# ROAD TO VANDERBILT CHECKLIST

## IMMEDIATE
- Bookmark [vu.edu/classof2023](http://vu.edu/classof2023), your portal for all relevant information
- Register for your VUnetID
- Apply for housing *(All unmarried undergraduate students must live on campus unless they receive authorization from the director of housing assignments.)*
- **Families**: submit your email address on the Parents and Family Programs website at [vanderbilt.edu/families](http://vanderbilt.edu/families) to receive their newsletters

## MAY
- **15** Deadline to submit completed immunization and health information *(Forms are online.)*

## JUNE
- **1** Deadline to submit completed housing application online
- **15** Deadline to submit roommate request
- **20-28** Course registration period for first-time students
- **22** Deadline to submit Commodore Card photo by mail or online
- **30** Deadline to submit housing requests for special accommodations to SAS *(students with disabilities or medical or psychological conditions)*

## JULY
- **LATE JULY-AUG. 12** Be Smart–Be Safe mandatory online modules available
- **15** Deadline to select Commodore Cash funds online for Commodore Card
- **16** Deadline to request Vanderbilt Visions group change for specific non-academic reasons
- **JULY 17-AUG. 28** Open enrollment and student change period

## AUGUST
- **1** Deadline to waive student health insurance plan
- **5** Packages may begin being shipped to campus for move-in
- **12** Deadline to complete Be Smart–Be Safe mandatory online modules
- **13** First-Year International Student Move-In
- **17** Move-In Day
- **17** CommonVU Orientation begins
- **21** First day of classes for all undergraduate schools
- **31** Deadline for payment of fall tuition, fees, and other charges

## COMMUNICATION BETWEEN MAY & AUGUST
- **EARLY MAY** Acknowledgement of receipt of the matriculation fee, request to submit photo for your Commodore Card
- **MAY, JUNE, JULY** Information about health insurance waiver deadline *(email from Student Accounts)*
- **LATE MAY-EARLY JUNE** Registration materials and instructions from your school *(mail or email)*
- **EARLY JUNE** Meal Plan *(postcard, domestic mailing only)*
- **EARLY JULY** Directory of Dining Services *(mail, domestic mailing only)*
- **MID-JULY** Bookstore information on ordering textbooks and course materials *(email)*
- **LATE JULY** Be Smart–Be Safe mandatory online modules information *(email)*
- **AUGUST 1** Housing notification, room assignment, mail box number and Vanderbilt address, roommate information, shipping instructions for boxes, move-in instructions *(mail; international students receive email)*
- **EARLY AUGUST** Letter from your VUceptors *(mail/email)*
- **Early August** Email from student health insurance provider Gallagher
RECORD YOUR PERSONAL INFORMATION HERE FOR EASY ACCESS

My VUnetID _______________________________________________________
My VU Gmail _______________________________________________________
My House and Room Number __________________________________________
My Faculty Head of House ____________________________________________
My Faculty VUceptor/Contact Information _________________________________
My Student VUceptor/Contact Information _________________________________
My Visions Group Number _____________________________________________
Meeting Time/Place on Sunday 8/18 _____________________________________

BEFORE YOU LEAVE HOME, MAKE SURE YOU HAVE WITH YOU:

- A valid photo ID to pick up your Commodore Card
- Tracking numbers for packages and total number of packages (must have Commodore Card to pick up)
- Move-in information and car hangtag
- VUceptor letter containing contact information and group number
- Directions to campus and hotel

GET THE LATEST INFO AND MORE AT COMMONS.VANDERBILT.EDU
DEAR STUDENTS AND FAMILIES OF THE CLASS OF 2023,

Welcome to the Vanderbilt family! We are honored that you have chosen to join our university and the dynamic living and learning community of The Martha Rivers Ingram Commons. We will welcome you here in person on Move-In Day, Saturday, August 17. Until then, and whether you are a new student or their family, The Road to Vanderbilt is your key information resource for the next several months. It maps out the requirements that you must complete prior to arrival, important information about your transition into the university, and the many resources and opportunities Vanderbilt will afford you during your first year.

We want you to read The Road and discuss as a family the decisions ahead of you. In this document, there is key information about fall course registration, the housing assignment process, required forms, and an overview of our required orientation, called CommonVU Orientation, which begins on Move-In Day. All first-year students must be present on campus beginning that day. We also introduce you to what students here call The Commons experience, the living-learning communities you will help build in your houses this year and the faculty heads of house who will live alongside you. Use The Road to help you learn more about the systems we have in place to assure student health, wellness, and safety, and take a look at the wide range of opportunities that make up Vanderbilt student life.

We encourage you to use the checklist included in The Road to ensure you complete the steps necessary to make a smooth transition to Vanderbilt. We are excited to welcome you into the community of The Ingram Commons, which is the first step in Vanderbilt’s growing residential college system with programs and plans intentionally designed to support learning both inside and outside of the classroom.

Again, congratulations to you and your family on your admission to Vanderbilt! Our entire community looks forward to greeting you in August.

Sincerely,

Douglas L. Christiansen, Ph.D.
Vice Provost for University Enrollment Affairs
Dean of Admissions and Financial Aid
Associate Professor of Public Policy and Higher Education

Vanessa B. Beasley, Ph.D.
Associate Provost and Dean of Residential Faculty
Associate Professor of Communication Studies
**GETTING READY**

**WHAT TO DO AND WHEN TO DO IT**

### MAY 2019
- Bookmark [vu.edu/classof2023](vu.edu/classof2023), your portal for all relevant information, including the online version of *The Road*.
- Register for your VUnetID.
- **Families:** submit your email address to [vanderbilt.edu/families](vanderbilt.edu/families) to receive the Parents and Family Programs newsletters.
- Prepare immunization and health information that might require contacting or visiting your health care provider (due by May 15).
- Start checking your VU Gmail regularly for important information, including your bills.
- **International Students:** check the email you used to apply for Vanderbilt admission frequently for important updates from ISSS regarding visas, travel arrangements, and move-in instructions. (Note: your VU Gmail may not be accessible in all countries.)
- Start working on your online housing application, including the living and study habits survey (due by June 1) and, if you wish, start looking for a roommate (due by June 15).
- Submit Commodore Card photo online (between May 15 and June 22).

