

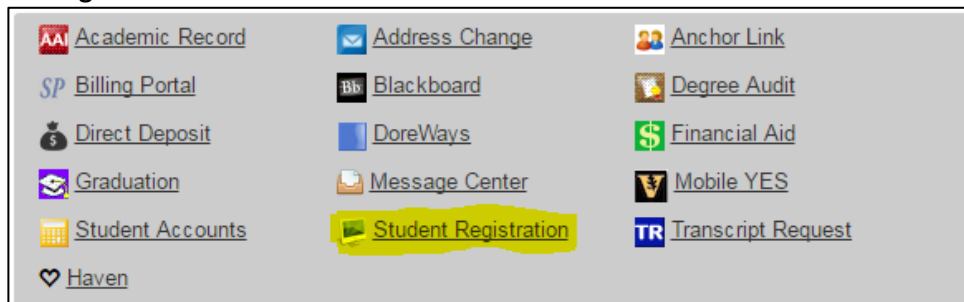
Registration Instructions Peabody Office of Academic Services

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.

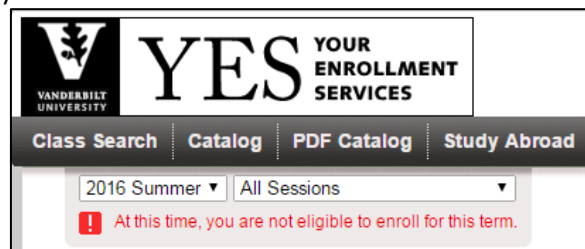
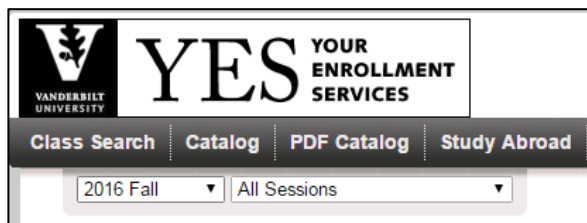
Make sure you've followed all steps in the previous correspondence from Graduate Admissions that outlined email set up, immunization requirements (which are not applicable to online MLO students), and VUnet ID registration. You can also find this information by accessing your program's web page from the Admitted Students website. peabody.vanderbilt.edu/degrees-programs/admitted/index.php.

You will not be able to enroll in courses until you have a valid VUnet ID, Vanderbilt email address, and all holds cleared from your record. You should contact your department for course scheduling advisement. Some departments list major requirements on their website and they may be found in the Peabody Professional catalog (vanderbilt.edu/catalogs).

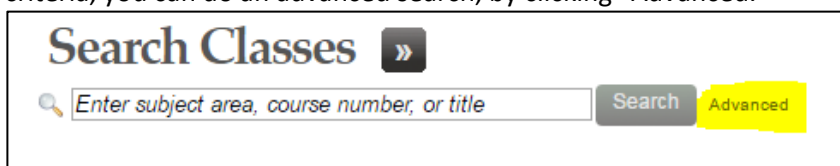
1. Go to yes.vanderbilt.edu
2. Sign in with your **VUnet ID and password**.
3. You will be taken to a student landing page. This landing page will convey any issues that need your immediate attention, like holds, financial issues, and upcoming enrollment dates, as well as be your link to all other important sites, like your student account and degree audit. On the landing page, click **student registration**.



