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 new 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.
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. 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.
3. 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; be sure to have those scores sent to the Vanderbilt Undergraduate Admissions Office early this summer. The institution code is 1871.

ADVISEMENT

Ms. Jonnelle Rein, the Peabody Educational Coordinator, will be in touch with you (if not already) concerning your transfer courses and will be of great assistance if you have questions. Her e-mail address is j.rein@vanderbilt.edu and she can be reached at 615-322-8400. She is your best resource on the disposition of your previous academic coursework.

If you have not provided Ms. Rein with either course descriptions or syllabi of your previous work, email (Word Document or PDF file) is the preferred communication method.

If you have questions concerning your major, you should email the individuals in the offices listed below for assistance or to set up a telephone advising session. You should identify yourself as a transfer student. Departmental advisers will not have access to your previous college coursework until later in the summer.

Child Development, Child Studies, and Cognitive Studies Majors:
Professor Leigh Wadsworth, Director of Undergraduate Studies
Department of Psychology and Human Development
615-322-5566 leigh.wadsworth@vanderbilt.edu

Early Childhood, Elementary, and Secondary Education Majors:
Professor Catherine McTamaney
Department of Teaching and Learning
(615) 322-8100 catherine.mctamaney@vanderbilt.edu

Human and Organizational Development Major:
Ms. Vicki Scalf, Educational Coordinator
(615) 322-8495 vicki.w.scalf@vanderbilt.edu

Special Education Major:
Professor Andrea Capizzi, Director Undergraduate Studies
Department of Special Education
(615) 322-8150 andria.capizzi@vanderbilt.edu
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 October before registration for Spring 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.