### JUNE 2019
- Review the information in your school or college’s registration packet and follow instructions about advising and registration carefully (registration period: June 20–28).
- Finalize your roommate or hallmate request (by June 15).
- Register as an absentee voter/make voting plan.
- Submit Commodore Card photo online (by June 22).
- Prepare your housing requests for special accommodations and/or your requests for academic accommodations (students with disabilities or medical or psychological conditions) to SAS (due by June 30).

### JULY 2019
- Select Commodore Cash funds online for Commodore Card (by July 15).
- Check out your Vanderbilt Visions assignment on YES (mid-July). If you expect a conflict with a class for which you are waitlisted and/or are considering joining a club sport that meets at the time of your Visions group, request a change by emailing visions@vanderbilt.edu (by July 16).
- Make changes to your class schedule if necessary during the open enrollment and student change period (July 17–August 28).
- Start pre-ordering books and/or room supplies from the bookstore for pickup on Move-In Day.
- If you plan to waive Vanderbilt health insurance, do so at [gallagherstudent.com/vanderbilt](gallagherstudent.com/vanderbilt) (before August 1).

### AUGUST 2019
- Look for a letter and/or email from your faculty and student VUceptors.
- Pack boxes for shipping (begin shipping August 5).
- Work on completing the Be Smart–Be Safe mandatory online modules (by August 12).
- Pay fall tuition, fees, and other charges (by August 31). *(See your VU Gmail for billing.)*
- **International Students:** finalize arrival plans with ISSS by submitting your pre-arrival form online.
- Sign up to receive AlertVU on your phone or other devices before Move-In Day.
- Move in and begin CommonVU Orientation (August 17).
- Classes for all undergraduate schools begin (August 21).
SPECIAL INFORMATION FOR THE CLASS OF 2023

vu.edu/classof2023

Bookmark vu.edu/classof2023 and visit often for updates you may need in order to prepare for your arrival. This website also features a mobile-friendly online PDF of The Road to Vanderbilt. You will find the same information as in the printed edition as well as the most recent updates.

THE INGRAM COMMONS WEBSITE

commons.vanderbilt.edu

The Ingram Commons website is the news, events, and information hub for all first-year students. Here you will find information about Commons programs, the houses, and the faculty heads.

THE INGRAM COMMONS ON SOCIAL MEDIA

Follow The Ingram Commons on Instagram and Facebook. You will receive frequent updates about what is happening on The Ingram Commons to prepare for your arrival, and you will become part of the digital community that connects us all. Be sure to join the official Class of 2023 Facebook group and be on the lookout for #vu2023!

To hear from current VUceptors about the transition to Vanderbilt and your first semester on The Ingram Commons, check out the VUcept Facebook page at facebook.com/VUcept.

Connect with The Ingram Commons

facebook.com/theingramcommons
instagram.com/rescolleges

THE MARTHA RIVERS INGRAM COMMONS
THE COMMONS EXPERIENCE: ANYTHING BUT ORDINARY

Since 2008, when the first class moved onto The Martha Rivers Ingram Commons at Vanderbilt, students have found that life on The Ingram Commons is anything but ordinary. The Ingram Commons is a community of first-year students, residential faculty, undergraduate peer mentors, and professionals who live and learn together. With a focus on bolstering intellect, building community, developing skills for personal well-being, pursuing self-discovery, and raising awareness around cultural difference, all members of The Ingram Commons participate in a mutual exchange of ideas and experiences.

OUR PHILOSOPHY

On The Ingram Commons, the intellectual and social intertwine to make this residential experience one of the most innovative in higher education today. By joining our community, we believe that you will:

- Acquire an appreciation for intellectual discovery and creativity outside the bounds of the formal academic curriculum, which will contribute to your academic engagement and success
- Engage actively in building healthy communities on your floor, in your house, in your Vanderbilt Visions group, on The Ingram Commons, and within the university
- Understand and learn to utilize the skills necessary for physical, psychological, and sexual well-being
- Clarify your personal, ethical, spiritual, and civic values through self-discovery
- Explore, live, and appreciate the diverse community of The Ingram Commons

All you have to do is participate!
THE COMMONS CENTER

The Commons Center is the community crossroads of The Ingram Commons. It includes a 580-seat dining hall and food gallery, a market and café, community space with TVs and pool tables, meeting rooms, an academic support center, group study space, the College of Arts and Science pre-major advising center, an exercise and recreation room, a post office, and, on the third floor, the Department of Political Science. From the layout to the lights, The Commons Center was designed to be eco-friendly and efficient, earning it Gold LEED certification from the U.S. Green Building Council.

THE COMMONS READING

This year’s Commons Reading is The Lies That Bind: Rethinking Identity by Kwame Anthony Appiah. The book explores the nature and history of different facets of identity, while questioning the ways in which social construction and labeling limit the individual’s understanding of their own identity. The book also investigates the idea that social identities are not something that can simply be erased, but that, when collectively leveraged, these identities can tackle the moral challenges of the modern world.

This year, all incoming students are asked to complete a reflective essay on The Commons Reading prior to the start of classes. These essays will be given to your faculty and student VUceptors for use within the Vanderbilt Visions program. Instructions on how to complete this assignment will be communicated over the summer. Expect to receive the book in June to read over the summer. If you have an international mailing address, you will receive the book upon your arrival along with different instructions for completing the assignment.

