Date: June 2019

To: Incoming Transfer Students

From: Jasmin Felton, Director of Academic Life

Re: Fall Registration

Welcome to Vanderbilt University Law School, we are excited that you will be joining us. This memo will address questions about course selection and registration. After I receive your file from the Admissions Office, I will be in touch with you concerning your transfer credits and 1L courses that you may need to take during this academic year to satisfy the VLS first-year requirements, and to answer academic questions that you may have. While I will initially contact you via your Vanderbilt email address, I would prefer to speak or meet with you in-person rather than engage in protracted email discussions; knowing something about you and your career goals allows me to better advise you.

After you have your VUnet ID and password, you will have access to the Resources for Students section of our website. The upper class schedules for Fall 2019 and Spring 2020 are posted on the Resources for Students under Academic Life: https://law.vanderbilt.edu/resources-for-students/. This summer, you will register only for Fall 2019. Spring registration will occur in October. Please see the Academic Year Calendar, also posted on the Resources page: https://law.vanderbilt.edu/resources-for-students/. Regardless of the actual registration periods, please consider both schedules when creating your schedule for fall. You will find that some courses are offered in both semesters for increased flexibility.

Transfer students will begin the registration process on July 24 – August 2. As indicated on the schedule, some courses have limits on enrollment. Seats in limited-enrollment courses are enrolled on a first-come, first-served basis. Because our continuing students will have registered by that time, it may be difficult for you to enroll in many limited-enrollment courses in the Fall. In addition, some of our more popular open-enrollment courses may have reached room capacity. Please factor this into your planning and create a list of alternate courses. The Drop/Add period is from August 12 until August 23, the end of the first week of classes. As a result of the Drop/Add process, enrollments may be a bit fluid and some limited-enrollment courses ultimately may have seats available. If the course is full, add yourself to the waitlist. Overall, you must enroll in a minimum of 10 credit hours and no more than 17 credit hours in any semester. I recommend enrolling in at least 12 credit hours, as scheduling too lightly creates heavier semesters ahead. You may not enroll in classes that overlap, and this includes courses that end and begin at the same time. To enroll in courses, please review the online registration information before logging in to YES: https://registrar.vanderbilt.edu/registration/yes-user-guides.php

Please note these tips for registration:

- **Be sure to check for pre or co-requisites for any course you wish to take.** In general, faculty do not waive pre-requisite courses. You will find descriptions for all courses online at the VLS website: https://law.vanderbilt.edu/courses/ and in the course catalog in YES.
• **Note:** If you have an Immunization Hold, you will not be able to register, and there is nothing the Law School can do to help you. I encourage you to provide your medical documentation to the Student Health center as soon as possible.

• Seminar courses satisfy the upper-level writing requirement for graduation. All seminars have enrollment caps and already will have been fully-enrolled, however, seats may be available in some seminars. I strongly recommend waiting until spring before enrolling in a seminar. This gives you a bit of time to adjust to VLS.

• Short courses are intensive, one-credit courses offered during a weekend or for a limited period of time. Many of the professors are internationally known educators, judges, and practitioners. Short Courses are listed at the end schedule. Because they have inconsistent times, you must be cognizant of the times. Students **must** attend all classes and are not permitted to have any time conflicts in their schedule. Faculty cannot waive this policy. Only 8 short course credits will count towards the graduation requirements.

• To participate in the Law and Business Certificate program you will need to plan your schedule with the specified requirements in mind (https://law.vanderbilt.edu/resources-for-students/registration.php). If you have undergraduate or graduate work in Accounting or Finance, you may be able to waive these requirements. To participate in the program, the University requires completion of the Intent to Enroll form. You must turn in the completed form to the Academic Life Office by the fall of your 3L year, sooner is better.

• If you plan to take part in the journal competition, be sure to see the information included in this packet. **The competition runs from Friday, July 12, through Monday, July 22.**

• If you intend to participate in the Moot Court Competition (Intramural Appellate Advocacy) this fall, be certain to save one credit hour in your schedule. The Moot Court Board will send an email about the competition early in the semester. Students may drop after the first meeting. The vast majority of our students participate in the competition.

• You may take up to six hours of graduate credit in Vanderbilt University courses outside of the Law School (for example in Peabody, Owen, or the Divinity Schools). If approved, these courses will transfer in as pass/fail credits and are part of the total of 17 non-class credits that transfer students may apply toward graduation requirements. Transfer students may not participate in dual degree programs. Please see the Student Handbook for greater detail. [https://law.vanderbilt.edu/resources-for-students/](https://law.vanderbilt.edu/resources-for-students/)

• Once you have your VUnet ID, I strongly encourage you to look at the Resources for Students webpage. Relevant academic information and the **Student Handbook**, which includes information for which you are responsible, are posted there. Being familiar with the Student Handbook will avoid unnecessary emails and will help to make your transition to VLS a bit easier. [https://law.vanderbilt.edu/resources-for-students/](https://law.vanderbilt.edu/resources-for-students/) [https://law.vanderbilt.edu/resources-for-students/Student_Handbook.pdf](https://law.vanderbilt.edu/resources-for-students/Student_Handbook.pdf)

Once again, welcome to Vanderbilt University Law School! I look forward to working with you during your transition and as a VLS student.