YES User Guide: Introduction to YES (Your Enrollment Services)
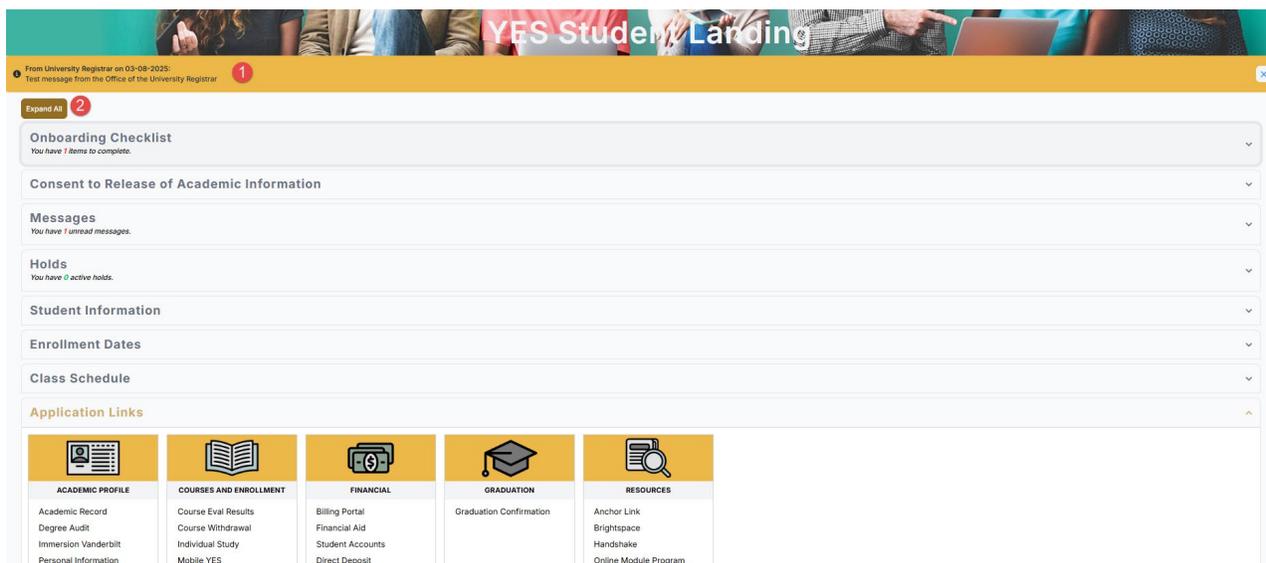
YES is the primary academic records and registration portal for Vanderbilt students. Students use YES to register for classes, change their address, and access the Brightspace learning management system, among a host of other applications.

Contents

Student Landing Page Overview

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

2. The Student Landing Page will appear.

3. Please note the top of the page (1), where any Announcements will appear.

4. Unless Onboarding Checklist items or Holds are present, all items but Application Links will be collapsed when you open the page. Click the down arrow at the end of each to expand or Expand All (2) to expand all.

Onboarding Checklist

The Onboarding Checklist will only appear for students for whom one or more checklist items are outstanding.

Please note that it may take 2-4 business days for items to show as completed.

Consent to Release of Academic Information

Information about your consent to release academic information is listed here.

> **Consent to Release of Academic Information**
>
> You have not submitted a FERPA Release form consenting to the release of your academic information. Please submit a FERPA Release form to your school's Office of Academic Services if you consent to the release of academic information to your parent/guardian.

Messages

A link to the YES Message Center as well as an indication of any unread messages appears here.

> **Messages**
> You have **1** unread messages.
>
> [✉ Message Center] **1**

Holds

Any enrollment or document holds will appear here. Please read carefully as any information about how to have the hold released will be listed here.