VANDERBILT VISIONS

Vanderbilt Visions is a key component of the educational programming on The Ingram Commons, encouraging students to be empowered and responsible members of the Vanderbilt University community.

“Visions” is a required fall-semester, university-core program that places small groups of first-year students with an experienced faculty member and undergraduate peer mentor, known as faculty and student VUceptors. Visions groups meet weekly through mid-November for hourlong discussions and activities that explore the transitions students experience in their first semester. You will meet your Visions group for the first time on Sunday, August 18, the day after move-in.

VUCEPT

VUcept, a student organization supported by the Office of the Dean of The Ingram Commons, provides peer mentorship during CommonVU Orientation and Vanderbilt Visions. Look for a letter in early August from your student VUceptor. VUcept also curates a collection of online essays written by current students, faculty, and staff to help you prepare for your journey at Vanderbilt. These essays are available on The Ingram Commons website.

Make sure you have your student VUceptor’s name and contact information, your group number, and the place and time of your first meeting handy when you arrive on campus. You can record this information on page 2.
THE DEAN OF THE INGRAM COMMONS

Melissa S. Gresalfi (she, her, hers), is new to The Ingram Commons, but not to Peabody campus and Vanderbilt University. From 2004 to 2006, she was a postdoctoral researcher in the Department of Teaching and Learning, and then returned in 2012 as an associate professor of mathematics education. She is very excited about her new role at Vanderbilt and the chance to be connected with incoming students in a new and different way. Dean Gresalfi’s research considers issues that are also central to incoming Vanderbilt students: the development of identities in relation to academic disciplines. Her research explores how to transform the practices of school mathematics that so frequently alienate students, especially students from socially marginalized backgrounds. Her projects consider how focusing on play, exploration, and design can create learning environments that are more inviting and create deeper and more meaningful opportunities to learn. Her current projects look at middle school math classrooms, textile art, coding, and even state fairs for examples of playful mathematics learning. Dean Gresalfi looks forward to getting to know all of you better through events on The Ingram Commons and at the Dean’s Residence, including dinners, programs, and informal gatherings.

FACULTY HEADS OF HOUSE

Living on The Ingram Commons lends itself to evenings of conversations and camaraderie in each of the ten houses. Each house is led by a faculty head of house, who opens their apartment for students to converse with visiting guests, discuss hot topics on campus, explore professional interests, or relax at a game night. Just as often, you may find the faculty head of house will be present in the house with their family or colleagues. It is these spontaneous encounters that make The Ingram Commons a truly exceptional experience. You may learn more about each faculty head of house by visiting The Ingram Commons website.

HOUSE SIGNATURE EVENTS

Crawford House
Crawford Play Dates

East House
East Thoughts & Snacks

Gillette House
Gillette Gelato

Hank Ingram House
Hank Hang

Memorial House
S’Memorial

Murray House
Murray Munchies

North House
Snorthasborg

Stambaugh House
Stambaugh Sweets

Sutherland House
Sutherland Social

West House
West Quest

Crawford House
Catherine McTamaney

East House
Elizabeth Meadows

Gillette House
Frank Dobson

Hank Ingram House
Edwin Williamson

Memorial House
Dan Morgan

Murray House
Alyssa Hasty

North House
Natasha McClure

Stambaugh House
Rosevelt Noble

Sutherland House
Chalene Helmuth

West House
Christoph Zeller
MANDATORY IMMUNIZATION COMPLIANCE AND HEALTH FORM

vumc.org/student-health/immunization-requirements

MANDATORY IMMUNIZATION COMPLIANCE

The Student Health Center maintains a website that outlines the immunizations that you are required to receive before arriving on campus. Tennessee state law and Vanderbilt University regulations dictate that all students comply with the immunization requirements. Students will not be able to register for classes until their immunization documents have been received, reviewed, and approved for immunization compliance by Student Health.

IMMUNIZATION COMPLIANCE AND HEALTH QUESTIONNAIRE FORMS

The four-page Health Questionnaire form is due to Student Health by May 15. Note that other official immunization records (those including a physician signature or from a state, county, or previous undergraduate institution) are accepted as well and are also due by May 15.

The VU form is preferred over other documents, because it provides Student Health with fully detailed information before you arrive on campus:

- Demographic information, which includes:
  - Personal contact information
  - Emergency contact information
- Immunization history (required and recommended vaccinations)
- Tuberculosis screening information, signed by a health care provider for verification
- Brief health history, including all significant physical or mental health issues, so providers at Vanderbilt can provide you with the appropriate care.

A pre-college physical exam is strongly recommended, but it is not required.

If you have ongoing health problems or chronic health conditions, you should contact the Student Health Center (SHC) or the University Counseling Center (UCC) prior to your arrival on campus to assure the continuity of your care.

Call the SHC at (615) 322-2427 to schedule an appointment with a provider. Appointments are available Monday through Friday, 8:00 a.m.– 4:30 p.m. To contact the UCC, call (615) 322-2571.

Information regarding the immunization process and checklist can be found at vumc.org/student-health/immunization-requirements. All necessary forms need to be downloaded from the site, completed, and uploaded to the secure Vanderbilt Student Health portal at vanderbilt.studenthealthportal.com. Forms will not be sent to you.
STUDENT HEALTH INSURANCE AND INSURANCE WAIVER

vumc.org/student-health/student-health-insurance

All students have access to the Student Health Center. While office visits are free and other services at the SHC have minimal charges, all students are required to have health insurance coverage in the event that hospitalization or care outside the SHC is required.

