

# Blair Advising Handbook

2016-2017 edition

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# **Responsibilities of Academic Advisers**

## **Mission/purpose**

Faculty academic advising serves to assist students in the development of meaningful educational goals and to provide information and guidance about the course selection and registration process.

## **Guiding Principles**

Students and advisers assume shared responsibility in the academic advising process, but the ultimate responsibility for making decisions about educational plans and life goals rests with the individual student.

Faculty academic advisers help students to make the best academic decisions possible by encouraging identification and assessment of alternatives and consideration of the consequences of their decisions.

Faculty academic advising is guided by the following goals and objectives, all directly related to its mission/purpose:

1. Assist students in examining their educational, career, and life goals, and in developing short- and long-term goals to meet their objectives.
2. Advise in the selection of appropriate courses and other educational experiences.
3. Provide accurate and timely interpretations of institutional, general education, and major requirements.
4. Evaluate and monitor student academic progress and the impact of that progress on the achievement of goals.
5. Reinforce student self-direction and self-sufficiency.
6. Make students aware of and, when necessary, refer students to educational, institutional, and community resources and services.

## Responsibilities of Advisees

Academic advising helps students develop educational goals, make curricular choices, and select courses. It is a collaborative process in which you play an active role. While you and your adviser share responsibility in the academic advising process, the ultimate responsibility for making and completing educational plans rests with you. Additionally, you are responsible for developing academic skills that will enable you to act independently in achieving your goals.

### As a student, you should:

- Familiarize yourself with the academic requirements for a first-year student by reading applicable sections of the Undergraduate Catalog and advising materials for your school;
- Become knowledgeable about policies, procedures, and rules of the university, your school, and your academic program;
- Monitor your academic progress and consider the impact of that progress on the achievement of your goals;
- Keep appointments that you make with your adviser or notify the adviser if you need to cancel;
- Come to meetings with your adviser with plans and questions that you have prepared in advance, bringing accurate information and relevant materials with you;
- Contact your adviser between scheduled sessions when necessary, particularly if facing academic difficulties.

### Your academic adviser will:

- Advise you on the selection of appropriate courses and discuss with you other educational experiences;
- Review course placement in light of your academic record and placement exam scores;
- Help locate and clarify curricular requirements of your degree program;
- Assist you in examining your intellectual and professional goals, and in developing strategies to meet your objectives;
- Inform you of academic and other resources and refer you to those resources if/when necessary.

**Forms for managing your degree are available at:**

**<http://blair.vanderbilt.edu/academics>**

## AAI: Academic Record

All Blair academic and studio advisers may look up their advisees' academic records at any time on **Access to Academic Information**, or **AAI**, which is located in **YES** at yes.vanderbilt.edu or from the link on the Blair or the Vanderbilt home page. The link on the Blair home page is linked from "Faculty Tools". There is a link on the Vanderbilt home page on the upper right hand side that says "Logins".

- Log in with your user name and e-password at yes.vanderbilt.edu.
- On the next screen, click 'accept' for keeping confidentiality.
- Type in **only** the name of your advisee—do **not** fill in the other boxes in advanced search.
- Click on Academic Record (AAI) and the first screen will be a student summary.
- Click on academic detail tab for semester by semester courses and PDF semester reports; click on PDF symbol for a complete sorted courses report.
- Click on Academic External tab for information about SAT/ACT scores, high school info, and AP/IB credits.
- Click on Electronic Docs to see the student's application to Vanderbilt and other supplemental materials.
- Click on Degree Audit to see what requirements have been fulfilled or are yet to be fulfilled.
- You can always click on Help? at the top of the page for instructions.
- You may print any of the records.

## Auditing Classes

Any student doing academic work should register for that academic course, even if it means registering for their ensembles for zero credits. Small, interactive classes or lessons cannot be audited. See the Undergraduate Catalog for more complete information.

- ✓ Overloads, even overload-by-auditing, need to be approved by the Associate Dean.
- ✓ Blair students auditing a course in another school of the university must register for audit.

Students must e-mail with the request for permission to audit to their adviser, the Associate Dean and Tom Langmesser in the Blair Office of Academic Services, and include the course # in their request.

## Blair-to-Owen program; 3+2 B.Mus. / M.B.A.

Students interested in the five-year joint program between the Blair School of Music and the Owen Graduate School of Management should schedule a meeting with Head of Academic Advising Amy Jarman as soon as possible to go over the details of their intended course of study. Due to the curriculum requirements at Owen this program is **ONLY AVAILABLE** to Blair students pursuing the musical arts major. Students may begin in the performance major but a change to musical arts must take place by the sophomore year, usually the first semester of the sophomore year works best. **See the Blair Student Handbook and the Undergraduate Catalog for complete information.**

## CALENDAR 2016-2017 ACADEMIC YEAR

The complete **undergraduate academic calendar** is at:

<http://registrar.vanderbilt.edu/calendar/2016-2017-calendar/2016-2017-undergraduate-academic-calendar/>.

