Registration Instructions
(Click the boxes to ensure all steps are complete.)

☐ Read this document carefully to help you register properly for your courses.

☐ Log on to YES (Your Enrollment Services) yes.vanderbilt.edu to design your schedule; use the sample curriculum and accompanying instructions to guide you. Be sure that none of your classes or lab times overlap.

☐ Using YES, enroll in your fall classes June 6 through June 24.

☐ Complete the Declaration of Major form and indicate the field of engineering you wish to choose as a major. If you’re not sure, pick a major that sounds interesting. You may change your major later. Your faculty adviser will be assigned in early August according to your field of interest. Submit your Declaration of Major form no later than June 24, 2016, using the online form.

☐ Download and email your Consent to Release Academic Information form no later than June 24, 2016, to a.burgett@vanderbilt.edu.

Contact Information
Office of Academic Services
VU Station B 351519
Nashville, TN 37235
or
Fax: 615-343-0670

Questions? Please call 615-343-8061 or 1-877-676-9111 (toll free).
Guidelines for Course Selection

All engineering students at Vanderbilt take a common core of courses during the first year, in the sense that all students take:
- Chemistry
- Math
- Engineering Science 1401, 1402 and 1403
- Liberal Arts Core requirement or an elective
- Engineering Freshman Seminar (optional)

While it is a “common” first year, many students have Advanced Placement (AP) credits or other special circumstances requiring some guidance in selecting an appropriate schedule for the first semester.

Using the sample curriculum as a guide, use the YES class search to look up the times for the courses you have selected and place them in your cart. Be careful not to overlap course times.

Choosing Your Chemistry Course

If you have a 5 on the AP chemistry exam, you will receive AP credit for chemistry, and you should speak with an adviser from the School of Engineering Office of Academic Services about a suitable substitute course for the fall semester. Otherwise, you should take CHEM 1601 (lecture), CHEM 1601 (discussion), and CHEM 1601L (laboratory).

Choosing Your Math Course

Selection of the appropriate mathematics course is a little more involved. The usual sequence taken by entering engineering students is MATH 1300, 1301, and 2300. Math 1300 is a four-hour beginning calculus course for engineering students.

If you have earned a 5 on the BC Calculus Advanced Placement test, you will automatically be awarded eight hours of credit for MATH 1300 and 1301. Although you may start with MATH 2300, you should consider beginning calculus at Vanderbilt with MATH 1301 as good preparation for your second- and third-year courses in mathematics. If you elect to take either MATH 1300 or 1301 at Vanderbilt, the corresponding AP credit will be canceled.

If you have earned a 5 on the AB Calculus Advanced Placement test, you will automatically be awarded four hours of credit for MATH 1300, and you may start with MATH 1301.

First-year students should choose a calculus course on the basis of high school background and AP, IB or transfer credit awarded by Vanderbilt. The Department of Mathematics will evaluate student performance at the beginning of the semester and move students to a different level if warranted. If you find the course you have chosen too advanced, you may drop back to the lower level course without penalty during the first two weeks of the semester.

Course Prerequisites

Although some course prerequisites may be relaxed to allow first year students to register for classes before Advanced Placement or International Baccalaureate credit is applied to the records of incoming students, course prerequisites are strictly enforced.

If you anticipate using either Advanced Placement or International Baccalaureate credit to fulfill a required prerequisite, you must be sure that your score has been received and recorded on your record by August 5, 2016. The same policy is applied for students presenting pre-college transfer credit. Credit that has been received is viewable on YES under the External tab of the Academic Record.

Student records will be reviewed before the beginning of the semester. Students enrolled in classes without the required prerequisites will be administratively dropped from the class.