In order to ensure that all students have adequate coverage, there is a Vanderbilt-sponsored health insurance policy available to students. The cost of the policy is automatically billed to your student account unless you submit an approved online waiver by August 1, 2019. The online waiver process requires that you submit documentation of other comparable insurance coverage. International students are not eligible for the waiver process of the student health insurance plan.

Upon waiver submission, you will receive a reference number that the waiver request has been received. Each waiver is verified for comparable coverage outlined by Vanderbilt University. You will then receive confirmation, via the email(s) you provide in the waiver request, of whether your waiver request has been approved. Once it is approved, the charge for the policy will be removed from your student account.

By mid-May, the websites for the Gallagher Student Health Insurance plan will be live. You can visit vumc.org/student-health/student-health-insurance to learn more about the plan and the waiver process. An insurance representative can be reached at the SHC at (615) 343-4688, Monday through Friday 8:00 a.m.–4:00 p.m. CT, to answer any questions.

Insurance waivers must be completed by August 1, 2019, if you do NOT wish to purchase (and be billed for) the student health insurance plan. All necessary forms need to be downloaded from the site, completed, and uploaded to the site to submit. Forms will not be sent to you.

BE SMART–BE SAFE MANDATORY ONLINE EDUCATION

(Due August 12, 2019—monitor your Vanderbilt email throughout the summer for more information.)

Vanderbilt devotes considerable resources to assisting students in making intelligent choices regarding their own health and safety, as well as the health and safety of other students and the larger Vanderbilt community. Among these resources are online education programs designed to provide critical information about our community’s expectations around topics such as campus safety, preventing sexual assault, making safer and healthier choices about alcohol use, and protecting vulnerable populations. The Office of the Dean of Students will contact you via your Vanderbilt email address with information about the program requirements, access information, and deadlines when the modules are available. For more information about these requirements, visit vanderbilt.edu/studentaccountability/online-modules or contact doscompliance@vanderbilt.edu.
The First-Year Meal Plan can be used for dining in The Commons Center and 22 other locations across campus. All first-year students are automatically enrolled in the First-Year Meal Plan, which includes the following:

**MEALS**

A “meal” is a combination of items from the menu, which may differ from one on-campus dining location to another, depending on the menu and type of service offered. At each location, signs will define the items that compose a meal at that particular venue.

**MEAL MONEY**

Meal Money funds reside in your Commodore Card account and can be used to purchase items at all on-campus dining locations, including vending machines and campus markets. Meal Money can also be used off campus at participating Taste of Nashville locations. Meal Money will roll over from fall to spring semester.

**TASTE OF NASHVILLE**

This program allows you to use your Commodore Card at local partner restaurants, just as you would a debit/credit card. Purchases at Taste of Nashville locations are debited from your Meal Money. “Meals” cannot be used off campus. Visit [campusdining.vanderbilt.edu/taste-of-nashville](http://campusdining.vanderbilt.edu/taste-of-nashville) for the list of participating restaurants.

**SPECIFIC DIETARY ACCOMMODATIONS**

Vanderbilt Campus Dining is equipped to serve students with food allergies and special diets. Several resources are available, including Meredith Williams, the registered staff dietitian, an online nutrition calculator, an executive chef, and more.

**Attend the Special Dietary Accommodations Meeting on August 16 at 4:00 p.m. (location TBD) if you have specific needs. Visit campusdining.vanderbilt.edu for more details.**
Housing Applications

Applying for housing is easy. The First-Year Housing Application will be available beginning April 8 and is due by June 1. After you obtain your VUnetID and password, please visit the Office of Housing and Residential Education website and log in to the “Student Housing Portal.” Once logged in, please click on the “Applications” menu and complete the “First-Year Housing Application.”

The Living and Study Habits Survey

The survey is part of the housing application and all students must complete it. It allows you to do a self-assessment whether you plan to find a roommate yourself or have the Office of Housing and Residential Education determine a roommate for you. Please keep in mind that habits change over time and students interpret survey questions differently. Because of this, we cannot guarantee that roommates will have similar living or study habits.

Roommates

First-year students will be assigned to double rooms whenever possible.

Factors to consider when searching for a roommate include your sleep habits (are you an early riser?) and study habits (when and where do you plan to study?), how you maintain your living space (tidy or casual), the ways you socialize and recreate, and your cultural interests and preferences. If you would like to have a roommate assigned, we will attempt to match you on the basis of answers to the Living and Study Habits Survey.

Roommate Requests

In order to request a specific roommate, you will need the VUnetID of your preferred roommate (you do not need their password). Each student in the pair must request the other in order to be considered. If you do not make a specific roommate request, we will assign a roommate to you. Please note that Vanderbilt cannot guarantee that roommate requests will be honored.

First-year students are randomly assigned to houses. Requests for assignment to specific buildings will not be considered.

Requests for Reasonable Housing Accommodations

First-year students seeking reasonable accommodations for the 2019–2020 academic year due to a medical, psychological, or disability impairment should contact Student Access Services prior to June 30, 2019.

The SAS website (vanderbilt.edu/student-access) provides information for students regarding reasonable accommodations, documentation guidelines, and other information about the office. All students who request reasonable accommodations due to a medical, psychological, or disability impairment must submit full and current documentation to SAS. If SAS determines that you are eligible for special housing, they will notify the Office of Housing Assignments, which will contact you about your assignment.

