Please be sure to note the deadline for each of the items below. Do as much as possible on-line, by mail, or by visiting the appropriate offices on campus. Some steps may require your VUnetID and password, so we encourage you to complete that step as early as possible.

☐ **STEP ONE: UPDATING YOUR CURRENT CONTACT INFORMATION:**

If you wish for us to send pre-orientation communications to a different email or mailing address than you used during the application process, you need to alert the Admissions Office AND the Office of the University Registrar of that change. Otherwise, all communications will be sent to the contact information that we have on file from your application.

Beginning in July, all official VU correspondence will be directed to your VU email address, so you will also want to alert us when you have received your new email address (and be sure to start checking it regularly!!)

**Admissions Contact Information:**
Vanderbilt Divinity Admissions  
411 21st Avenue South  
Nashville, TN 37240  
Phone: (615) 343-3963  
Fax: (615) 322-0691  
divinity-admissions@vanderbilt.edu

**Office of the University Registrar:**
Vanderbilt University  
Office of the University Registrar  
PMB 407701  
110 21st Avenue South, Suite 110  
Nashville, TN 37240-7701  
Phone: (615) 322-7701  
Fax: (615) 343-7709  
university.registrar@vanderbilt.edu

☐ **STEP TWO: CLAIMING YOUR VU NET ID AND PASSWORD:** (DEADLINE: JULY 1)

Once your matriculation fee has been processed, be on the lookout for an email from the Vanderbilt University Registrar’s Office inviting you to “claim” your VUnetID and password. You will be given an individualized URL and instructions for how to set up your new Vanderbilt email address. If you do not receive this email within a month of mailing your matriculation deposit, please contact the Admissions Office at (615) 343-3963.

*Note: Once you have set up your Vanderbilt netID and password, you will have access to the YES Online Registration system, which means you will be able to view fall 2014 courses online. Please note that you will not be able to electronically access course listings until this step is complete. The YES system may be accessed via the link on the Divinity School portal: http://www.vanderbilt.edu/divinity/p/. Enter “Divinity” in the search field to bring up course listings. You will not register for courses until after you meet with your advisor in August.*

☐ **STEP THREE: FINAL TRANSCRIPTS:** (DEADLINE: JULY 1)

If you submitted transcripts prior to your spring 2015 grades being posted OR if you submitted only unofficial transcripts during the admissions process, you will need to mail official transcripts that are sealed and include the seal of the College or University Registrar in order to matriculate at Vanderbilt. If you are not
graduating this spring/summer and already submitted official transcripts along with your application, you may disregard this step. All transcripts should be mailed to:

Center for Data Management  
Vanderbilt University  
PMB 407833, 2301 Vanderbilt Place  
Nashville, TN 37240-7833

☐ STEP FOUR: REQUIRED STUDENT HEALTH FORMS & IMMUNIZATIONS: (DEADLINE: JUNE 1)

All new students are required to submit a health questionnaire and immunization form that includes information regarding university and state-mandated vaccinations, as well as information on other strongly recommended vaccinations. This Health Questionnaire needs to be signed by a provider and returned to the Student Health Center by June 1, 2015.

You must access the Health Questionnaire and a Checklist for New Student Procedures at https://medschool.vanderbilt.edu/student-health/immunization-requirements.

Please note that completing the health insurance forms DOES NOT include the waiver for student health insurance. General information about Student Health is available here: http://www.vanderbilt.edu/student_health/.

☐ STEP FIVE: DISABILITY SELF-DISCLOSURE: (DEADLINE: JULY 1)

**Disability Self-Disclosure**: Please let the Equal Opportunity, Affirmative Action, and Disability Services (EAD) Department and the Associate Dean’s office know by July 1 if you believe you have a physical or other disability that may require accommodations. This allows us to begin making arrangements of spaces, books, classrooms, and other modifications as are necessary. Contact information for EAD can be found at http://www.vanderbilt.edu/ead/contact_ds.html. You may contact the Associate Dean’s Office at 615.343.3965 or via US mail at 411 21st Avenue S, Nashville, TN 37240. No accommodations may be requested or secured without self-disclosure to the EAD.

☐ STEP SIX: OPTIONAL HEALTH INSURANCE WAIVER: (DEADLINE: AUGUST 1)

All Vanderbilt students are required to have health insurance coverage, in the event that hospitalization or care outside the Student Health Center (SHC) is needed. The cost of this policy is automatically billed to your student account unless you submit an online waiver of this plan by August 1, 2015. Instructions for those who wish to waive student health insurance can be found at: https://medschool.vanderbilt.edu/student-health/waiving-gallagher-student-insurance . (The Gallagher Koster instruction page also includes a very helpful demo video on how to complete the waiver form.)

