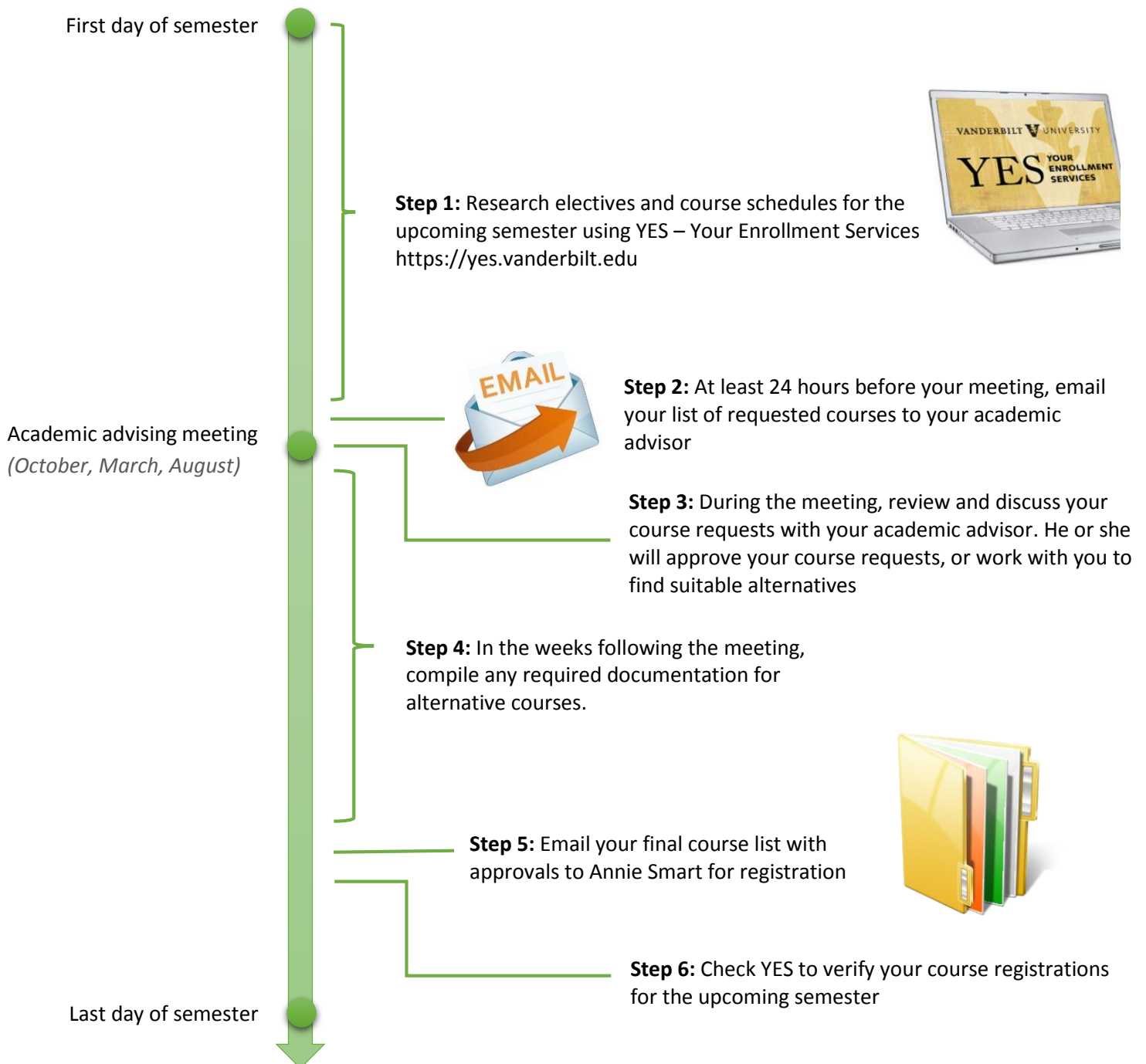




Vanderbilt MPH Program Course Registration and Academic Advising

Course Registration Timeline



Academic Advising

The academic advisor for each track is the track director -

- Epidemiology: Melissa McPheeters (2525 West End Avenue, Suite 600)
- Global Health: Doug Heimburger (2525 West End Avenue, Suite 725)
- Health Policy: David Stevenson (2525 West End Avenue, Suite 1200)

