



YES User Guide: Location of Learning

Students who enroll in experiential courses (service learning, internships, practica, etc.), online courses, or “mixed” courses (courses 50-79% online), may be prompted to enter their Location of Learning.

Contents

Adding a Class to the Cart	2
Indicating the Location of Learning	2
Editing the Location of Learning after Enrollment.....	3



Adding a Class to the Cart

1. On the student landing page, click **Student Registration**.

Application Links

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

2. Use the drop down menu to select the term.

Class Search Catalog PDF Catalog Schedule

2013 Fall All Sessions

3. Enter the subject area, course number, or title into the text box and click **Search**.
 - To search using additional criteria click **Advanced**.

Search Classes »

Enter subject area, course number, or title

Search Advanced

- Enter the class information below as needed and click **Search**.

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 Class Attributes: Select One

Mon Tue Wed Thu Fri Sat Sun

Between Times: Any Any Class Number: _____ Credit Hours: Any Any

Search Cancel

4. Once you click Search, the class information will appear.
 - To view the class detail, click anywhere within the class information section.
 - To add the class to your cart, click the  icon or select **Add to Cart** from the Class Detail page.
 - If successful, a confirmation message will appear on the bottom right corner.

Indicating the Location of Learning

1. From the cart, click on the  icon.
2. The pop-up window that will appear includes a drop-down menu for the location of learning.



Edit Class

AMER-3882-01 : Internship Training
Class Number: 3018

Hours: Select One

Permission Number:

*** Location of Learning:** Select One

** This course has been identified as one in which students could be participating outside the state of Tennessee. For purposes of regulatory compliance, Vanderbilt is required to record where you will predominately be participating in this course.*

Save Close

3. Select the state in which you will be located during the course of the semester (options include both Tennessee and Foreign Country).

* Location of Learning: Select One

Select One

Alaska

Alabama

Arkansas

Arizona

California

Colorado

Connecticut

District of Columbia

Delaware

Foreign Country

Florida

Georgia

Hawaii

Iowa

Idaho

Illinois

Indiana

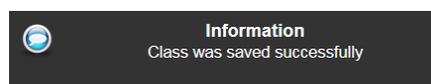
Kansas

Kentucky

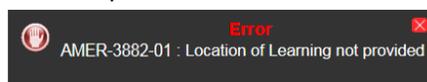
Save

hrs Internship 0/5 TBA

4. Place a number 1 in the Permission Number box.
5. Click **Save**. If the class was saved successfully, a message will appear in the bottom, right-hand corner of the page.



If you do not select a Location of Learning for a class in which the location is required, the following error message will appear when you attempt to enroll to the class from your cart:



Editing the Location of Learning after Enrollment

Students for whom an administrator has processed an enrollment to a course that requires Location of Learning will receive a message from the Office of the University Registrar, directing them to indicate the Location of Learning in YES.

6. Log in to the Student Registration application.
7. Click on the **Enrolled** section of the box at the top of the page.



SEARCH	IN CART	ENROLLED	ENROLLMENT DATES
	0.0 HRS	12.0 HRS	JUL 22 2015

- Click on the icon of the class(es) for which location of learning is required.
- The pop-up window that will appear includes a drop-down menu for the location of learning.

Edit Class
AMER-3882-01 : Internship Training
Class Number: 3018

Hours: Select One
Permission Number:
* Location of Learning: Select One

** This course has been identified as one in which students could be participating outside the state of Tennessee. For purposes of regulatory compliance, Vanderbilt is required to record where you will predominately be participating in this course.*

Save Close

- Select the state in which you will be located during the course of the semester (options include both Tennessee and Foreign Country).

* Location of Learning: Select One

Select One
Alaska
Alabama
Arkansas
Arizona
California
Colorado
Connecticut
District of Columbia
Delaware
Foreign Country
Florida
Georgia
Hawaii
Iowa
Idaho
Illinois
Indiana
Kansas
Kentucky

- Place a number 1 in the Permission Number box.
- Click **Save**. If the class was saved successfully, a message will appear in the bottom, right-hand corner of the page.



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