



User Guide

DUS Application Submission

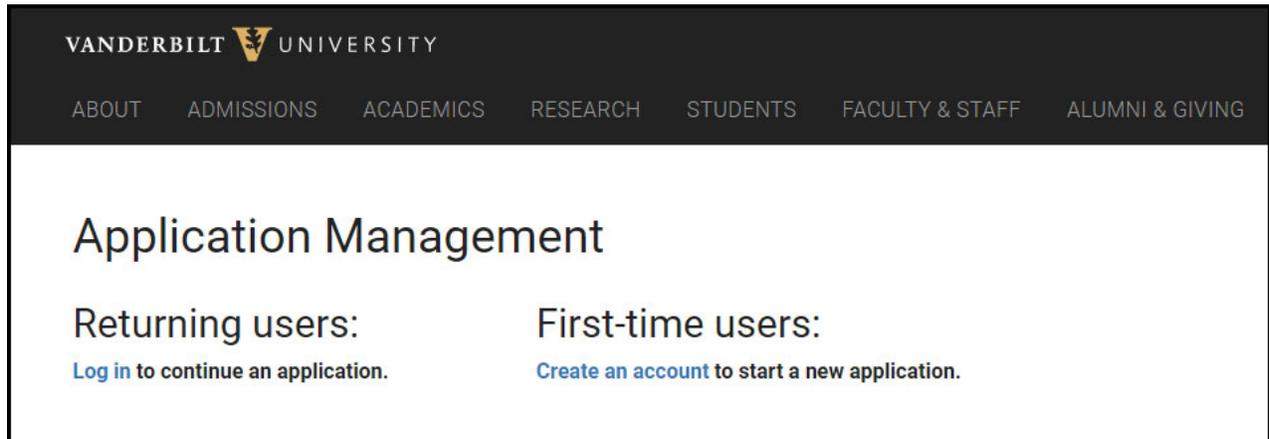
A step by step guide to submit an application for the Division of Unclassified Studies. The application is available here: <https://enroll.vanderbilt.edu/apply/?pk=DUS>.

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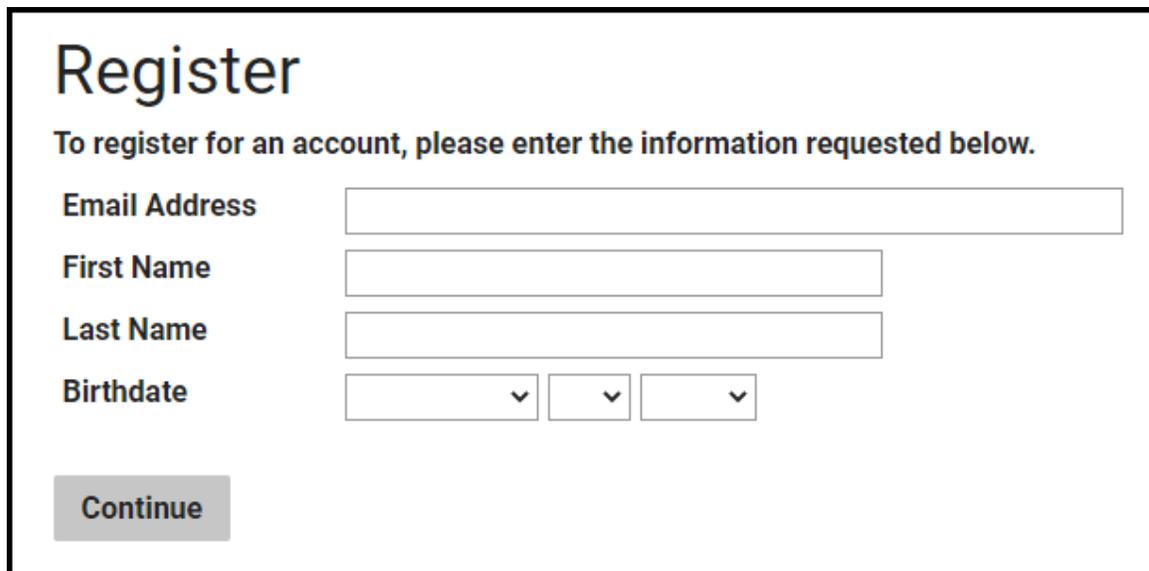
Creating an Account

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



The screenshot shows the top navigation bar of the Vanderbilt University website with the university logo and name. Below the navigation bar, the page title is "Application Management". There are two main sections: "Returning users:" with a link "Log in to continue an application." and "First-time users:" with a link "Create an account to start a new application."

2. Enter your email, first name, last name, and birthdate. Click **Continue**.



The screenshot shows a "Register" form with the following fields and a "Continue" button:

- Register**
- To register for an account, please enter the information requested below.
- Email Address**:
- First Name**:
- Last Name**:
- Birthdate**:
- Continue** button

3. A temporary pin will be emailed.

Vanderbilt University Online Registration

 Vanderbilt University <enroll@vanderbilt.edu>
To [redacted]

 [Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

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:

[redacted]

Vanderbilt University

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

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email [switch](#)

Account

Temporary PIN

Birthdate

 Login with Google

 Login with Facebook

 Login with LinkedIn

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.