### Changing Majors Within Blair

Students who wish to change from a performance major to the musical arts major must file the appropriate form with the Blair Office of Academic Services. Signatures of the adviser and Associate Dean Melissa Rose are required. Any extra hours previously earned in performance now serve as music electives; any extra hours in ensemble are considered as music electives or free electives.

Students who wish to change from a musical arts major to a performance major must consult with the adviser, major professor, and department chair and must audition to be accepted into the performance program. The student then files the appropriate form with the Blair Office of Academic Services, with signatures of the adviser and Associate Dean Melissa Rose. A plan to make up the missed performance hours must be presented. Students who wish to change to a Composition major must meet with the chair of that department. Students who wish to change to or from the teacher education program (MA/5) must consult with Professor Tucker Biddlecombe, the director of the MA5 program; receive permission from the adviser and performance department chair; and file the appropriate form with the Blair Office of Academic Services.

<http://blair.vanderbilt.edu/academics>

The deadline is normally the 5<sup>th</sup> day of the first semester of the senior year. Advisers and Students should refer to the Undergraduate Catalog for changes in graduation requirements.

Blair Deans Honor Scholarships are not affected by a change of major program within Blair. Need based financial aid or University Honors Scholarships will travel with a student to another undergraduate school at Vanderbilt. Blair Dean Honor Scholarships will not move to another school.

### Course Registration

Students register for courses on YES. Registration windows are as follows:

YES opens for students to look at the schedule on October 10, 2016 for Spring 2017 enrollment and March 13, 2017 for Fall 2017 enrollment.

**Enrollment periods are October 31-November 18 and April 10-28**

**PLEASE contact your advisees when the schedule becomes available in YES, which will give you plenty of time to meet with them prior to their enrollment window.**

**Schedule appointments** and post extra office hours. Contact your advisees and ask students to be prepared for your meeting by looking at their YES Degree Audit and their major curriculum information in the Blair Student Handbook. Sometimes these meetings can be accomplished via email. Students will have a designated window during which they are scheduled to enroll. This appointment is on their landing page in YES. Students who miss their appointment window have to wait until their next available window, which will show on their landing page.

1. Use the appropriate **Sample Curriculum Plan** and Degree Tracking Sheet in the Blair Student Handbook to be certain the student is on track. Double check the YES Degree Audit function or use both in tandem.
2. **Check Class standing:** Note student's total earned hours so that academic probation can be avoided. In AAI the default "class" (freshman, sophomore, etc.) is based on earned hours (check the student's degree expect date for actual class standing). Class standing requirements are as follows:
  - Sophomore standing: 24 hours with a GPA of 1.8.
  - Junior standing: 54 hours with a GPA of 1.9 **and completion of Theory II and Musicianship II (MUTH 2200 and MUSC 2200)**. A grade of B- or above is strongly recommended before taking the next semester class in musicianship or keyboard harmony, and is **required** between Theory I (MUTH 2100 Syntax of Music) and Theory II (MUTH 2200 Harmonic Idioms).
  - Senior standing: 86 hours with a GPA of 2.0.
3. **Check for the four required courses each semester:** Ensemble, Recital Attendance (except for seniors in their final or penultimate semester), Lessons, and Performance Class (except harp)

**Ensembles:** If a student has a **mandatory class conflict** for a required ensemble or an injury which prevents them from performing, paperwork must be filed, which is available at <http://blair.vanderbilt.edu/academcs>. ***First Semester FRESHMEN may not select a course which conflicts with their required ensembles.***

**Sonata class (MUSE 2230):** To enroll for this, students must fill out the Chamber Music Enrollment form available at

<http://blair.vanderbilt.edu/academics>

**Performance instruction:** Compare performance course number to student's current course number and be certain students select the section with the correct teacher. Section numbers may change between semesters, so please double check this.

**Recital Attendance:** If a student has a **mandatory class conflict** with Recital Attendance due to other (second major, pre-professional) requirements, e-mail Melissa Rose. This option is not available to first semester freshmen without approval of the Associate Dean, given only in rare circumstances.

**Performance classes** all Blair students in all majors (except harp majors) meet for Performance Class (comp/theory majors meet for a weekly seminar.) If a student has a **mandatory class conflict** with Performance Class due to the Blair major, second major, or pre-professional requirements, paperwork must be filed which can be found at <http://blair.vanderbilt.edu/academics> This option is not available to first semester freshmen.

**Lift the advising hold so the student can register during the appointment window. Please do not lift the hold without communicating with your advisee.**

**4. Other information:**

Encourage students to take advantage of "**double count**" writing courses that satisfy two area requirements as described and charted in the Blair Student Handbook if they are interested in a second major, a minor, Blair-to-Owen 3+2, or a pre-professional course of study in order to give themselves more leeway in choosing their academic courses outside of Blair. (see "Double Counting")

**Plan alternative courses** in case classes are closed.

Check **pre-requisites** for courses and **alternate year courses** in the Undergraduate Catalog. *These do not necessarily show up in the YES course listings.*

**SEQUENTIAL COURSES: Theory and Musicianship must be taken in sequence until the sequence is completed. MUSL courses should be taken in this order: Music as Global Culture MUSL 2100, Music in Western Culture MUSL 2200W, Music of the 20<sup>th</sup> and 21<sup>st</sup> Centuries MUSL 3100, followed by the additional optional course in the canon.** Any exceptions must be approved by the music literature dept. chair. (See "Sequential Courses" for more info.)

