	Status
MBA Requirements	✓ Satisfied
Finance Concentration	✓ Satisfied
Strategy Concentration	✓ Satisfied
Entrepreneurship Emphasis	✗ Not Satisfied
International Studies Emphasis	✓ Satisfied

[Expand All](#)

- Click [Expand All](#) to see details about all requirements or click on the individual rows to expand the selection.

[Entrepreneurship Emphasis](#)

[Collapse All](#)

Click on the individual rows to collapse expanded selections, or click [Collapse All](#) to return to the top-level summary view.

## Degree Audit Exceptions

Should an exception to the prescribed requirements be granted for an individual student, a degree audit exception can be posted to the degree audit.

In the screen shot below, the number of units required for the International Studies Emphasis has been changed from 8 to 4.

**International Studies Emphasis** ✓ Satisfied

**Description:** International Studies Emphasis (8 hours)  
**Units:** 4 required, 4 taken, 0 needed

**Note:** Waive 4 hours International Studies emphasis. Study abroad satisfies.  
Minimum Units changed from 8.0 to 4.0

Maximum Units changed from to  
Minimum courses changed from to  
Maximum courses changed from to

Created By:

Satisfying Courses

Courses used to satisfy this requirement:

Course	Title	Units Earned	Term	Grade	Notes
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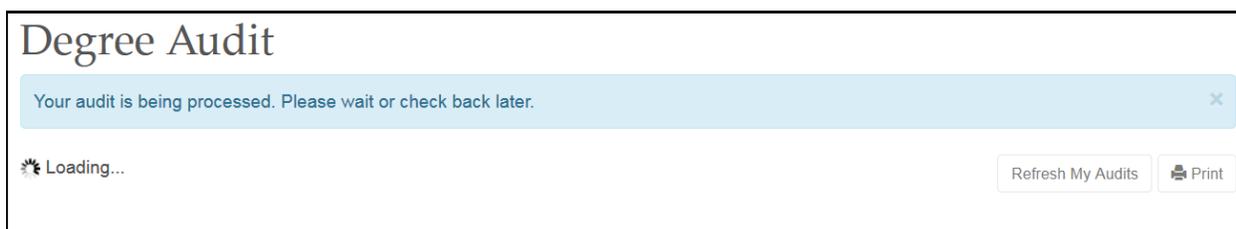
## Refreshing the Degree Audit

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.



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.



## 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:

<https://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  .
3. The What-If Options pop-up box will appear. It defaults to show the student's current career and school, plus any major(s) and minor(s) the student has declared. The sample below shows a student in the Owen Graduate School of Management who has declared concentrations in Strategy and Human and Organizational Performance.

Academic Options

Career Owen Management School Owen Grad Scho

Major Strategy Concent Concentration

2nd Major Human and Orga 2nd Concentration

Minor Choose

4. Click the drop-down menus under Academic Options to add or change a major, concentration, etc. The What-If audit below shows the options for a student in the Owen Graduate School of Management who would like to see how he or she has satisfied **1** a major in Brand Management, **2** a second major in Operations Management, and **3** a minor in Entrepreneurship.

What-If Options

Academic Options

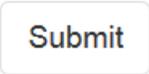
Career Owen Management School Owen Grad Scho

Major **1** Brand Management Concentration

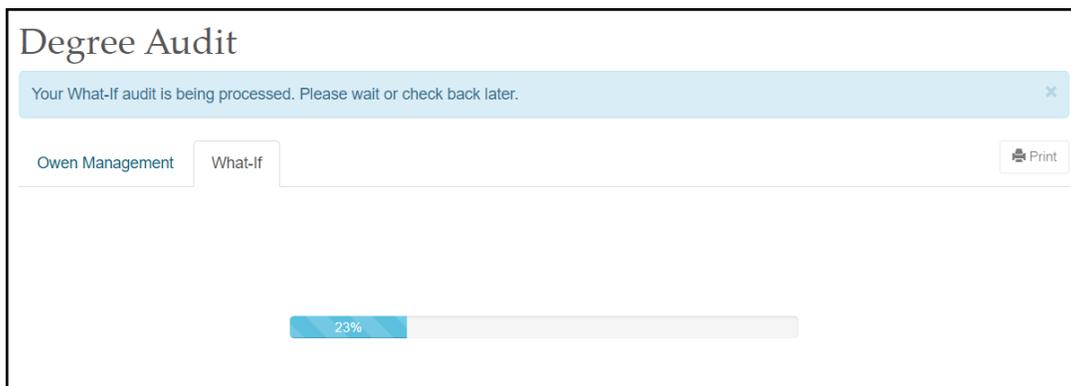
2nd Major **2** Operations Mana 2nd Concentration

Minor **3** Entrepreneurship

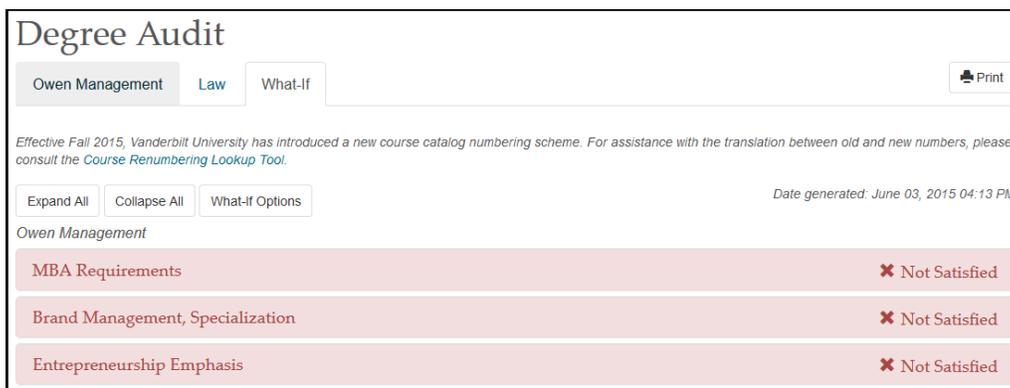


5. Click  .

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: <https://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.

Course Options: only classes which have a term tag are selectable

Select All

MGT 6331 - 2020 Fall  MGT 6342 - 2020 Summer  MGT 6411 - 2020 Spring

3. Click  .

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

MGT 6411	Financial Reporting II	2	2020 Spring	
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Please contact the YES Help Line at [yes@vanderbilt.edu](mailto:yes@vanderbilt.edu) or 615-343-4306 if you have questions or need additional assistance.