Please note that the Office of Housing Assignments will not accept directly any documentation or housing requests regarding a student’s medical, psychological, or disability-related condition. The office will make every effort to find appropriate and reasonable assignment as recommended by SAS.
ROOM FURNISHINGS

FOR EACH STUDENT

**BED**
Wooden; may be lofted with 5’ maximum height from floor to bottom of bed surface; height is user adjustable.

**MATTRESS**
36"w x 78"l; standard twin sheets will fit most padding.

**CHESTS**
One chest 23.5"d x 25.5"w x 29.625"h with three drawers

**DESK**
23.5"d x 26.75"w x 29.625"h

**DESK CHAIR**
Two-position, metal with upholstered seat and back

**ELECTRICAL**
One double outlet per resident

**DATA PORT**
One per room

**ROBE HOOK**
One per resident

**TOWEL BAR/HOOK**
One per resident

**CLOSET SHELVES**
Wire shelving

FOR EACH ROOM

Miniblind Window Treatments
Overhead Fluorescent Lighting
One Full-length Mirror per room
One Trash Can and One Recycling Bin per room
HOUSING ASSIGNMENT NOTIFICATION
AND MOVE-IN INSTRUCTIONS

Housing assignments and move-in instructions are mailed on or about August 1. The assignment information includes your residence hall and room number; private mailbox address; the name, address, and phone number of your roommate; as well as complete move-in instructions, including your assigned move-in time. To safeguard students’ privacy, housing assignment information is not available by phone. International students will receive an email with this information.

Because vehicular access to The Ingram Commons houses is restricted, first-year students will move in at assigned times between 7:00 a.m. and noon. International students will receive separate arrival and move-in instructions from International Student and Scholar Services.

WHAT TO BRING

- Computer (For guidance on what type of computer to bring, see vanderbi.lt/yourcomputer.)
- Cellphone
- Headphones for stereos and amplified musical instruments
- Sheets (regular twin), towels, pillows, pillowcases, blankets, and mattress cover
- Toiletries, bathrobe, personal items, books, alarm clock, task lighting, and study lamps (Halogen lamps are prohibited.)
- A three-way adapter for electrical outlets
- A multi-outlet strip with surge protection (minimum ratings of 15 amps and 1800 watts)
- A microwave oven (800 watts or less), if you wish, with an interior capacity of no more than one cubic foot
- TV and coaxial cable, necessary for connecting to TeleVU, if you wish
- A bicycle and U-lock, if you wish (Bike racks are located outside residence halls and many classroom buildings. U-locks are strongly recommended as cable locks are easily cut.)

WHAT NOT TO BRING

- Wireless routers or wireless access points (These are prohibited because they degrade the university’s wireless network.)
- A hot plate, toaster oven, portable grill, popcorn popper, or any utensil with an exposed heating element
- Halogen lamps
- A powerful stereo system (A personal-size system with headphones is fine.)
- A mattress (University-issued mattresses and box springs may not be removed.)
- Furniture (University-issued furniture may not be removed.)
- A loft or waterbed
- Fireworks, dartboards, or concrete blocks
- Firearms and other weapons
- Pets (except fish)
- Wireless printers (These are prohibited because they degrade Vanderbilt’s wireless network; Vanderbilt provides a networked printing program that allows students to print wirelessly through Vanderbilt’s network of printers in their residence halls.)
SHIPPING PACKAGES FOR MOVE-IN
ON THE INGRAM COMMONS

To ensure that packages are available for pickup on The Ingram Commons on Saturday, August 17, the following guidelines must be followed:

• Packages must be shipped via UPS or FedEx GROUND SERVICE ONLY.
• Ship packages on or after August 5.
• Using the correct shipping format (see below), the student’s full name and the PMB address should be clearly marked on all packages. Packages should be numbered (e.g., 1 of 3, 2 of 3, 3 of 3).
• Please make note of the number of packages shipped and any tracking numbers.
• Bring this information with you to the Vanderbilt Bookstore/Mail Services tent on The Ingram Commons when picking up packages.
• We recommend insuring packages for the value of the contents.
• Package all items securely and add extra protection for fragile items.
• You will need your Vanderbilt ID (Commodore Card) or photo ID to pick up packages.
• You may wish to use boxes that are sized for easy carrying.
• International Students: Packages should be shipped so that they arrive up to 10 days before your scheduled move-in date (August 13). PLEASE LABEL ALL PACKAGES WITH “Early Arrival.” You may pick up your packages on Move-In Day; check your email for the package pick-up location. See page 21 for more information on international first-year student move-in.

PICKING UP PACKAGES DURING MOVE-IN

Package pickup for first-year students on The Ingram Commons will be available at the Vanderbilt Bookstore/Mail Services Tent at the following time during Move-In Weekend:

Saturday, August 17, 8:00 a.m.–4:00 p.m.

Hand trucks will be available to help transport packages to residence halls on this day on a first-come basis, and a valid ID must be left to ensure the return of all hand trucks.

Any packages remaining after 4:00 p.m. on Saturday, August 17, will be transferred to the Station B post office inside Rand Hall. Station B will also be open on Sunday, August 18, 10:00 a.m.–4:00 p.m. Packages that have not been picked up within 10 days of the date of arrival will be returned to the sender without further notice.

For general information about mail services on campus and special deliveries, see page 16.

ADDRESS FORMAT

You will receive your four-digit private mailbox (PMB) number in early August (with the mailing of your housing assignment). Please address mail and packages to your PMB address, using the format shown below. Mail and packages should never be addressed to residence halls.

Student Name
PMB 35XXXX (X = four-digit PMB number)
2301 Vanderbilt Place
Nashville, TN 37235-XXXX
(X = four-digit PMB number)
MAIL SERVICES ON CAMPUS

Vanderbilt University Mail Services processes all incoming mail, outgoing mail, and interoffice mail for students, faculty, staff, and departments.

MAILING INSTRUCTIONS

All mail and packages, whether sent via the U.S. Postal Service, FedEx, UPS, or any other carrier, must be sent to your PMB address at 2301 Vanderbilt Place, which is the Vanderbilt University Station B Post Office address. For the correct address format, see page 15.