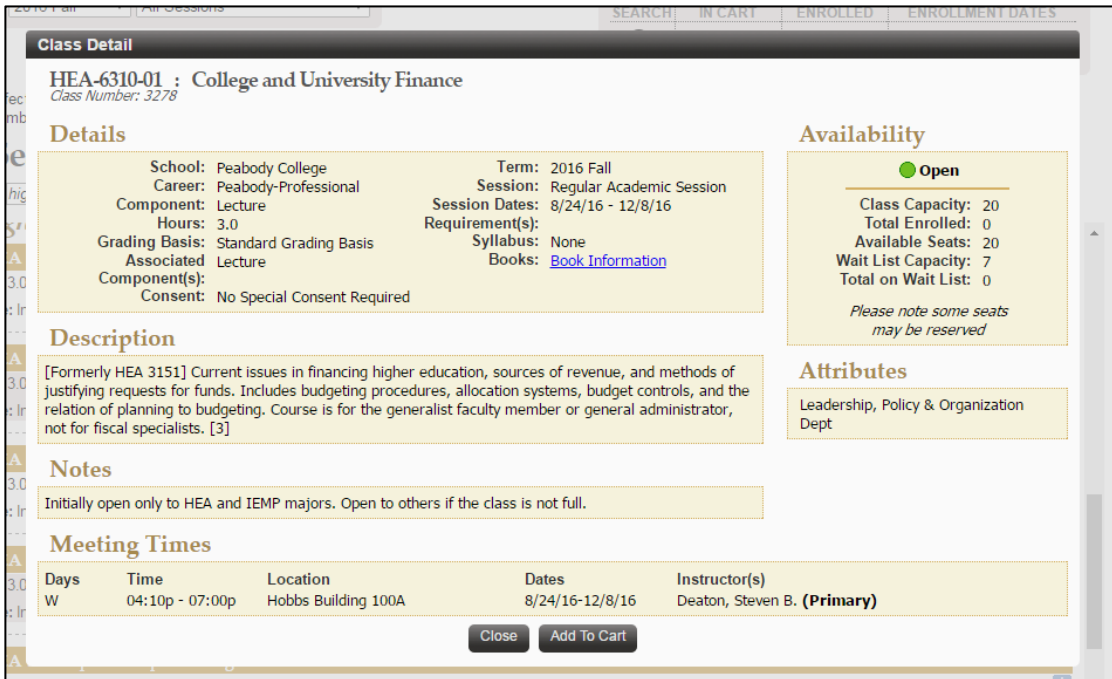
4. Use the **dropdown list** in the top left to choose the term. If you are not eligible to register for a term, a message will appear right below the list telling you so.



5. Search for a class by subject area, course number, or title using the search box. To search using other criteria, you can do an advanced search, by clicking "Advanced."

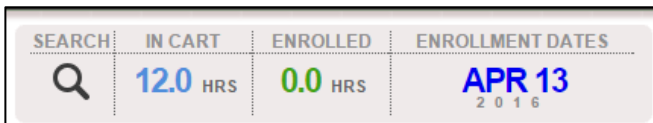


6. To place a class in your class cart, you can click on the **plus sign** directly to the right of the course list, or click on the course to expand it and view all details associated with the course, then click the **“Add to Cart”** button at the bottom.

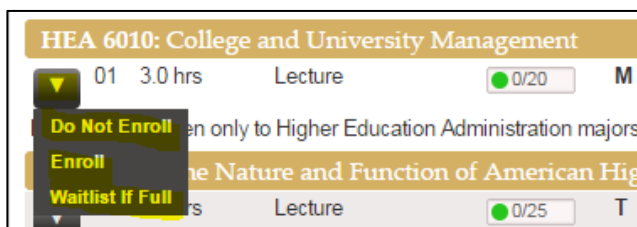



- If you click on a course and **do not** see the “Add to Cart” button or the plus sign button, try logging out and then logging back in again. If you continue to have issues with this function, contact yes@vanderbilt.edu.

7. **Enrolling into a course from your class cart:** Confirm you are within your registration window by clicking on the date in the “Enrollment Dates” section in the top right of your student registration page.



8. Click on the “In Cart” section to view what is currently in your cart. **To register**, click on the drop down arrow to the left of the class and select “Enroll”.
- You can also choose “Do Not Enroll” or “Waitlist if Full.”
 - Repeat until all classes have been selected.
 - **Be sure to click “Submit” at the bottom of the page after selections have been made.**



9. If registration is successful, you will receive a confirmation message on the bottom right corner. If registration is not successful, an error message will appear with the reason why.



10. You will have a window at the beginning of each semester in which you are able to drop courses yourself. After this window, the Peabody Office of Academic Services will have to manually drop you from a course. Please see the Academic Calendar for the exact dates. **To drop a course yourself**, click on the “Enrolled” section at the top of your student registration page.
- You can either click the red minus sign to the right of the course, or
 - Click the check box to the left of the course, and then click the “Drop” button at the bottom of the page.
 - A message will pop up for you to confirm your selection, and if successful, you will receive a confirmation message at the bottom of the page.

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.

Find far more detailed how-to guides by clicking the “**Help**” tab at the top of your student registration page.

Feel free to contact the [Peabody Office of Academic Services](#) for any enrollment questions. Again, please contact your department for specific information regarding *what* classes to enroll in, but we will be happy to discuss *how* to enroll in them. Welcome again!

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