AY2017-18 MD Student Handbook

Registration and Enrollment

Your Enrollment Services (YES) – Students are able to manage their personal information and registration through the University online portal called YES. Addresses, emergency contact information, requests for transcripts, PDF documents of term or unofficial transcript information, and confirmation of graduation information are available through this site. Students are also able to access certain student accounts information through this site.

Students may access YES Student Registration to register self-service for FCC 2-week electives and most Immersion phase rotations Course listings are searchable after the initial publication of the following academic year’s schedule in early March. The Advanced Search feature is generally the best method for finding classes. Comprehensive user guides for navigating self-service registration, including instructions for enrolling in classes and navigating the wait lists, are available at http://registrar.vanderbilt.edu/registration/yes-user-guides

For the Immersion Phase, the initial registration periods for the following academic year are generally held during the month of April. Specific dates are communicated in advance by the Office of Enrollment Services. After the initial registration periods, rolling registration occurs throughout the academic year, subject to specified deadlines published in the academic calendar at https://medschool.vanderbilt.edu/enrollment/academic-calendars.

Note: Because the School of Medicine does not allocate coursework in credit hours, all courses display 0.0 credit hours in the YES system.

Dropping/Adding courses late – Students who desire to drop an Immersion phase class after the published deadline should submit the add/drop form available at https://medschool.vanderbilt.edu/enrollment/forms.

Auditing a Class – The designation known as "audit" does not carry credit whatsoever, nor will it be shown on the student's transcript. However, students may seek approval to audit from the Associate Dean for Medical Student Affairs and the course instructor

Leaves of Absence – A leave of absence may be granted by the Associate Dean for Medical Student Affairs for a period not to exceed one year for purposes of approved studies, recuperation from illness, or other special circumstances. Should it be necessary for a student to be absent for a period of more than one calendar year, the student must request approval from the Associate Dean for Medical Student Affairs for each year thereafter. If a student requests a leave while on probation, approval by the Promotions Committee is required both for the leave and the re-entry.

Transcript and Grade Requests

Students may check final, official grades through YES Academic Record). Requests for an official transcript may be submitted in YES Transcript Request. Production of official transcripts is an exclusive function of the University Registrar’s Office. Transcript requests are usually processed within 2 business days of receipt Electronic delivery is available. A one-time transcript fee of $100 is charged to each student upon matriculation to Vanderbilt. There is no additional per-transcript fee.
Prospective graduates may request to “Hold for Final Grades” or “Hold for Degree” if all grades and/or the degree should be finalized before the transcript is prepared.

Final grades can be anticipated within approximately 30 days of completing a required course or rotation. Clerkship grades requiring the return of a shelf exam score will be available within approximately 42 days of completion of the clerkship.

Students will receive a copy of the final evaluation in 4th-year away rotations from the host school. The final grade will be viewable through YES. Students doing international rotations should consult the Office of Enrollment Services about the best means for facilitating the final evaluation.

**Letters of Good Standing and Enrollment Verification** – Letters of Good Standing and Enrollment Verification are produced through the Office of Enrollment Services. For additional information, see [https://medschool.vanderbilt.edu/enrollment](https://medschool.vanderbilt.edu/enrollment).