Registration Checklist for New Students

**Electronic versions of all documents referenced below are available at as.vanderbilt.edu/oas/newstudents.**

What you will need to register:

1. **An email message from the Office of Academic Services for the College of Arts and Science.** This message contains:
   - the name, phone number, and email address of your CASPAR adviser;
   - the week that you are assigned to enroll in classes.

2. **On the Road with AXLE booklet** - Contains information about
   - AXLE (Achieving Excellence in Liberal Education), the core curriculum for students in the College of Arts and Science; pay particular attention to the writing requirement.
   - First-Year Writing Seminars, including descriptions of the seminars that are offered for the Fall semester. *For the most current information on the First-Year Writing Seminars being offered, please see the Schedule in YES. (In the "class search" application, type "1111" into the search box.)*
   - All students MUST take a First-Year Writing seminar. It can be taken either in the fall or the spring semester.
   - how to place yourself in courses for AXLE.
     For placement in French and Spanish, take the online test at www.cas.vanderbilt.edu/french for French; or www.cas.vanderbilt.edu/spanish for Spanish.
   - how to place yourself in courses for specific majors.

3. **YES: A Primer** - Contains detailed information about the online registration process with sample page shots to help you navigate through the system.

**Before you consult with your CASPAR adviser:**

1. Read the *On the Road with AXLE* booklet.
2. Read over the YES primer so that you will know how to choose courses, put them in the cart, and then register for them.
3. Choose the four courses you want to take by placing them in your cart. Your adviser will be able to see them and determine if the choices you have made are appropriate.
4. **Call or email your adviser Monday–Friday, 9 a.m. – 4 p.m., during the week prior to or during your enrollment window.**