



TO: First Year Students with a Child Studies Major
FROM: Betty S. Lee, Peabody Registrar *BSL*
DATE: May 23, 2011
RE: Fall 2011 Registration

We are delighted that you will be joining the students, faculty and staff at Peabody College of Vanderbilt University beginning in the fall semester. The registration process for undergraduate students at Vanderbilt University is quite simple as long as you register on time. Your registration window begins Monday, June 6 at 8:00 a.m. central time and will end at 11:59 p.m. on Friday, June 24th. Registration will not begin again until July 20th.

CONTENTS OF THIS REGISTRATION PACKET

Peabody College Undergraduate Handbook

Your *Undergraduate Handbook* contains key information for planning not only your fall 2011 course selections but also your four year degree program. You are expected to familiarize yourself with the information contained in this handbook and to carry it with you to each advising appointment. You will be using this now to register for your fall 2011 classes.

Consent to Release Academic Information

The Buckley Amendment regulations allow the University to provide academic progress reports and other academic information to parents of students if the student is a dependent of the parents for federal income tax purposes. In order to confirm the University's records and to administer the appropriate release of this information to parents, each new student completes this form to verify if the student is a dependent. This form must be returned to the Peabody Office of Records and Registration by Fax: 615-322-8401, email: roz.roettger@vanderbilt.edu, or US mail to the address on this letterhead.

Writing Studio 101 Pamphlet

Many Vanderbilt classes are writing intensive and Peabody does requires each student to take two "W", "F" or Peabody class numbers ending in a "7" (except EDUC 2117 and 2217) to graduate. The Writing Studio can be a very helpful resource for all student writing skill levels.

Table of Abbreviations

This will show you the abbreviations used in the class schedule for days of the week and the building codes associated with classes you select. You will have 10 minutes to make it from one class to another. If you have back to back classes, you may wish to check a Vanderbilt campus map. You cannot make it from Wyatt to Wilson Hall in 10 minutes!

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STEPS TO FOLLOW TO REGISTER FOR FALL 2011 CLASSES

You are probably being inundated with information from Vanderbilt, including this registration packet. We understand that it can be overwhelming for first year students. If you use the following steps, the conclusion should be a successful registration.

1. **Using your Peabody Handbook and Your Enrollment Services (YES) to Register** – The four year suggested schedule plan for your major is located on page 63 of your handbook. Note that the required fall course for your major is PSY-PC 1630 - Developmental Psychology. The Department also recommends PSY-PC 2101 - Introduction to Statistical Analysis, and PSY-PC 1150/1157 – Freshman Seminar, be taken either fall or spring of your first year. These are the classes that you should load first into your registration class cart on YES.
2. **Selecting Courses from the Required Liberal Education Core** – The liberal education core is designed to give Peabody students the depth and breadth of knowledge across the areas of Communications, Humanities, Mathematics, Sciences, Cultural Studies and Social Sciences. See pages 58-60 in your handbook for courses that will meet the listed requirements. Not all listed courses are offered in the fall 2010 semester. You will be expected to complete all Liberal Education Core classes by the end of your fourth semester of attendance. . If you are not exempt from ENGL 100, you must take this course fall 2011 before enrolling in any designated writing intensive course.
3. **Accessing and using YES** – Pages 6-11 in your handbook cover all the registration features on the YES application. Go to www.vanderbilt.edu and click on YES on the bottom right hand corner of the Vanderbilt home page. The home page was changed last week and YES moved from the bottom left to the bottom right. You will be asked to enter your VUNET ID and your password. If you have forgotten your password, go to <http://its.vanderbilt.edu/epassword/> and click on Forgotten Password for assistance. Yes will open to your landing page and you will select “Student Registration” which will take you to class search. We recommend that you use the advanced search and search on the class subject area. The subject area for Peabody psychology classes is Psychology – PC in the drop down menu.

To view the course description, click anywhere on the class of interest. You do not need a paper copy of the catalog to view the most up to date course description. On the class listing, you will see the following symbols and enrollment numbers and limits for each class:

A green circle indicates that the class is open.