> **Holds**
> You have **2** active holds.
>
> **2025 Summer**
>
> **Immunization Hold**
> You are not compliant with Vanderbilt University and State of Tennessee requirements for immunizations and TB assessment.   For more information regarding your new degree seek
> follow the New Student Immunization &TB Requirements Checklist for instructions on submitting your documents.
> Note, if you are an incoming graduate/professional student at Vanderbilt and did your undergraduate work here as well, you may still need to submit your proof of immunizations and co
> changed since you were first a student at the University.
> Your immunization documents must be uploaded to the Vanderbilt Student Health portal at https://vanderbilt.studenthealthportal.com.
> Allow 7 business days for processing. Compliance messaging will be sent via the portal.
> For questions contact Student Health Services at studenthealth@vumc.org.
> *****NOTE: You will be unable to adjust your current schedule or enroll for future terms until you are compliant with these VU and state-mandated requirements.*****
>
> **Official Documents Needed**
> Official verification of prior degrees is required for any new student who has earned a university degree prior to enrolling at Vanderbilt. This hold is to remind you that Vanderbilt Un
> your official documents sent to the Office of the University Registrar at the following address:
>
> Office of the University Registrar
> Vanderbilt University
> ATTN: External Education Unit
> PMB 407701
> Nashville, Tennessee 37240-7701
>
> If you have questions about which documents are outstanding, please email: prior-degree-review@vanderbilt.edu

Student Information

The Student Information section lists your school, classification, expected date of graduation (Degree Expect Term), and adviser(s). Your Commodore ID also is listed here.

Student Information

Email Address
@vanderbilt.edu
Commodore ID
00

Undergraduate Career

Adviser(s)

Bachelor of Music Degree
School: Blair School of Music
Classification: Freshman
Degree Expect Term: 2028 Spring

Enrollment Dates

Any active enrollment dates are listed here. Pay careful attention to these dates, as these are the only dates during which you will be able to enroll in classes.

Enrollment Dates

2025 Summer - Undergraduate : Regular Academic Session
- Mar 24, 2025 12:00 AM to Jun 05, 2025 11:59 PM *

2025 Summer - Undergraduate : May Period
- Mar 24, 2025 12:00 AM to May 06, 2025 11:59 PM *

2025 Summer - Undergraduate : First Half Session
- Mar 24, 2025 12:00 AM to Jun 05, 2025 11:59 PM *

2025 Summer - Undergraduate : Second Half Session
- Mar 24, 2025 12:00 AM to Jul 10, 2025 11:59 PM *

2025 Fall - Undergraduate : Regular Academic Session
- Apr 14, 2025 07:00 AM to Apr 14, 2025 11:59 PM
- Apr 16, 2025 07:00 AM to Apr 16, 2025 11:59 PM
- Apr 17, 2025 07:00 AM to Apr 25, 2025 11:59 PM
- Jul 16, 2025 12:00 AM to Aug 29, 2025 11:59 PM *

2025 Fall - Undergraduate : Module 1
- Jul 16, 2025 12:00 AM to Aug 29, 2025 11:59 PM *

Class Schedule

Your class schedule for any term in which you have current or future enrollment is listed here. Links to Brightspace 🅑 , email your class schedule ✉ , or add the schedule to your calendar 📅 are available through the icons.

Class Schedule			^
🅑 ✉ 📅			
2025 Spring			
Regular Academic Session			01/06/2025 - 04/21/2025
			Undergraduate
▓▓▓▓ ▓▓▓▓▓	MW	10:10a - 11:00a	
▓▓▓▓ ▓▓▓▓▓	F	09:05a - 09:55a	
▓▓▓▓ ▓▓▓▓▓	TR	04:15p - 05:30p	
▓▓▓▓ ▓▓▓▓▓	TR	02:45p - 04:00p	
▓▓▓▓ ▓▓▓▓▓	MWF	11:15a - 12:05p	
2025 Summer			
No Enrolled Classes			
2025 Fall			
No Enrolled Classes			

Application Links

Any applications to which you have access will appear here. These can include:

- Student Registration;
- Academic Record: a quick view of your academic record. Final grades appear here at the end of each term;
- Degree Audit: shows your progress toward completion of degree requirements.

