



Adviser

YES User Guide

A guide to search students, the different options to view the search results, remove holds, and get an advising snapshot for advisers.
Available through the YES suite of applications.

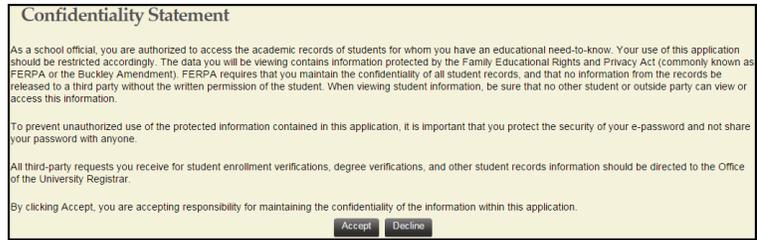


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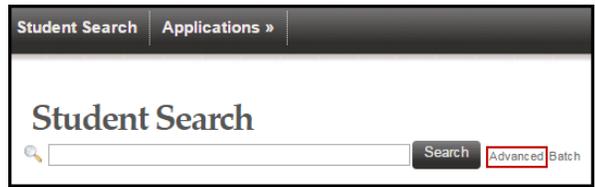
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Student Search

1. Log into YES (Your Enrollment Services) yes.vanderbilt.edu.
2. Read and accept the Confidentiality Statement.



3. Quick Search: Search for the student using last name, first name.
 - a. Additional search options become available by clicking on **Advanced**.



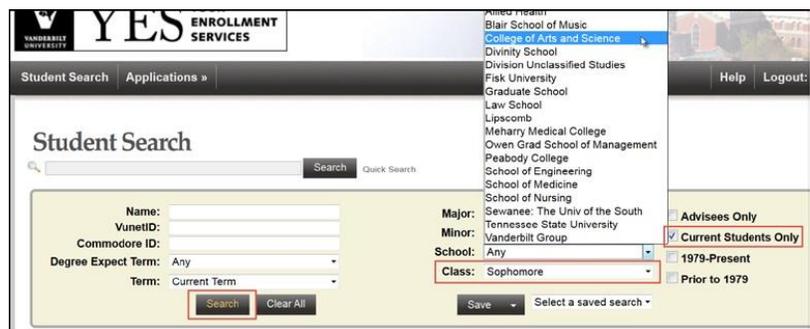
4. Advanced Search: Search for student(s) using any of the criteria listed below.



Save Search Parameters

If you tend to search for the same grouping(s) of students on a regular basis (e.g., current sophomores in the College of Arts and Science), you can save the search and return to it as needed.

1. Enter your search parameters and click **Search**.

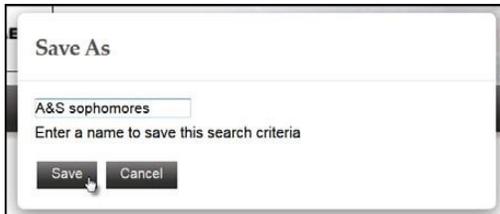


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2. When the results are returned, click **Save**, then **Save As**.

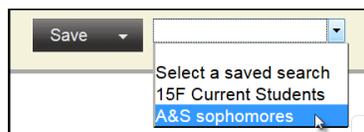


3. Enter a name for the search and click **Save**.

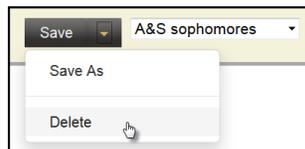


Delete a Saved Search

1. Select the Saved Search from the drop-down menu.



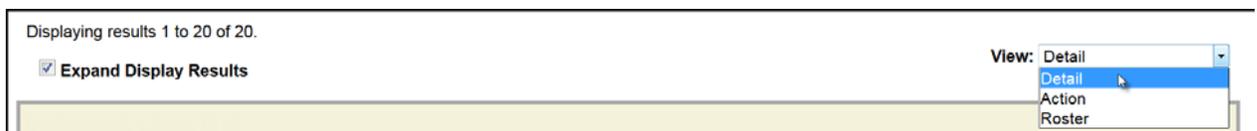
2. Click **Save**, then **Delete**.



