Registration Instructions and Checklist for New Students  
Fall, 2008

This packet includes the information you need to make your Course Requests for the fall semester, 2008. **Read all of the material carefully.** You may also access and download the forms from the website [http://www.vanderbilt.edu/cas/registrar/newstudents](http://www.vanderbilt.edu/cas/registrar/newstudents).

What you will need to register

1. **A letter from the Registrar of the College of Arts and Science.** This letter contains:
   - the name of your summer adviser
   - the week that you are assigned to call your summer adviser
     The Course Request Period of registration is not based on a first come, first served basis so registering the first week will provide no benefit over those who will register the last week
   - the 800-number to call between 9:00 am and 4:30 pm CDT

2. **On the Road with AXLE booklet** - Contains information about
   - AXLE (Achieving Excellence in Liberal Education), the core curriculum requirements for first year students; pay particular attention to the writing requirement
   - how to place yourself in courses for AXLE
     For placement in French and Spanish, take the online test at [http://svcs.cas.vanderbilt.edu/perl/frenchpt.pl](http://svcs.cas.vanderbilt.edu/perl/frenchpt.pl) for French or [http://svcs.cas.vanderbilt.edu/perl/spanishpt.pl](http://svcs.cas.vanderbilt.edu/perl/spanishpt.pl) for Spanish.
   - how to place yourself in courses for specific majors
   - how to register

3. **The First-Year Writing Seminar booklet** - Contains descriptions of the First-Year Writing seminars that are offered for the 2008/2009 academic year.
   - All students MUST take a First-Year Writing seminar. It can be taken either in the fall or the spring semester.

4. **The Schedule of Courses for Fall, 2008** - Contains
   - The Calendar for Registration
   - Information about the Registration process
   - Schedule Worksheets to plot your course selections with their times and locations
   - List of courses and sections offered for the fall

5. **A Course Request Form**
   - After speaking with your adviser, you will fill out the form and either fax it to (615) 343-8453 or mail it in the self-addressed envelope. The form on the web can be downloaded to your computer and sent as an email attachment to arts-sci-records@vanderbilt.edu.
   - **Your Course Request Form must be received by 4:00 pm on Friday, June 27.**
   - If you do not submit the form by the deadline of June 27, you will have another opportunity to register in late July but some of the courses and sections you want may not be available.

**Before you consult with your summer adviser**

1. Read the *On the Road with AXLE* booklet and the *First-Year Writing Seminar* booklet,
2. Using the Schedule Worksheet in the *Schedule of Courses*, choose the four courses you want to take, and plot the days and times you would like to take them,
3. If you have decided to take a First-Year Writing Seminar in the fall, list your first choice in the upper portion of the Course Request Form and up to six alternates in the order of preference in the lower portion.