We are delighted that you have been admitted to begin your degree program at Peabody! Below are the steps needed to get started with the matriculation process and to register for classes.

1. If you have not already done so, confirm your acceptance/decline of your admission offer with the Office of Graduate Admissions: [https://apply.vanderbilt.edu/apply/](https://apply.vanderbilt.edu/apply/)

2. Establish your Vanderbilt email account after you’ve activated your VUnetID and E-Password. The University will use your Vanderbilt e-mail account for all electronic correspondence. You may forward your Vanderbilt e-mail account to another provider but **you will be expected to read all e-mail correspondence that comes to your Vanderbilt e-mail account.**

3. If you will have a guarantor to help with tuition/debt payments, complete the Guarantor Authorization and Debt Repayment Agreement form. The instructions to complete this form are located at [https://finance.vanderbilt.edu/stuaccts/undergraduate/forms.php](https://finance.vanderbilt.edu/stuaccts/undergraduate/forms.php) (top of page). If you will not have a guarantor, you do not have to fill out the form.

4. New students are required to comply with health insurance and immunization requirements and complete the health questionnaire found at the following link. You will be unable to register until you are immunization clear.
   a. Immunization Requirements: [https://www.vumc.org/student-health/immunization-requirements-new-students](https://www.vumc.org/student-health/immunization-requirements-new-students)

5. The Vanderbilt registration program is located on YES (Your Enrollment Services) – [yes.vanderbilt.edu](http://yes.vanderbilt.edu) (bookmark this link, as you will use it often). Use your VUnet ID and e-password to log in. When you log in to YES, you will be on your landing page. Select “Student Registration.” Instructions on how to register for classes are on the Admitted Students webpage (find your department in the drop down list, then click “Course Registration Information”). Check your department web pages or contact them directly to find out the appropriate classes to take, if you do not already know.

Registering on time for all your classes is extremely important as Peabody College financial aid cannot be applied unless you are registered for all of the credit hours you will be taking in a term.

**Summer Registration 2020** will be open from March 23 until early May. The summer course schedule will be available to view in YES on February 17. After the early May deadline, all summer schedule changes must be sent to Malina Halman to be administratively entered.

**Fall Registration 2020:**

- Professional on campus students: Fall 2020 enrollment is open now until July 2\(^{nd}\), and then Open Enrollment is from July 22\(^{nd}\) until September 2\(^{nd}\)
- Professional online: Fall 2020 enrollment is from July 14\(^{th}\) to September 2\(^{nd}\).
- Graduate students: Fall 2020 enrollment is open now until September 9\(^{th}\).

You must be immunization clear to register. Students should contact their department if they need course scheduling advisement. Some departments list major requirements on their website as well.
WITHDRAWAL
If you register and decide not to attend, you must notify the Peabody Office of Academic Services in writing (or via email) before your classes begin to be entitled to a full refund of tuition and fees.

FINANCIAL AID
Department and College Financial Aid offers have been sent to students. Students should follow instructions in the award letters for accepting or declining the award offer on the Peabody website. The Vanderbilt Office of Financial Aid is in the process of matching FAFSA data with students’ submitted Graduate and Professional Financial Aid Application in order to prepare federal award packages for student who have accepted our offer of admission.

CHANGE OF ADDRESS
Students should check the address that Vanderbilt has for you by selecting the “Personal Information” link on your YES landing page. You will be able to change your address on this page. This is very important as some documents cannot be sent by e-mail will be sent to your local address on the system. Many new students will not have a Nashville local address until moving here. At whatever point you change your local address, you must use this YES feature to make changes.

PAYMENT OF TUITION AND FEES
Tuition and fees for summer and fall can be found on the Office of Student Account’s website https://finance.vanderbilt.edu/stuaccts/ or the Admitted Students website. All students are automatically enrolled for e-bills. You may access the e-bill from your landing page on YES. Paper bills are not mailed to students. Fall e-bills will not be available until August 1.

Student health insurance is mandatory unless you complete the Insurance Waiver form online. Waivers for health insurance must be submitted your first summer of admittance and every fall semester or you will be charged for insurance. You may visit the Student Health website at: https://www.vumc.org/student-health/waiving-gallagher-student-insurance if you wish to have the insurance fee waived. There are specific deadlines for waiving the student insurance for summer and the academic year. See the Student Health website for these deadlines.

VANDERBILT STUDENT ID CARDS
When you arrive on campus for classes, go to the Vanderbilt Card Office, 184 Sarratt Student Center, to have your Vanderbilt picture ID card made. The office is open Monday through Friday from 8:30 a.m. until 4:00 p.m. A student identification card is necessary to access many facilities including the library, dining, and recreation center.

PARKING PERMITS
Students should visit the Traffic and Parking web-site for information on acquiring an on-campus parking permit. https://www.vanderbilt.edu/traffic_parking/

AUDIT
Only degree seeking students registered for at least one hour of credit may audit a Peabody course. Prior permission of the instructor is required to audit Peabody courses. An Audit Request form is available on the Peabody Office of Academic Services website under forms for download. The charge for auditing a Peabody course is $10. An audit must be declared no later than the last day to register in a term or session. After that date, courses may not be changed to an “audit” status or from audit to a "graded" status.
INDEPENDENT STUDY/VARIABLE CREDIT COURSE REGISTRATION
Students wishing to register for variable credit courses -- including readings and research, selected internship or practicum, field work/experience, or special projects -- must complete and submit an “Individual Learning Agreement” to the Peabody OAS Office no later than the last day to register for a class in a session. See your programs section of the catalog for the specific course number to write in on the form (https://vanderbilt.edu/catalogs).

Please return completed individual learning agreements to the Peabody Office of Academic Services (OAS). The Peabody OAS staff will manually enter registrations for variable credit courses upon receipt of the Individual Learning Agreement form.

VANDERBILT HONOR CODE
All students must become familiar with and abide by the University’s policy on academic integrity. Failure to observe appropriate standards of academic integrity could result in disciplinary actions imposed by the honor council. For more information on the University’s policies, follow this link - https://www.vanderbilt.edu/academicintegrity/

If you have questions concerning any of this information, please contact the Peabody OAS office -- malina.c.halman@vanderbilt.edu

More information:
- Our website
- Peabody forms for download
- Academic Calendar