THE COMMONS CENTER POST OFFICE

(615) 322-8123 • vanderbilt.edu/mailservices

Located on the second floor of The Commons Center, this location offers all USPS services with the exception of money orders and passports. Regular business hours for The Commons Center Post Office window and package window are Monday–Friday, 8:00 a.m.–4:00 p.m.

STATION B POST OFFICE IN RAND HALL

(615) 322-2934 • vanderbilt.edu/mailservices

Undergraduate students may retrieve their mail at the Station B Post Office, on the lower level of Rand Hall. Station B offers all USPS services with the exception of money orders and passports.

Post Office Window
Monday–Friday, 8:00 a.m.–4:00 p.m.

Package Window
Monday–Friday, 8:00 a.m.–4:00 p.m.
Open until 5:00 p.m. during the first two weeks of each semester.

Saturday, 8:00 a.m.–Noon
Package window only and during semester hours only

PICKING UP MAIL AND PACKAGES

First-class mail is sorted and placed in student virtual mailboxes daily by 10:00 a.m. All other items (e.g., registered, USPS Express, certified, insured, priority, DHL, UPS, and FedEx) are inventoried and assigned a pickup location. Students are sent a package pickup notification email for each package received in their name.

For answers to questions about shipping, deliveries, or pickup, please call Vanderbilt Mail Services at (615) 322-2934 or visit vanderbilt.edu/mailservices.

For more information about package services on Move-In Day, please see page 15.
After you have applied for housing by June 1, you can begin to focus on course registration. YES (Your Enrollment Services) allows you to see the class schedule for fall 2019 and to store your class selections in a shopping cart.

You will receive a registration packet from your school in late May or early June that will include the exact dates of your registration windows, information on how to match your class choices to requirements in your school, and how to contact an adviser for assistance in choosing your courses. Please read your registration packet carefully when it arrives and follow the directions and timeline provided. Your packet will either be mailed to your home address or emailed to your VU Gmail address.

Tutorials, printed instructions, and online help will be accessible from YES to assist you in using the registration system.

The registration system reopens July 17 so you can make adjustments to your schedule, if necessary. Open enrollment ends August 28, a week after classes start. That first week of classes is commonly referred to as the add/drop period.

First-year students seeking academic accommodations for the 2019–2020 academic year due to limitations related to disability should contact Student Access Services (SAS) prior to June 30, 2019. All students who request reasonable accommodations because of functional limitations due to disability must submit current documentation to SAS. Although requests for accommodations are reviewed throughout the semester, it is encouraged to contact the office by June 30 to avoid delays in service.

The SAS website provides information for students regarding reasonable accommodations, documentation guidelines, and other information about making the transition to Vanderbilt.
COMMODORE CARD

vanderbilt.edu/cardservices/students/first-year.php

The Commodore Card is your official Vanderbilt ID. It is used for identification, for access to residence halls, academic buildings, and campus events, and as a debit card for meal plans and other purchases on and off campus.

PHOTO SUBMISSION FOR COMMODORE CARD

You received a request and instructions on how to submit a photo to be used for the Commodore Card in your admissions packet acknowledging receipt of your matriculation fee. Commodore Cards for new students are made in advance of fall move-in. Your photo is needed for the Commodore Card and The Newcomer, the university's annual publication of photos and biographical information about the new student class.

Photos must include a shoulder pose (no hats or sunglasses) on a neutral background with no other people in the photo. The online submission website will be active on May 15.

Simply click on the “Photo Submissions” link at vanderbilt.cardphoto.

DUE BY JUNE 22

DUE BY JULY 15

COMMODORE CASH SELECTION

Commodore Cash consists of funds added to your Commodore Card for debit purchases at dining locations, Varsity Markets, the Barnes & Noble at Vanderbilt bookstore, mail services, laundry, printing and copying, transportation services, off-campus restaurants, sporting venues, and other locations.

Printers that accept the Commodore Card are located in most residence halls and across campus. You can conveniently send print jobs from anywhere on campus and then tap your Commodore Card at the printer to release print jobs.

To ensure that funds are ready for your use when you arrive on campus, the deadline for making a Commodore Cash selection is July 15.

The amount you select will be applied to your Commodore Card for BOTH the fall and spring semesters. Funds are fully refundable if not used and will roll over at the end of every semester. These funds will be billed along with tuition, housing, meal plans, and other university charges.

You also must acknowledge the terms and conditions of the online Student Account Agreement form, which is available when logging into the YES portal. Please note that the acceptance of these terms and conditions is mandatory and will be required on an annual basis.
COMMODORE CARD MANAGEMENT

You can manage your card online at vanderbilt.edu/cardservices to view spending activity and account balances, to report a card lost or stolen, to add funds to the card, to set up low balance notifications, or to send a PDF statement of spending to a parent or family member.

If you elect not to add funds during the fall selection period (February 1–July 15), you may add funds for immediate use and have additions billed to your student account from the Commodore Card website.

If you did not make the selection to have funds pre-billed, there is a $35 deferred payment fee for each addition until September 15. To prevent this fee for the spring semester, you can log on to buycommodorecash.vanderbilt.edu until November 15.

To avoid a deferred payment fee, selections can be made during the following time periods:

• Fall 2019: Through July 15
• Spring 2020: Through November 15

ADD COMMODORE CASH FOR IMMEDIATE USE

You must agree to the terms and conditions of the online Student Account Agreement form within the YES portal to be able to add funds.

1. Go to vanderbilt.edu/cardservices and click on “Add Commodore Cash for Immediate Use.”
2. Log on using your VUnetID and password.
3. Select “Add Funds” and follow the prompts.
4. Submit and log off. Funds will be available immediately.

COMMODORE CASH VS. MEAL MONEY

Commodore Cash is the primary spending account used by students. It can be used to make debit purchases at any campus retail location that accepts the Commodore Card as a method of payment.

