Peabody Academic Services

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WHAT WE DO:
- From matriculation to graduation
- Any records/registration issue
- Policy interpretation
- Transfer credit
- Probation/dismissal
- Course schedule every semester
- Leaves of absence/withdrawal
- Catalogs and handbooks
- Graduation checkout
Big Picture

University Registrar’s Office

A&S Office of Academic Services

Engin. Office of Academic Services

Blair Office of Academic Services

Peabody Office of Academic Services

*Graduate schools (med, law, divinity, etc.) also have similar offices.
How to have a successful registration experience

**Degree Audit**
Found on YES; shows you the degree requirements you’ve fulfilled and have yet to fulfill.

**Meeting with advisor**
Come with ideas of future classes; first point of contact for program-specific questions.

**Graduate Catalog**
Detailed list of all classes and university academic policies; parsed down version on YES
- Vanderbilt.edu/catalogs

**Academic Calendar**
Your responsibility to adhere to posted deadlines; read carefully.
- registrar.vanderbilt.edu/calendars/

**Pre-reqs and Reserved Seats**
Be sure you meet pre-requisites and reserved seat requirements for courses before registration opens.
This class’ roster is full, but the waitlist is open.

Be sure you meet the reserved seat requirements (“Only open to HDC majors”).

Double check your class’ time and location before the first day.
How to take classes outside of Peabody

**Taking a non-Peabody graduate class for credit:**

1. Get permission from the instructor (email, written note, etc.)
2. Obtain note/email from advisor and program director stating that this course will count toward your grad/professional degree
3. Send along all three permissions to Peabody Office of Academic Services, and we will manually enroll you in the course.

**Auditing a non-Peabody class (grad and undergrad):**

1. Fill out the audit form (available on our website)
2. Have instructor sign form, and return it to our office.
   - You will be charged a $10 fee on your online e-bill
   - The course will appear on your transcript as “AU” (for “audit”) for 0 credit hours.
Remember to refresh, especially after enrolling or making any other sort of registration change.
See how courses are currently fulfilling requirements for you.
Click “possible courses” to see which courses could fulfill that requirement.
If your program requires a **track declaration**, do that sooner rather than later (in consultation with your advisor).

Declaring your track will make your online degree audit more accurately reflect what you have left to complete.
Update **mailing address** once you have a local address.

You are also welcome to update your **pronoun** under this tab, if you’d like.
YES – Holds

Your student landing page will tell you if you have any holds.

Many holds can keep you from registering for courses or adjusting your course schedule.

If you have a hold, this box will tell you who to contact to have it removed.
Find lots online!  
peabody.vanderbilt.edu/admin-offices/oas/index.php
Reach out with any questions!

- peabody.vanderbilt.edu/admin-offices/oas/index.php
- 215 Peabody Admin Building (next to the Peabody Library)

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