Application Links

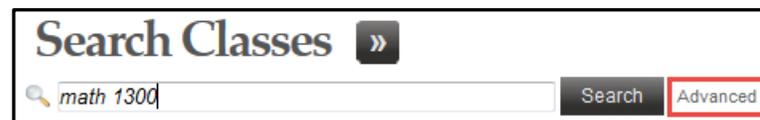| ACADEMIC PROFILE	COURSES AND ENROLLMENT	FINANCIAL	GRADUATION	RESOURCES
Academic Record	Course Eval Results	Billing Portal	Graduation Confirmation	Anchor Link
Degree Audit	Course Withdrawal	Financial Aid		Brightspace
Immersion Vanderbilt	Individual Study	Student Accounts		Handshake
Personal Information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

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.

SEARCH	IN CART	ENROLLED	ENROLLMENT DATES
🔍	**6.0** HRS	**13.0** HRS	**APR 20** 2 0 1 6

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

Search Classes »
🔍 math 1300   Search   Advanced

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

Search Classes »
🔍 [   ] [Quick]

Status: ☑ Open ☑ Wait Listed ☐ Closed	☐ Only Search New Classes

Title:	**Subject Area:** Select One or More ▼	**Career:** Select One ▼
Catalog Number:	**School:** Select One ▼	**Component:** Select One ▼
Instructor:	**Instruction Mode:** Select One ▼	**Tags:** Select One or More ▼

Class Meets: ANY of these days ▼
☑ Mon ☑ Tue ☑ Wed ☑ Thu ☑ Fri ☑ Sat ☑ Sun   **Class Attributes:** Select One ▼   **Class Number:** [   ]
Between Times: ●————————●   Any   Any   **Credit Hours:** ●————————●   Any   Any

Search   Cancel

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.)

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.

4. 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).
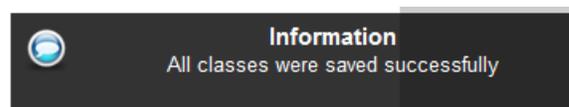
5. Click the In Cart box at the top of the page to see classes in your cart.

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

7. 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:
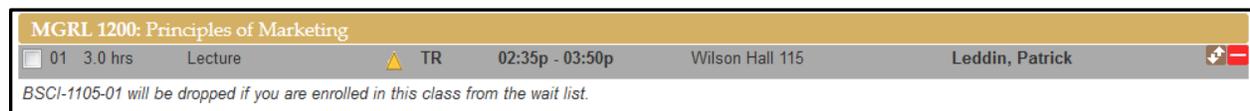
- Getting into the class would create a time conflict; use Drop-if-Enrolled to remove the class that overlaps with your waitlisted class.

- 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.

SEARCH	IN CART	ENROLLED	ENROLLMENT DATES
🔍	3.0 HRS	11.0 HRS	APR 01 2016

☑ Enrolled ☑ Waiting ☐ Dropped

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.

MGRL 1200: Principles of Marketing						
☐ 01 3.0 hrs	Lecture	⚠ TR	02:35p - 03:50p	Wilson Hall 115	Leddin, Patrick	⬇ ➖

BSCI-1105-01 will be dropped if you are enrolled in this class from the wait list.

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.
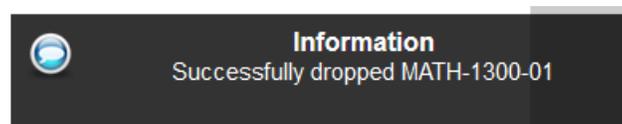

2. Select the class(es) that you wish to drop by clicking on the box on that class's row (highlighted in red above). Click **Drop** at the bottom of the page.

3. The system will prompt you to make sure that you want to drop the class. Click **Yes**.

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

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 ⬚.

2. The system will prompt you to select a class to swap. Select the course to swap by clicking on
   ![icon], then click **Swap**.

Select the classes to swap using the ⬚ icon.

Class to Drop:

MATH 1300: Accelerated Single-Variable Calculus I					
01 4.0 hrs	Lecture	✔ MWF	08:10a - 09:00a	Stevenson 1 (Math) 308	Staff
02	Discussion	✔ T	10:05a - 10:55a	Stevenson 1 (Math) 320	Staff

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

[Swap] [Clear] [Cancel]

Pick the class to Enroll in: »

ECON 1500: Economic Statistics					
01 3.0 hrs	Lecture	●31/60 MWF	08:10a - 09:00a	Wilson Hall 113	Staff

o 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.**