Meal Money is used as an enhancement to the VU Meal Plan. Meal Money is an additional debit spending account available for isolating funds for food purchases. Meal Money can be used at on-campus dining locations, vending machines, and off campus participating local Taste of Nashville restaurants. For the First-Year Student Meal Plan, see page 11.

For more information on the Commodore Card, to make a Commodore Cash selection, or to add funds to your Commodore Card, please see vanderbilt.edu/cardservices. Click on “University,” then “First Year Students” for an overview.

REPORTING YOUR COMMODORE CARD LOST OR STOLEN

Report a lost Commodore Card as soon as possible either by phone or via vanderbilt.edu/cardservices.

Debit spending accounts and access privileges are suspended when a card is reported lost. If you find the lost card, it can be reactivated on the card services website. If it is not found, there is a $20 replacement card fee that is payable by cash, check, or Commodore Cash.

Note: The Commodore Card accepts personal checks at any time free of charge and without a fee. Checks should be made payable to Vanderbilt University with the student’s birth date noted and mailed to:

Vanderbilt University Card Services Office
PMB 407813
2301 Vanderbilt Place
Nashville, TN 37240-7813
STUDENT ACCOUNT AGREEMENT

All Vanderbilt University students are required to acknowledge the terms and conditions of an online Student Account Agreement form when logging into the YES portal. The acceptance of these terms and conditions is mandatory, and it will be required on an annual basis. Failure to agree to these terms will prevent access to the YES landing page. Once the terms have been accepted, a copy of the most recently accepted form will be available for viewing and printing within the YES portal. Please read these terms and conditions carefully.

GUARANTOR AUTHORIZATION AND DEBT REPAYMENT AGREEMENT

A Guarantor Authorization and Debt Repayment Agreement allows Vanderbilt University to release pertinent financial information to the guarantor(s) listed on the form (usually your parents). Without proper signatures, no financial information can be disclosed to anyone other than the student. You will receive an email from the Office of Undergraduate Admissions with a link to vanderbilt.edu/stuaccts, so you can download and complete the Guarantor Authorization and Debt Repayment Agreement.

STUDENT ACCOUNT E-BILLING

Fall Tuition, Fees, and Other Charges

Vanderbilt student account statements are sent electronically to students’ VU Gmail. You are responsible for granting parents, guardians, or other payers access to e-billing.

ACCESS FOR PARENTS OR GUARDIANS

1. Log into your YES landing page and click “Billing Portal.”
2. On your Account page, click “Add New” in the Other Payers section.
3. Enter the information that is requested and click “OK.” (You must enter the username that your additional payer will use.)

Once completed, the username and temporary password will be sent to your additional payer via email. Simply repeat this process to add more than one additional payer to your account.

In each month that items are posted to the account, an email will be sent to your VU Gmail address and other payers’ email addresses with the subject line “Your Vanderbilt e-bill is now available for viewing.”

You and your other payers can view your bill and make payments simply and securely. Each time an online payment is made, a confirmation email will be sent. If you prefer to mail your payment, print your e-bill and remit the top portion with your payment.

For more information, visit vanderbilt.edu/stuaccts.
INTERNATIONAL FIRST-YEAR STUDENT MOVE-IN INSTRUCTIONS

International Student and Scholar Services is the office that handles visa information, immigration regulations, and other programs and support services that pertain to international students. While most information in *The Road to Vanderbilt* applies to international students as well, move-in for international students is coordinated through ISSS and differs from the move-in instructions that domestic students receive. International undergraduate move-in for fall 2019 will be on Tuesday, August 13, 8:00 a.m.–midnight in The Commons Center Atrium. International undergraduate student orientation will begin on August 14. ISSS will provide additional information about orientation and move-in through email to all new students throughout the spring semester and summer.

As an international student, you will check in through the ISSS office, which will inform you of the times, procedures, services, and special events for international students. Please make sure to complete the pre-arrival form online before you arrive on campus, so that we can prepare for your arrival. More information about move-in and orientation can be found at [vanderbilt.edu/isss/coming-to-vanderbilt/fall-orientation](http://vanderbilt.edu/isss/coming-to-vanderbilt/fall-orientation).
COMMONVU ORIENTATION

This weeklong orientation to The Ingram Commons and Vanderbilt begins with Move-In Day on Saturday, August 17. During CommonVU Orientation, you begin to experience the university by building new communities—on your floor and in your house, across The Ingram Commons and the university campus, and in classes. You will engage in activities with other first-year students, peer mentors, upperclass students, faculty heads of house, academic advisers, and other professors. You will begin to discover the personal, academic, intellectual, and social opportunities of life at Vanderbilt—and make your first friends.

COMMONVU SCHEDULE

AUGUST 13–17

INTERNATIONAL STUDENT MOVE-IN AND ORIENTATION

SUNDAY AUGUST 18

FAMILY FAREWELLS AND COMMONS COMMUNITY BUILDING

SATURDAY AUGUST 17

MOVE-IN DAY

- Move into house
- Pick up student ID (Commodore Card)
- Meet faculty head of house and house residential staff
- University Resources and Services Fair
- Welcome by College and School Deans
- Various information sessions
- House dinners (free for students and families)
- Mandatory floor and house meetings with resident advisers and faculty heads (students only)

MONDAY AUGUST 19

INTRODUCTION TO ACADEMIC LIFE AT VANDERBILT

- Academic adviser meetings
- Information, testing, and introductory sessions with colleges and schools
- Honor Code signing and discussion
Make a Plan for Voting While at Vanderbilt