Search Results – Detail View

The detail view includes basic bio-demographic/academic information such as Name, VUnetID, Date of Birth, Class, School, Major, and Degree Expect Term.

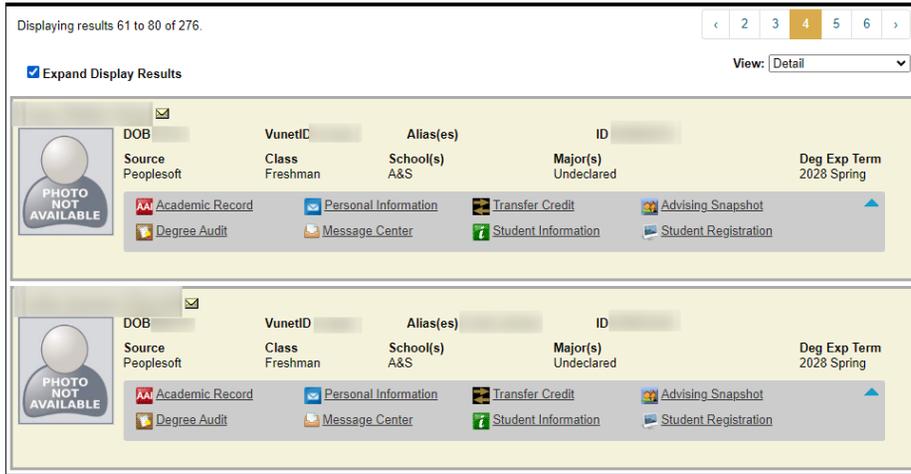
1. Select **Detail** from the View drop-down menu.



NOTE: Several applications are listed, but you will be able to access only the applications for which security access has been granted.

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You may need to click on the  icon to view all applications, or check the Expand Display Results box to see all applications for all students in the search results.



Search Results – Action View

Action view allows you to take action in the Message Center on multiple students at the same time.

1. Select **Action** from the View drop-down menu.



For more information on the Message Center, see the [User Guide](#).

