Degree Audit
YES User Guide

The degree audit is an online tool that allows students, advisers, and administrators to track students' academic progress toward completion of degree requirements. This guide is to assist advisers and administrators navigate students' Degree Audits.

The degree audit is available through the YES suite of applications.

VANDERBILT
Office of the
University Registrar

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User Guide: Degree Audit

Navigating the Degree Audit

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

2. Read and accept the Confidentiality Statement.

Confidentiality Statement

As a school official, you are authorized to access the academic records of students for whom you have an educational need-to-know. Your use of this application should be restricted accordingly. The data you will be viewing contains information protected by the Family Educational Rights and Privacy Act (commonly known as FERPA or the Buckley Amendment). FERPA requires that you maintain the confidentiality of all student records, and that no information from the records be released to a third party without the written permission of the student. When viewing student information, be sure that no other student or outside party can view or access this information.

To prevent unauthorized use of the protected information contained in this application, it is important that you protect the security of your e-password and not share your password with anyone.

All third-party requests you receive for student enrollment verifications, degree verifications, and other student records information should be directed to the Office of the University Registrar.

By clicking Accept, you are accepting responsibility for maintaining the confidentiality of the information within this application.

[Accept] [Decline]

3. Quick Search: Search for the student using last name, first name.
   - Additional search options (e.g., expected graduation term, major, classification) become available by clicking on **Advanced**.

Student Search	Applications »

Student Search

[Search] Advanced Batch

4. From the search results, select Degree Audit.

DOB Mar 05 VunetID Alias(es) ID

Source	Class	School(s)	Major(s)	Deg Exp Term
Peoplesoft	Freshman	EngrSchool	Biomedical Engineering Electrical Engineering	2021 Spring

AA! Academic Record   Address Change   Transfer Credit   Advising Snapshot
Degree Audit   Student Registration

5. The degree audit will appear.

6. 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: August 30, 2016 04:17 PM

Degree Audit Exceptions

Any approved exceptions to the prescribed requirements will be posted to the degree audit. Degree audit exceptions must be approved by the appropriate administrator in the department offering the program and in the student's school.
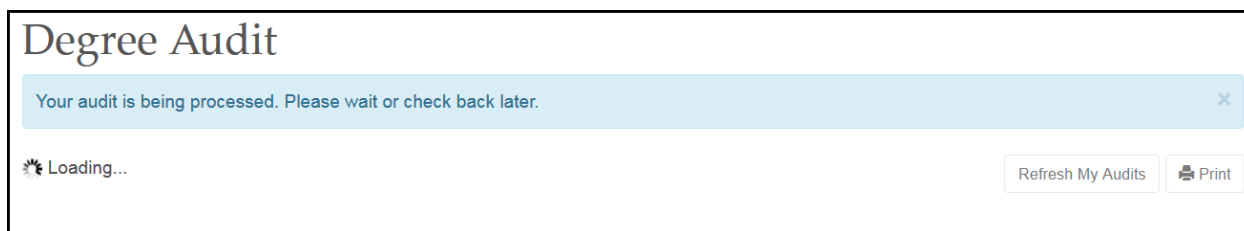
Refreshing the Degree Audit

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: http://registrar.vanderbilt.edu/cms/wp-content/files/YES-User-Guide-Catalog-and-Planner.pdf.
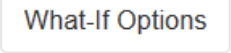
Disclaimer: "The What-If audit is for hypothetical planning purposes only. Courses, classes, majors, minors, and concentrations may or may not be offered and may have additional stipulations for entry. Please refer to the appropriate school catalog as the authoritative document governing degree requirements."

Academic Options

1. From the Degree Audit, select the **What-If** tab.

Degree Audit

Graduate   What-If   Refresh My Audits   🖶 Print

2. Click on **What-If Options** and enter details as appropriate in the pop-up box and click Submit.
3. 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.
4. 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.

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