Placement Tests

Placement tests are optional. But, if you are planning to continue in a foreign language that you began in high school, we recommend a placement test in that language. Placement tests are available online at vanderbilt.edu/csls/placement_info.php.
The Liberal Arts Core

In order to provide the elements of a general education considered necessary for responsible practice as an educated engineer, the School of Engineering requires each student to complete at least 18 hours in the Liberal Arts Core comprising:

1) At least 3 hours selected from courses classified in the AXLE Curriculum Course Distribution of the College of Arts and Science as Humanities and Creative Arts (HCA), and
2) At least 3 hours selected from courses classified in the AXLE Curriculum Course Distribution of the College of Arts and Science as Social and Behavioral Sciences (SBS).

The remaining hours are to be selected from:

1) Courses classified in the AXLE Curriculum Course Distribution of the College of Arts and Science as Humanities and Creative Arts (HCA), International Cultures (INT), History and Culture of the United States (US), Social and Behavioral Sciences (SBS), and Perspectives (P)
2) CS 1151 and ENGM 2440
3) Arabic 1101, Chinese 1011, 1012, 1101, English 1100, French 1101, German 1101, Greek 1101, Hebrew 1101, Italian 1101, Japanese 1011, 1012, 1101, Latin 1101, Portuguese 1101, Russian 1101, and Spanish 1100, 1101
4) Peabody College courses in Psychology and Human Development numbered 1205, 1207, 1250, 2200, 2250, 2300, 2400, 2500, 2550, 2600, and 3150, and in Human and Organizational Development numbered 1250, 1300, 2100, 2260, 2400, 2500, 2700, and 3232
5) All MUSC, MUSE, MUSO, COMP, MREP, MUTH, and performance courses in the Blair School of Music, except MUSO 1001

AXLE Curriculum Course Distribution areas are notated in the catalog description for the course posted on YES. To search specifically for the categories above, use the Advances Search feature in YES.

Introduction to Engineering

ES 1401, 1402, 1403

Introduction to Engineering is required of all entering engineering students. This three-part introductory course is designed to assist students in choosing a major or confirming a choice of major and to provide access to engineering topics that otherwise may not be explored.

The course is divided into three, four-week modules to be taken one after the other (also known as “in series”). Students must register for all three modules in order to get credit for Introduction to Engineering.

- Modules for ES 1401, 1402 and 1403 are to be chosen based on areas of interest of the student’s choice and in no particular order.
- The three modules cannot repeat each other in terms of content (e.g., the section descriptions provided in the course notes on YES cannot be taken more than once).

Students should be mindful of the notes listed under each Introduction to Engineering section as they state the content of the module. No section contains a prerequisite of any kind.

All modules meet at the same time, MWF 12:10–1:00 p.m. Each module counts for one credit hour of the three credit hour requirement, and individual grades will be reported for each module.

Questions regarding Introduction to Engineering should be referred to Director of the Division of General Engineering, Christopher Rowe, via email at chris.rowe@vanderbilt.edu or phone at 615-322-3479.

Engineering Freshman Seminars

Insight. Innovation. Impact. These words describe the contributions from every field of engineering, but where do you begin? The School of Engineering offers optional freshman seminars that provide first-year students the chance to work and learn in small group environments with experienced engineering professors.

Students will explore current engineering topics and begin to learn how to approach solving real-world problems with the guidance of an expert in the field. These courses are designed to introduce students to the important contributions that engineers make to technology and their impact on society. Students learn about the teamwork and communication skills that enhance the creative processes involved in engineering as well as the engineering approach to problem solving.
Most of these courses will be offered in the spring semester as Commons Seminars, but two seminars will be offered in the fall:

- ES 1115.01: Moore’s Law and the Engineering Economy
- ES 1115.02: Exploring Nanotechnology

You may find the course descriptions and the course meeting times in the schedule of courses on YES. You will receive information about the seminars planned for spring 2016 before the spring registration period begins. If you choose to take a seminar this fall, you will earn one hour of open elective credit from this very unique experience.