Detailed information concerning the coverage and the procedure for obtaining spouse and dependent coverage may be obtained on the Gallagher Koster website: https://www.gallagherkoster.com/students/user-login.php?idField=1015. (Please be sure to use the 2015-16 application, not the 2014-15 application!)
The following steps all have a deadline for completion (by mail or online) by the end of Orientation Week (August 18-21, 2015):

☐ **STEP SEVEN: FEDERAL FINANCIAL AID PROMISSORY NOTE (MPNs):**

Federal Financial Aid Master Promissory Notes (MPNs): A new federal law, the Health Care and Education Reconciliation Act of 2010, has mandated the replacement of the Federal Family Education Loan Program (FFEL) with the Federal Direct Loan Program. This means that students may no longer obtain federal student loans from banks and other private lenders. As a result of this change, **ALL students must complete new federal student loan Master Promissory Notes.** Details on how to sign your MPN will be sent out later in the summer by the Office of Student Financial Aid, so please be sure that we have your preferred email address on file.

☐ **STEP EIGHT: ASSOCIATION OF THEOLOGICAL SCHOOLS QUESTIONNAIRE:**

The Association of Theological Schools (ATS), which is the accrediting body for all theological schools in the United States and Canada, requires that all students complete an Entering Student Questionnaire. This questionnaire will be sent out under separate cover later in the summer for you to complete.

☐ **STEP NINE: ADVANCED STANDING & TRANSFER CREDIT:**

**Advanced Standing:** If you are entering your theological studies with previous work in one or more required curriculum subjects, you may opt to waive introductory courses provided you have taken solid course work in the area at the undergraduate level. Please submit the attached form (entitled “Exemption from Foundation Course”), along with syllabus, to the Associate Dean for Academic Affairs Office prior to orientation. If a waiver is granted, another course in the same subject area must be taken. If you are in the Nashville area during the summer and would like to review Advanced Standing possibilities, you may contact Victor Judge, Assistant Dean for Academic Affairs and Registrar, at victor.judge@vanderbilt.edu to set up an appointment.

**Transfer Credit:** Students with previous graduate or professional work may wish VDS to consider accepting some transfer credit. We encourage you to review the school’s policy concerning transfer credit as outlined in the catalog: [http://www.vanderbilt.edu/catalogs/divinity/divinity.pdf#admission](http://www.vanderbilt.edu/catalogs/divinity/divinity.pdf#admission). Please send syllabi for those courses you intend to transfer to angela.dillon@vanderbilt.edu. Your transcripts, along with the syllabi, will already be reviewed with suggestions for your advisor prior to orientation. During orientation, you and your advisor will prepare a transfer petition for the Associate Dean for Academic Affairs.

☐ **STEP TEN: VANDERBILT PHOTO ID CARD:**

You should obtain your Vanderbilt University Student ID card at the Commodore Card Office located at 184 Sarratt Student Center (615-322-2273). It is open Monday-Friday, 8:30 a.m. – 4:00 p.m. You must bring with you a photo ID. You will be able to use this card for all activities on campus. You also will be able to pay for eating on campus if you open an account at the time you have your ID card made. ID cards can be issued to spouses/partners of full-time students provided the partner/spouse and the student come to the Commodore Card Office together. Proof of marriage/domestic partnership and a photo ID are required.
STEP ELEVEN: CAMPUS PARKING PERMIT:

To park on campus, you must either take your photo ID card and your vehicle registration to the Office of Traffic and Parking located on the ground floor of the Wesley Place Garage, 2043 Scarritt Place, OR register on the web at www.vanderbilt.edu/traffic-parking/register.html. Permits may not be available until August.

Phone: (615) 322-2554 Email: parking@vanderbilt.edu

STEP TWELVE: STUDENT EMPLOYMENT (including federal work-study):

If you are seeking a work-study position on campus, please familiarize yourself with the Student Employment website and hiring database, HireADore: http://www.vanderbilt.edu/studentemployment/. A student employment fair will also be held the first week of classes for all students on campus.

IMPORTANT CONTACT INFORMATION

Student Accounts: http://www.vanderbilt.edu/stuaccts/
Office of Student Accounts
Suite 100 Baker Building
110 21st Avenue South
Nashville, TN 37203
student.accounts@vanderbilt.edu

Campus Mailbox:
Campus Box 35-1672 Station B
Phone: (615) 322-6693 or (800) 288-1144
Fax: (615) 343-8511

Federal Financial Aid Office (loans and work-study): http://www.vanderbilt.edu/FinancialAid
Office of Student Financial Aid
2309 West End Avenue
Nashville TN 37203
Phone: (615) 322-3591 or (800) 288-0201
Fax: (615) 343-8512
Email: finaid@vanderbilt.edu

Student Employment: http://www.vanderbilt.edu/studentemployment/
Most work-study eligible students identify jobs during the first few weeks of the semester. However, using your VUnetID and password, you may search the VU “HireADore” database for job openings now: https://www.hireadore.com/vanderbilt/student/Home.aspx.

Student Health Insurance Liaison: www.vanderbilt.edu/student_health
Kristy Miller
Phone: (615)343-4688 Email: Kristina.miller@vanderbilt.edu

Divinity School:
Admissions Office (for questions about orientation or merit scholarships):
411 21st Avenue South
Nashville, TN 37240
Phone: (615)343-3963 Fax: (615)322-0691

Assistant Dean for Student Life: Amy Steele (student life, student organizations)
Phone: (615)343-5749 amy.e.steele@vanderbilt.edu

Associate Dean for Academic Affairs: Melissa Snarr (academic issues, curriculum questions)
Phone: (615)343-3965 melissa.snarr@vanderbilt.edu