User Guide

DUS Application Submission

A step by step guide to submit an application for the Division of Unclassified Studies. The application is available here: https://enroll.vanderbilt.edu/apply/?pk=DUS.

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Creating an Account

1. Select **Create an Account** to start a new application.

2. Enter your email, first name, last name, and birthdate. Click **Continue**.
3. A temporary pin will be emailed.

![Vanderbilt University Online Registration]

Thank you for registering online with Vanderbilt University.

To activate your account, please use the link below:

[Activate Account](#)

When requested for a password, enter the following temporary PIN:

[enter PIN]

Vanderbilt University

4. Enter the pin and select **Login**.

![Login]

5. Create a new password and click **Set Password**.

![Set Password]

To protect the security of your account, please specify a new password. The password must meet complexity requirements:

- [✓] At least one letter
- [✓] At least one capital letter
- [✓] At least one number
- [✓] Be at least 12 characters
- [✓] New passwords must match
Start New Application

1. Select **Start New Application**.

2. Select **Create Application**.

3. Confirm Division of Unclassified Studies is selected and click **Open Application**.
Application Instructions

Read through the application instructions. Auditors should not apply through this link. More information about auditing is available here: https://registrar.vanderbilt.edu/dus/auditors.php.

Adult learners, pre-freshmen, and transient students should select Continue.

Personal Background

Enter the personal background information. Select Continue to move on to the Application Information.

- Name
- Addresses
- Telephone Numbers
- Biographical Information
- Citizenship
Application Information

1. Fill out the Application Information. You will want to be certain that you select the correct applicant type.
   - **Adult Learners** – Community members not pursuing a Vanderbilt degree
   - **Pre-Freshmen** – Junior and senior high school students who wish to supplement their secondary schooling
   - **Transient Students** – Degree-seeking students from other colleges and universities

2. Select **Add Course** to enter your course preferences. Course information can be found in the Schedule of Classes.

Example:

```
Course of Interest

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>HIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>1039</td>
</tr>
<tr>
<td>Section Number</td>
<td>01</td>
</tr>
<tr>
<td>Course Title</td>
<td>Global History 1453 to Present</td>
</tr>
<tr>
<td>Day(s)</td>
<td></td>
</tr>
<tr>
<td>□ Monday</td>
<td></td>
</tr>
<tr>
<td>✔ Tuesday</td>
<td></td>
</tr>
<tr>
<td>□ Wednesday</td>
<td></td>
</tr>
<tr>
<td>✔ Thursday</td>
<td></td>
</tr>
<tr>
<td>□ Friday</td>
<td></td>
</tr>
<tr>
<td>□ Saturday</td>
<td></td>
</tr>
<tr>
<td>Course Time</td>
<td>8am-9:15am</td>
</tr>
<tr>
<td>Credit Hours</td>
<td>3</td>
</tr>
<tr>
<td>Repeat Course</td>
<td>No</td>
</tr>
</tbody>
</table>
```

[Save] [Cancel]
Parental Information (Pre-Freshman only)

Pre-freshmen should enter contact information for at least one parent. Parent type can be selected from the Type drop down.

Academic History

1. Adult Learners and Transient Students should enter all colleges that they have attended. Pre-freshmen should enter their high school information.
2. Click Add Institution and fill out the popup window. Click Save.

Statement of Good Standing (Pre-Freshmen and Transient Students only)

1. Pre-Freshmen must request their high school principal or guidance counselor certify that the student is eligible to enroll in classes. Transient students must request their dean or registrar to certify the student is in good standing.
2. Select **Add Recommender** and fill out the popup window.

![Add Recommender](image)

**Note:** The recommender will receive an email with a link to the form. Once the form is completed, the applicant checklist will update.

**Signature**

Type your legal name in the text box and select **Continue**.
Review

1. The review page will alert the applicant to any missing information. All required information must be entered before the application can be submitted.

Example:

2. Once all required information is entered, click **Submit Application**.

3. Certify application accuracy and click **OK**.

Application Status

In the application status portal, applicants can pay the $50 application fee, review checklist items, and view admission decision.

Please contact the YES Help Line at [yes@vanderbilt.edu](mailto:yes@vanderbilt.edu) or 615-343-4306 if you have questions or need additional assistance.