TO: First Year Students
FROM: Betty S. Lee, Assistant Dean  
Peabody Office of Academic Services
DATE: May 27, 2014
RE: Fall 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 9 at 8:00 a.m. central time and will end at 11:59 p.m. on Friday, June 27th. Registration will not begin again until July 23rd. Registration is on a first-come, first-served basis.

ATTACHMENTS:

Peabody College Undergraduate Handbook
Your Undergraduate Handbook contains key information for planning not only your fall course selections but also your four year degree program requirements. 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 2014 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. Please indicate parents’ names and full addresses on this form. This form must be returned to the Peabody Office of Academic Services by Fax: 615-322-8401, email: roz.roettger@vanderbilt.edu, or US mail to: The Peabody Office of Academic Services, Vanderbilt University, Commons Post Office, Box 323, Nashville TN 37075.

Schedule Abbreviations
Visit the following link to see abbreviations used in the Schedule of Classes:
http://registrar.vanderbilt.edu/calendar/table-of-abbreviations/
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!

STEPS TO FOLLOW TO REGISTER FOR FALL 2014 CLASSES
You are probably being inundated with information from Vanderbilt. We understand that it can be overwhelming for first year students. Using the attached Peabody Undergraduate Handbook, follow the steps below and the result will be a successful registration.

1. Suggested Schedule Plans - The four year suggested schedule plan for the Peabody major to which you were admitted can be found in the appropriate tabbed major section in the Peabody Undergraduate Handbook. Students majoring in Cognitive studies will be pre-enrolled in PSY-PC 1207. Human and Organizational Development Majors will be pre-enrolled in HOD 1000 section 01 and a section of HOD 1001. Special Education majors will be pre-enrolled in
SPED 1000. There is no need to put these required classes in your cart but you should plan your schedule around these pre-enrolled required classes. Students in other Peabody majors have required courses but have section choices to make when enrolling.

2. Selecting Courses from the Required Liberal Education Core – The liberal education core for your major is designed to give Peabody students the depth and breadth of knowledge across the areas of Communications, Humanities, Mathematics, Sciences, Cultural Studies (except H&OD) and Social Sciences. Not all listed courses are offered in the fall 2014 semester. You will be expected to complete all Liberal Education Core classes listed for your first major by the end of your fourth semester of attendance. If you are not exempt from ENGL 100, you must take this course fall 2014 before enrolling in any designated writing intensive course. Use the Liberal Education Core pages in the Handbook when selecting your classes.

3. Your Enrollment Services (YES) – This section of the Handbook describes how to use the Vanderbilt registration program successfully. Read these pages carefully.
   - When viewing classes in the schedule the following symbols will be helpful:
     - 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 before registration begin on June 9th.
   - YES is open now for students to load their class carts with classes that they wish to enroll in beginning June 9.

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 four hours and if a seat opens, the first person on the waitlist is enrolled and an email notification is sent to the student.

5. Enrolling in Fall Classes from Your Class Cart – On June 9 at 8:00 A.M. Central time, you will check the classes in your cart for which you would like to enroll then select enroll to the waitlist if you want to be placed on the waitlist if the selected class is full. See the specific instructions in the YES section of the Handbook. When you press the submit button, courses will move from your class cart to enrolled. 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 9 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 in the 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 Juniors or Seniors.
6. Do not register for Arts and Science Freshman Seminars (115, 115F courses), which are initially open to Arts and Science students only. If the courses are open when registration resumes July 23rd, you may enroll. Arts and Science 115F courses may be used to partially satisfy the writing requirement.

ADVISEMENT
Your Adviser will be contacting you at your Vanderbilt e-mail address this week. Please check your Vanderbilt email account often as advisers and other Vanderbilt offices will be sending out important messages pertaining to registration and advisement procedures.

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 March before registration for Fall 2015 semester. First Year students are expected to enroll in the required classes for the major into which they were admitted for the fall 2014 and spring 2015 semesters. 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 Vanderbilt Schools 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 18th 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 Peabody Office of Academic Services at (615) 322-8400.