Make your voice a part of the political process by creating a plan for voting during your time at Vanderbilt. If you are an out-of-state student, decide if you plan to register in your home state or in Tennessee. If registering in your home state, consider registering in person before Move-In Day. If registering in Tennessee, you may register online at GoVoteTN.com or with a form available on campus. For more information about voting while at Vanderbilt, visit vanderbilt.edu/oacs/civic-engagement/register-to-vote.
ACCOMMODATIONS
SELECT HOTELS WITHIN ONE MILE OF VANDERBILT

- Aloft Nashville West End
  1719 West End Avenue
- Best Western Plus Music Row
  1407 Division Street
- Comfort Inn Downtown
  1501 Demonbreun Street
- Courtyard by Marriott–Vanderbilt
  1901 West End Avenue
- Embassy Suites Nashville at Vanderbilt
  1811 Broadway
- Extended Stay America
  3311 West End Avenue
- Guesthouse Inn and Suites Vanderbilt
  1909 Hayes Street
- Hampton Inn Vanderbilt
  1919 West End Avenue
- Hampton Inn & Suites Vanderbilt–Elliston Place
  2330 Elliston Place
- Hilton Garden Inn
  1715 Broadway
- Holiday Inn Nashville–Vanderbilt
  2613 West End Avenue
- Home2 Suites Nashville–Vanderbilt
  1800 Division Street
- Homewood Suites by Hilton
  2400 West End Avenue
- Hutton Hotel
  1808 West End Avenue
- Loews Vanderbilt Hotel
  2100 West End Avenue
- Marriott Nashville at Vanderbilt
  2555 West End Avenue

For easy booking, special rates, and additional hotels, see finance.vanderbilt.edu/purchasingandpaymentservices/travel/hotels.php.

TRANSPORTATION
TRANSPORTATION BETWEEN NASHVILLE INTERNATIONAL AIRPORT AND VANDERBILT AND VICINITY

InShuttle
(One way to Vanderbilt campus and hotels is approx. $12.)

Taxi service to Vanderbilt
(One way is approx. $25.)

Vanderbilt Student Government Airport Shuttle
(free for students on major holidays and breaks; dates and times are typically posted on the VSG website—under the “Projects and Initiatives” tabs—a few weeks before scheduled breaks and holidays)

ACCOMMODATIONS
SELECT HOTELS WITHIN ONE MILE OF VANDERBILT

BANKING
BANKS WITHIN WALKING DISTANCE OF THE INGRAM COMMONS INCLUDE:

- Bank of America
  2121 Blakemore Ave.
  (615) 291-2890
- Fifth Third Bank
  2000 Wedgewood Ave.
  (615) 320-4950
- Regions Bank
  1604 21st Avenue S.
  (800) 734-4667
- SunTrust Bank
  1605 21st Avenue S.
  (615) 750-8463
- US Bank
  1711 Broadway
  (615) 742-6365

SunTrust ATM machines are conveniently located around campus, including at The Commons Center and Sarratt Student Center. Representatives of several major banks will be available on Move-In Day for students to open accounts.
PLANNING AHEAD

Before you book your flights for breaks, confirm your class and final exam schedules, both of which you will know at the end of the first week of classes.

IMPORTANT DATES FOR FALL 2019

August 17
Residence halls open at 7:00 a.m. for first-year students.

August 21
First day of classes

September 20–22
Family Weekend

October 24–25
Fall Break

November 23–December 1
Thanksgiving Break
Residence halls close at 9:00 a.m. on November 23.
Residence halls open at 9:00 a.m. on December 1.

December 5
Last day of classes

December 6–14
Reading day and exam period

December 15
Winter Break begins
Residence halls close at 9:00 a.m.

IMPORTANT DATES FOR SPRING 2020

January 3
Residence halls open at noon.

January 6
First day of classes

February 29–March 8
Spring Break
Residence halls close at 9:00 a.m. on February 29.
Residence halls open at 9:00 a.m. on March 8.

April 20
Last day of classes

April 21–30
Reading day and exam period

May 2
Residence halls close at 9:00 a.m.

YOUR COMMENCEMENT IN 2023

MAY 10-12
NUMBERS TO KNOW

UNDERGRADUATE ACADEMICS
College of Arts and Science  (615) 322-2844
Blair School of Music        (615) 322-7651
School of Engineering       (615) 343-3773
Peabody College             (615) 322-7444

UNIVERSITY RESOURCES/ADMINISTRATIVE OFFICES
Office of the Dean of The Ingram Commons  (615) 322-4948
Office of Housing and Residential Education  (615) 322-2591
Office of Student Financial Aid  (615) 322-3591
Office of the Dean of Students  (615) 322-6400
Office of the University Registrar  (615) 322-7701
Office of Undergraduate Admissions  (615) 322-2561
Bishop Joseph Johnson Black Cultural Center  (615) 322-2524
Career Center  (615) 322-2750
Center for Student Wellbeing  (615) 322-0480
Commodore Card Office  (615) 322-2273
Inclusion Initiatives & Cultural Competence  (615) 322-5089
Jean and Alexander Heard Libraries  (615) 322-7100
LGBTQI Life  (615) 322-3330
Schulman Center for Jewish Life  (615) 322-8376
Student Accountability  (615) 322-7868
Student Health Center Appointments  (615) 322-2427
    Insurance Representative  (615) 343-4688
Transition Programs  (615) 322-0307
University Chaplain and Religious Life  (615) 322-2457
University Counseling Center  (615) 322-2571
Vanderbilt Dining  (615) 322-2999
Vanderbilt Police (Non-Emergency)  (615) 322-2745
Vanderbilt Police (Emergency)  (615) 421-1911
Vanderbilt Police (Lost and Found)  (615) 343-5371
Vanderbilt Ticket Office (Athletics)  (615) 322-GOLD (4653)
    (877) 44-VANDY
VUIT Help Desk  (615) 343-9999

New Student Hotline  (615) 322-4948
Parent Helpline  (877) 887-2736