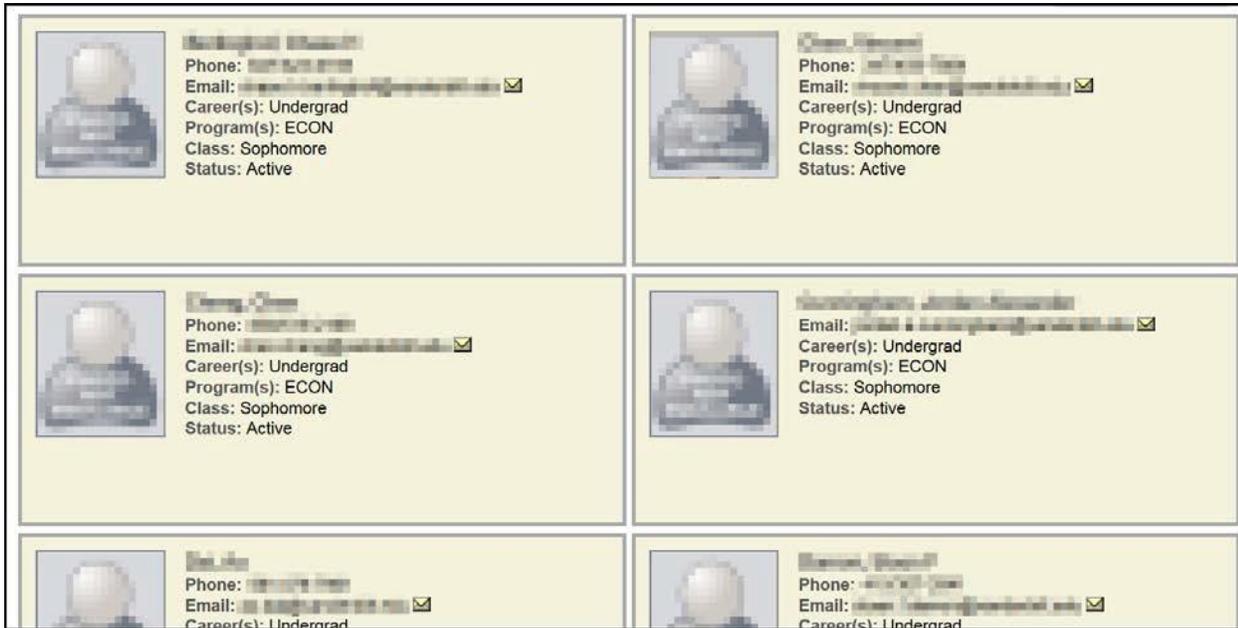
Search Results – Roster View

The Roster View provides quick-glance information about each student including phone number, email address, career, major, class, status (e.g., active, leave of absence). For graduate and professional students, prior institutions and degrees also are listed.

1. Select **Roster** from the View drop-down menu.



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Roster View – Print View

1. Click on the **Print View** icon.

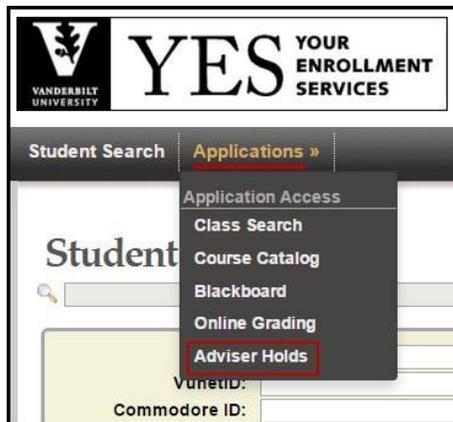


2. Follow the prompts for printing.

Adviser Holds

The Adviser Holds application allows you to take action on individual advisees or on multiple advisees at once.

1. Click on Applications and select **Adviser Holds** to remove a student's advising hold.



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2. A list of all advisees will appear. Each student should have the following icon to the left of their name: Released hold  or Active Hold .
3. In general, only the student's primary adviser can release adviser approval holds.

	[Redacted]	A&S	UNDE	Freshman	02-28	2018 Spring
	[Redacted]	A&S	ECON	Sophomore	08-22	2017 Spring

Removing Adviser Holds

1. Select the appropriate term by clicking the drop down box on the top left side.
2. To view only the students with holds, click on **Advisees With Holds**.

Select Term: 2015 Fall

Advisees

Filter by name:

[Advisees with holds](#)

Holds Name ▲	School ▼	Majors ▼	Classification ▼	Date of Birth ▼	Degree Expect Term ▼
	A&S	UNDE	Freshman	07-24	2018 Spring
	A&S	UNDE	Freshman	04-24	2018 Spring
	A&S	UNDE	Freshman	08-14	2018 Spring
	A&S	UNDE	Freshman	07-01	2018 Spring
	A&S	UNDE	Freshman	02-28	2018 Spring
	A&S	ECON	Sophomore	08-22	2017 Spring
	A&S	UNDE	Freshman	03-24	2018 Spring
	A&S	UNDE	Freshman	02-18	2018 Spring
	A&S	UNDE	Sophomore	10-05	2017 Spring
	A&S	UNDE	Freshman	02-26	2018 Spring
	A&S	UNDE	Freshman	02-22	2018 Spring

Select All Remove Holds Email

3. To release a hold for an individual student click on the student's name
4. The Advising Snapshot page will appear. Navigate to the Holds area and click on



Holds

2015 Fall

Adviser Approval Hold - Please see your adviser to have this hold removed. **Active** 

Emailing Advisees

1. Select the appropriate term by clicking the drop down box on the top left side.
2. To view only the students with holds, click on **Advisees With Holds**.