Academic advising meetings occur once every semester, allowing you and your academic advisor to discuss your academic performance, elective course selection and your progress toward completing the MPH program requirements.

Academic advising meetings are scheduled by the MPH Program. Once the meetings are scheduled, if you have a conflict arise, it is your responsibility to contact a classmate to see if they are able to switch meeting times with you, then notify your academic advisor of the change.

Plan to arrive at your academic advising meeting 5-10 minutes before your scheduled meeting time.

Preparing for your academic advising meeting:

1. Log in to YES to review your previous and planned course selections.
2. Research any elective courses in YES, think about skills you want to develop and your areas of interest, and formulate specific questions to go over with your academic advisor.
3. For most, students have the ability to take elective courses starting in the summer term of the first year. Check YES, the VUSM Course Catalog, and the University course catalog for additional course offerings and contact professors to request course syllabi for electives you're interested in. In the coming months, the most up-to-date information on course times, locations, instructors, etc., will be posted to YES.

For classes with course codes other than PUBH, research each course carefully and be prepared to discuss these considerations with your academic advisor:

- Is it a graduate-level course?
- Have you taken all pre-requisites?
- Are there any scheduling conflicts?
- Does this course fulfill two or more Core MPH or Epidemiology Track competencies?
- Are the learning objectives or competences of proposed course covered in a course already offered through the MPH Program?
- Can you demonstrate how this course will enhance your public health training?

After your academic advisor has approved your course list, you will email it to me for registration. Written approval (by email) from course instructors is required for all classes with course codes other than PUBH. Attach these email approvals from course instructors to the course list you email me for registration.

Course Registration

1. Research courses and prepare a list of proposed courses for the upcoming semester.
2. Discuss your courses with your academic advisor during your scheduled meeting.
3. Prepare your final course list in writing, including MPH required courses. If this list includes electives with course codes other than PUBH, include this information on your list:

- Course title, course code and semester/term
 - Course description (copy and paste from YES)
 - List the Core MPH or Global Health Track competencies this course fulfills (copy and paste from MPH website)
 - Briefly state how this course will enhance your public health training (2 sentences max.)
 - Are you taking course for credit or would you like to audit it?
4. It is your responsibility to verify that any electives you propose to take meet these criteria:
 - graduate-level course
 - all pre-requisites have been met
 - no scheduling conflicts
 - you have course instructor's permission in writing (email ok) to take the course
 5. Email your proposed course list including all required course details and instructor approvals to your academic advisor and ask him/her to approve the final version by replying to your email and cc'ing me. If he/she forgets to cc me on the final approved list, just forward his email to me. I will need *all* course details and approvals in the same email.
 6. If you don't plan to take any courses other than the required MPH courses, send me a quick email to let me know and we'll just register you for the only the required courses.

Important reminders about course registration

1. MPH course registration is managed by the MPH Program; **students do no register for courses through YES.**
2. *Students do not contact the registrar's office directly.* This is really critical.
3. Send me your course lists and approvals in *one* email and as *early* as you can to maximize your chances of getting into courses in other academic departments.
4. Students may change their courses during the drop/add period, which occurs during the first official week of classes for the semester. Specific dates can be found on the website for the VUSM Office of Student Records.

Contact Annie Smart
annie.smart@vanderbilt.edu
615-343-6338

More information

<https://medschool.vanderbilt.edu/mpH/course-registration>
(MPH website > Current Students > Student Log-in > Course Registration)