**Registering for Your Classes Using YES (Your Enrollment Services)**

**YES** is available from the Vanderbilt homepage via a link at the bottom right-hand corner of the Vanderbilt homepage, or you may go directly to [yes.vanderbilt.edu](http://yes.vanderbilt.edu). Use your VUnetID and e-password to access YES.

Once you are logged in, the system will default to your landing page. The landing page provides access to your academic applications. To navigate these applications, use the icons below your student photo or the applications tab in the navigation bar at the top of your screen. The navigation bar is the same throughout many of your academic applications.

Select the Student Registration link from your navigation bar or the available icons. When you enter Student Registration, the system will default you to class search. You may then begin to select your classes using the quick search or advanced search feature and add them to your class cart. The quick search is based on the subject area, course number, and title. The search will return any classes with those criteria that you type in the search box. The advanced search link will allow you to refine your search by selecting additional criteria. Both methods of searching will allow you to select your classes.

Once the classes are selected, click the enroll button for each class and repeat until all of your classes have been selected.

Click “Submit” after your selections have been made to complete your registration.

Messages will appear at the bottom right corner of the screen after you select the enroll button. The messages will say you have successfully enrolled in the class or that you were not enrolled. If you were not enrolled, the error message will tell you why. If you receive an error message, you will have to click on the message to remove it. Success messages will disappear after five seconds.

### Sample of Fall Semester Curriculum for Engineering Freshmen

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1601</td>
<td>General Chemistry Lecture</td>
<td>3 hours</td>
</tr>
<tr>
<td>CHEM 1601</td>
<td>General Chemistry Discussion</td>
<td>0</td>
</tr>
<tr>
<td>CHEM 1602</td>
<td>General Chemistry Lab</td>
<td>1 hour</td>
</tr>
<tr>
<td>MATH 1300</td>
<td>First Year Accelerated Calculus I</td>
<td>4 hours</td>
</tr>
<tr>
<td>Liberal Arts Core Requirement or Elective Credit</td>
<td>3–5 hours</td>
<td></td>
</tr>
<tr>
<td>ES 1401</td>
<td>Intro to Engineering Modules</td>
<td>1 hour</td>
</tr>
<tr>
<td>ES 1402</td>
<td></td>
<td>1 hour</td>
</tr>
<tr>
<td>ES 1403</td>
<td></td>
<td>1 hour</td>
</tr>
<tr>
<td>ES 1115</td>
<td>Freshman Seminar (optional)</td>
<td>1 hour</td>
</tr>
</tbody>
</table>

14–17 Total Hours
If you want to drop a class, click the red minus sign next to the class you want to drop. When you click the minus sign, the system will ask, “Are you sure you want to drop this class?” If you are, press yes. Once the class has been dropped, it will no longer show in your enrolled classes list.

**YES** provides other useful planning and enrollment applications that are described in the Help link in the upper right hand corner of your student landing page.

### Academic Advising for Engineering Students

A faculty adviser is appointed for each student, based on the major you have chosen. If you have not chosen a major upon entry, an adviser will be assigned to assist you in making this choice during your first year. When you choose your major, your adviser will change to the corresponding adviser in the major you have chosen. **Advisers are assigned to you in early August. All engineering students will meet with their advisers during the orientation program before classes begin.**

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### Important Dates to Remember

#### Fall 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 24</td>
<td>Fall classes begin</td>
</tr>
<tr>
<td>September 7</td>
<td>Last day to drop a class with no entry on the record</td>
</tr>
<tr>
<td>October 10</td>
<td>Spring 2017 class schedule is available in YES</td>
</tr>
<tr>
<td>October 10</td>
<td>Spring 2017 registration windows open</td>
</tr>
<tr>
<td>October 12</td>
<td>Mid-term deficiencies available to students on YES</td>
</tr>
<tr>
<td>October 13–14</td>
<td>Fall Break</td>
</tr>
<tr>
<td>October 21</td>
<td>Last day to withdraw from a class</td>
</tr>
<tr>
<td>November 18</td>
<td>Spring 2017 registration windows close</td>
</tr>
<tr>
<td>November 19–27</td>
<td>Thanksgiving Holiday (dorms are closed)</td>
</tr>
<tr>
<td>December 8</td>
<td>Fall classes end</td>
</tr>
<tr>
<td>December 9–17</td>
<td>Final examinations and reading days</td>
</tr>
</tbody>
</table>