Holds Name	School	Majors	Classification	Date of Birth	Degree Expect Term
[Hand icon]	A&S	UNDE	Freshman	07-24	2018 Spring
[Hand icon]	A&S	UNDE	Freshman	04-24	2018 Spring
[Hand icon]	A&S	UNDE	Freshman	08-14	2018 Spring
[Hand icon]	A&S	UNDE	Freshman	07-01	2018 Spring
[Hand icon]	A&S	UNDE	Freshman	02-28	2018 Spring
[Hand icon]	A&S	ECON	Sophomore	08-22	2017 Spring
[Hand icon]	A&S	UNDE	Freshman	03-24	2018 Spring
[Hand icon]	A&S	UNDE	Freshman	02-18	2018 Spring
[Hand icon]	A&S	UNDE	Sophomore	10-05	2017 Spring
[Hand icon]	A&S	UNDE	Freshman	02-26	2018 Spring
[Hand icon]	A&S	UNDE	Freshman	02-22	2018 Spring

3. To email an individual student, click on the student’s name.
4. To email the entire group, click **Select All**. Students will get a blind copy and you will get a CC.

Advising Snapshot

1. Clicking on a student’s name in the Advising Holds application will direct you to the Advising Snapshot page. You can also access the Advising Snapshot page from the Student Search results:

Source	Class	School(s)	Major(s)	Deg Exp Term
Peoplesoft	Freshman	A&S	Undeclared	2028 Spring

AA Academic Record Personal Information Transfer Credit **Advising Snapshot**

2. At the top of your screen, you will see the student’s photo and additional bio-demographic detail.
3. The Advising Snapshot provides academic information that will assist with advisement.
 - a. The Academic Summary - Displays academic information such as GPA, Major, Degree Expect Term, etc.
 - b. Holds - Displays advising holds on a student’s record and allows you to release an active Adviser Approval hold.
 - c. AAI Academic Detail - Displays the student’s enrollments, including grades and credit hours.

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- d. Enrollment Activity - Displays what the student is registered for and what they have in their cart.
 - e. Student Planner - Displays all the courses in the student's planner, as well as any tags the student may have added to courses within their planner.
4. If you navigated to the Advising Snapshot from the Adviser Holds application, click on the  to go back to your advisee list.

					Student ID: [REDACTED] Date of Birth: Jul 24 Campus Housing: Yes Incoming Student: No VUnetID: [REDACTED]				
Parent 1: [REDACTED] Mother Parent 2: [REDACTED] Father					[REDACTED], GA				
Academic Summary					Hold No Holds				
Undergraduate									
Classification		Advisor(s)			Expected Degree		Degree Expect Term		
Undeclared		[REDACTED]			Undeclared		2018 Spring		
Major(s)		Minor(s)			GPA		Earned Hours		Quality Points
					3.756		33.0		60.1
									15.0
VAl Academic Detail					Enrollment Activity				
2015 Fall					2015 SUMMER - ENROLLED				
ANTH-2113W Food, Identity, and Culture 0.0 CMA-1600 Intro to Film&Media Studies 0.0 CMA-1600 Intro to Film&Media Studies 0.0 CMA-2200 Intermed Fictn Filmmaking: Directing the Narrative Film 0.0 SOC-1010 Intro To Sociology 0.0 SOC-3315 Human Ecology/Society 0.0					No Enrolled Classes				
2015 Spring					2015 SUMMER - CART				
AMER- 101 Intro to Southern Studies 0.0 ARTS- 99 Commons Seminar: Experimental Ethnography 0.0					No Saved Classes				
					2015 FALL - ENROLLED				
					SOC-1010-02 Introduction to Sociology 3.0 CMA-2200-01 Intermediate Filmmaking: The Fiction Film - Directing the Narrative Film 3.0 SOC-3315-01 Human Ecology and Society 3.0 CMA-1600-01 Introduction to Film and Media Studies 3.0 ANTH-2113W-01 Food, Identity, and Culture 3.0				
Student Planner					2015 FALL - CART				

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