A yellow triangle indicates that the class is full and the wait-list is active.

A blue square indicates that the class and waitlists are full

You may add classes to your class cart by clicking on the blue plus sign to the right of the class. You may place up to 20 classes in your class cart. You may enroll in no more than 18 hours in a given semester. You should check your classes for time and day conflicts.

YES is open now for students to load their class carts with classes that they wish to enroll in beginning June 6.

4. **Wait Lists** – You should be registered for all your classes without depending on getting entrance into a wait-listed class. If you waitlist yourself for a class, be sure to indicate the

class that you wish to drop if enrolled in this class. The wait list process runs every morning and if a seat opens, the first person on the waitlist is enrolled.

5. **Enrolling in Fall 2011 Classes from Your Class Cart** – On June 6 at 8:00 a.m Central time, the Enrollment button at the bottom of your class cart will be activated. You will check the classes in your cart for which you would like to enroll and press Enroll. Courses will move from your class cart to the enrolled section. The program will not allow you to be registered for time conflicts, or be enrolled in classes for which you do not meet the criteria. Error messages will be displayed for classes unsuccessfully enrolled. Clear the error message and resume selecting classes.

You are encouraged to register on June 6 because the longer you wait, the fewer classes will be open.

HELPFUL SCHEDULING TIPS

1. If you are not strong in Math and Science, you probably should not take them in the same semester.
2. Avoid registering for a Communication Studies (CMST) course your first year. You will have a better chance of getting a CMST course in your sophomore year.
3. You should register for at least 15 hours each semester in order to graduate in eight regular semesters with your class. The number of hours recommended by your department is in your Suggested Schedule Plan.
4. If you have AP or IB credit you should reference the AP credit list on pages 14-15 in your *Peabody Undergraduate Handbook* for the exact Vanderbilt course credit you will earn. Your test scores must be submitted to Vanderbilt prior to your first semester of enrollment to obtain credit. If you do not know your AP/IB scores yet avoid registering for courses for which you feel that you are likely to receive AP/IB credit. If you took AP/IB tests during your Junior year before you applied to Vanderbilt, be sure to have those scores sent to the Vanderbilt Undergraduate Admissions Office early this summer.
5. You should not sign up for 200 or 2000 level courses during your first year at Peabody unless recommended by your department. These normally are courses for students classified as Junior or Senior.
6. Do **not** register for Arts and Science Freshman Seminars (115, 115F courses), which are open to Arts and Science students only. If the courses are open July 20th when registration resumes, you may enroll. Arts and Science 115F courses may be used to partially satisfy the writing requirement.

ADVISEMENT

Please check your Vanderbilt email account often as advisers and other Vanderbilt offices will be sending out important messages pertaining to registration and advisement.

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You should have already received an email from Professor Craig Smith prior to receipt of this packet.

Students who have questions concerning course selections for the fall semester may call or email the following individuals in the Psychology and Human Development Department:

Professor Craig Smith, Director of Undergraduate Studies
craig.a.smith@vanderbilt.edu
(615)-322-8298

Ms. Polly Case, Educational Coordinator
polly.case@vanderbilt.edu
(615) 343-4963

CHANGING YOUR PEABODY MAJOR

You have been granted admission to the major indicated on your application. If you would like to change to another Peabody major, you may complete the appropriate change of major form in September after classes begin. Students who want to change to a major in another school at Vanderbilt must stay in Peabody for two semesters and then may make application to transfer to Blair, Engineering, or the College of Arts and Science. All Peabody students wishing to change to a major in another Vanderbilt school must enroll in at least one Peabody class in both the fall and spring semesters.

All students will have an opportunity to meet with their faculty adviser Monday, August 22 and make schedule changes, if necessary, beginning the first day of fall classes.

You may view and print your fall schedule at anytime on the YES program.

If you have further questions concerning the registration process, please contact the Office of Records and Registration at (615) 322-8400.

We are looking forward to your arrival in August and wish you a great summer.