#### Spring 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 9</td>
<td>Spring classes begin</td>
</tr>
<tr>
<td>January 23</td>
<td>Last day to drop a class with no entry on the record</td>
</tr>
<tr>
<td>March 4–12</td>
<td>Spring holidays (dorms are closed)</td>
</tr>
<tr>
<td>March 13</td>
<td>Fall 2017 class schedule is available in YES</td>
</tr>
<tr>
<td>March 17</td>
<td>Last day to withdraw from a class</td>
</tr>
<tr>
<td>April 10</td>
<td>Fall 2017 registration windows open</td>
</tr>
<tr>
<td>April 24</td>
<td>Spring classes end</td>
</tr>
<tr>
<td>April 25–May 4</td>
<td>Final examinations and reading days</td>
</tr>
<tr>
<td>May 12</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

If you have questions about your registration before you meet with your adviser, please contact the School of Engineering Office of Academic Services by calling 615-343-8061 or 1-877-676-9111 (toll free).
Immunization Requirements
The State of Tennessee has established certain immunization requirements for all full-time enrollees in a higher education institution in the state. All admitted students intending to matriculate at Vanderbilt University must submit documentation of the required immunizations to the Zerfoss Student Health Center (medschool.vanderbilt.edu/student-health) prior to enrolling in classes.

For details about state and university immunization requirements and information on how to submit appropriate documentation, please visit the Zerfoss Student Health Center website at: medschool.vanderbilt.edu/student-health/immunization-requirements.

All incoming students must be compliant with the immunization requirements before registration for their initial term of enrollment.

Registration Holds
In order to ensure compliance with these state-mandated requirements, a registration hold will be placed on the accounts of all admitted students intending to matriculate. This hold will prevent students from enrolling in classes until all immunization requirements have been met and the hold released.

You will see the Student Health Imm Hold on the YES Landing Page, including information on the compliance process.

Immunization Questions
If you have any questions about immunization requirements, please contact the Zerfoss Student Health Center at 615-322-2427.

If you have questions about the immunization registration hold, please contact the Office of the University Registrar at 615-322-7701 or university.registrar@vanderbilt.edu.

V² Mentoring Program
V² (V-squared) is a student-organized, freshman engineering mentor program. As a first-year student, you will be assigned an upperclass student mentor of the same potential major that you have declared. This mentor will be available to assist you with any questions and advise you throughout the year should you choose to ask him or her. You should receive a letter from your V² mentor mid- to late-July. If you have any questions regarding engineering academics or student life, we encourage you to contact your mentor, who will be more than willing to assist you.
In compliance with federal law, including the provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, Executive Order 11246, the Uniformed Services Employment and Reemployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008, Vanderbilt University does not discriminate against individuals on the basis of their race, sex, religion, color, national or ethnic origin, age, disability, military service, or genetic information in its administration of educational policies, programs, or activities; admissions policies; scholarship and loan programs; athletic or other university-administered programs; or employment. In addition, the university does not discriminate against individuals on the basis of their sexual orientation, gender identity, or gender expression consistent with the university’s nondiscrimination policy. Inquiries or complaints should be directed to the Equal Opportunity, Affirmative Action, and Disability Services Department, Baker Building, PMB 401809, 2301 Vanderbilt Place, Nashville, TN 37240-1809. Telephone (615) 322-4705 (V/TDD); Fax (615) 343-4969. © 2016 Vanderbilt University. All rights reserved. "Vanderbilt" and the Vanderbilt logo are registered trademarks and service marks of Vanderbilt University. Produced by Vanderbilt University Creative Services.