New Password

New Password (again)

- ✓ 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**.

Application Management

Your Applications

Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)

2. Select **Create Application**.

Start New Application

2021
Division of Unclassified Studies

Create Application Cancel

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

Application Details

Started 04/16/2021
Status In Progress
2021

Next Steps at Vanderbilt University
 Bass Military Scholars Program
 Division of Unclassified Studies

Open Application Cancel

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>.

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Application Instructions

Thank you for your interest in the [Division of Unclassified Studies](#)! The following types of non-degree seeking students may apply to take undergraduate courses for credit:

- **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

Auditors (Do not apply through this link)
If you are a faculty/staff member who would like to audit or take a class for credit, or an interested person not affiliated with Vanderbilt who wishes to audit a Vanderbilt course, please apply [here](#).

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

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Personal Background

Name

First (Given)

Middle

Last (Family)

Suffix

Preferred First

Other Last Names Used

Addresses

Permanent Address

Country

Street Address

City

State

Postal Code

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 ×

Subject Area

Course Number

Section Number

Course Title

Day(s)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Course Time

Credit Hours

Repeat Course ▾

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**.

The screenshot shows a modal window titled "Add Institution" with a close button (X) in the top right corner. The form contains the following fields:

- Institution:** A text input field.
- Country:** A dropdown menu with "United States" selected.
- City:** A text input field.
- State:** A dropdown menu with "Select State" selected.
- Dates Attended:** Two dropdown menus for start and end dates, separated by the word "to".
- Level of Study:** A dropdown menu.

At the bottom of the window are two buttons: "Save" and "Cancel".

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 ×

Prefix

First Name

Last Name

Organization

Position/Title

Telephone

Email

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

Your name will be displayed to recommender as:
Jane Smith [Change](#)

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**.

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Signature

I hereby agree to be bound by all policies, procedures, and regulations of Vanderbilt University, both those presently existing and those subsequently amended or adopted, including the [Honor System](#).

I certify that all information submitted in the admission process is my own work, factually true, and honestly presented. If I provide false information, I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree.

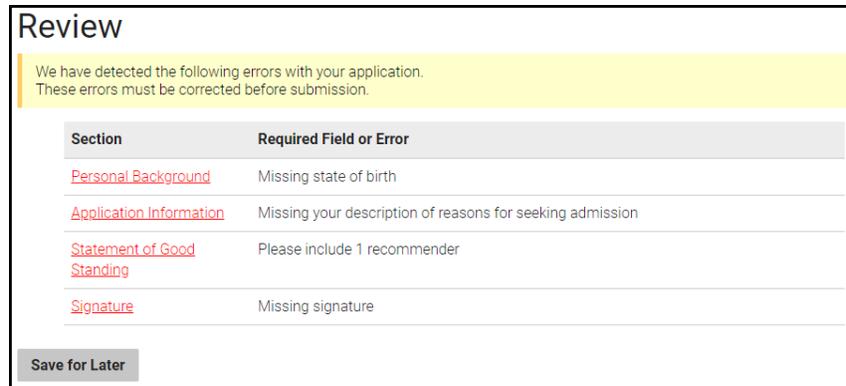
A \$50 (USD) nonrefundable application fee is due upon application submission.

In place of your signature, please type your full legal name:

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:



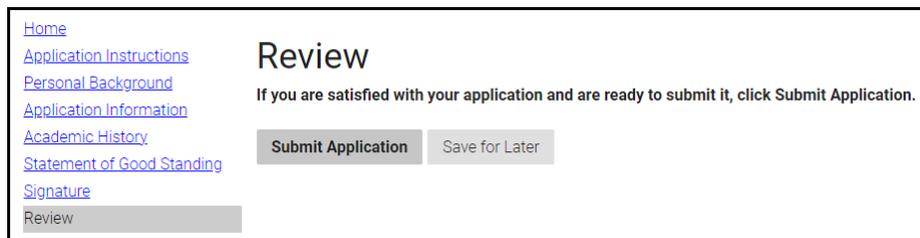
Review

We have detected the following errors with your application. These errors must be corrected before submission.

Section	Required Field or Error
Personal Background	Missing state of birth
Application Information	Missing your description of reasons for seeking admission
Statement of Good Standing	Please include 1 recommender
Signature	Missing signature

[Save for Later](#)

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



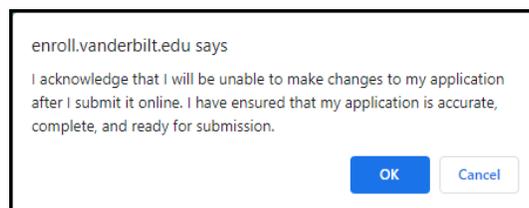
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Review

If you are satisfied with your application and are ready to submit it, click **Submit Application**.

[Submit Application](#) [Save for Later](#)

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



enroll.vanderbilt.edu says

I acknowledge that I will be unable to make changes to my application after I submit it online. I have ensured that my application is accurate, complete, and ready for submission.

[OK](#) [Cancel](#)

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 or 615-343-4306 if you have questions or need additional assistance.