When **degree requirements change** students may elect to graduate under the catalog of the year they entered Vanderbilt, or the year they are graduating.

## **Deficiency, Probation, and Sudden Academic Insufficiency**

### ***Deficiencies***

Students whose mid-semester average in any course is a C- or below, or whose work is incomplete, will usually receive a deficiency notice during the eighth week of classes (usually a week before the Friday deadline for withdrawal).

- Tom Langmesser will email academic advisers if they have students with deficiency notices.
- Students who receive deficiency notices must meet immediately with their advisers. They will find this information on YES. **Please be proactive and contact your advisees to set up these appointments.** Some of this can be taken care of via email, but in the case of certain situations a face to face appointment is necessary.
- Students with two or more deficiencies (and any seniors with deficiencies) must also meet with the Associate Dean before the deadline for withdrawal at mid-semester. The deadline is October 21, 2016 for Fall and March 17, 2017 for Spring.

### ***Probation***

Students are placed on academic probation if they fail to qualify for class standing or if the grade point average (GPA) falls below 1.8 overall or 2.0 in music courses.

- Notification is made by letter, and copies are emailed to parents, and this is also distributed to academic advisers and studio professors. Students whose situation places them at risk for future academic probation receive warning letters.
- Students placed on academic probation will be required to meet with the Academic Oversight Adviser, Professor Karen Krieger, who will work with students to make sure that they are progressing toward the resolution of their academic difficulties.
- Students placed on academic probation more than twice will be dropped from the University.

### ***Sudden Academic Insufficiency***

Any student who fails by a wide margin to reach prescribed levels of academic achievement, either at the end of a semester or at mid-semester is reviewed by the Associate Dean's office in conjunction with the Academic and Studio Advisers.

- If the student is not making satisfactory progress towards the degree, the student may be placed on probation or may be advised or required to take a leave of absence or advised to withdraw from the University.
- Appeals of such findings should be addressed to the Blair Curriculum Committee.

## **Degree Audits in YES and Keeping Track of Fulfilling Requirements**

Every semester the student and the adviser should look carefully at the degree requirements as listed in the Blair Student Handbook and the Undergraduate Catalog to make sure that courses are being taken in a timely manner and in sequence.

- Should a student change to a different program within Blair, or a Concentration is added, students and advisers should consult the Blair Student Handbook for any changes in requirements that may alter the expected date of graduation. **Use the "WHAT IF" feature in the YES Degree Audit.** It will show how the change will impact the academic plans for graduation. It may be helpful to do this prior to the official change to see if the student will be able to finish degree requirements within eight semesters at Blair.
- YES degree audits will always be available for viewing so that students and advisers can see what requirements have been fulfilled.
- Advisers should refer to the YES Degree Audit during advising appointments prior to course registration each semester.

**"Degree audits are for advisory purposes only and do not certify progress in the degree. Please refer to the University Catalog as the authoritative document governing degree requirements. The student, in consultation with the adviser, should carefully review both sources. "**

## Disabilities and Accommodations

Vanderbilt strives to be an inclusive community for students with disabilities. Students seeking accommodations for any type of disability should be encouraged to contact the Equal Opportunity, Affirmative Action, and Disability Services (the EAD), located at 808 Baker Building (110 21<sup>st</sup> Avenue South); phone 322-4705. <http://www.vanderbilt.edu/ead/>

- The EAD can assist with arrangements for extended time for testing, assistance with locating audio-taped textbooks, physical adaptations, note takers, reading services, and the like.
- Accommodations are tailored to meet the needs of each student based on the medical documentation provided.
- Freshmen who plan to register with the EAD are strongly encouraged to contact the EAD during the summer to ensure the timely processing of their initial request(s) for assistance.

While the school is committed to providing support for all its students as appropriate, regular notification procedures must be followed.

- A student seeking accommodations must hand-deliver a letter from the EAD describing the requested accommodations to each faculty member at the start of every semester.
- Faculty members have the right to decline belated requests (such as those delivered at the start of an examination hour) as well as requests delivered orally. Retroactive requests for accommodations cannot be honoured.

Students may choose to disclose their need for accommodations to their adviser and to the Associate Dean, but are under no obligation to do so.

## **Double Counting Courses or “How I Satisfied Two Requirements but Only Earned the Course Credits Once”**

Courses may fulfill more than one requirement, but the hours are only earned once. In the liberal arts core, for example, typically 30 hours are needed. However, if a student takes a course which can be used to satisfy two requirements (*English/Writing credit AND Humanities credit* or an *MUSL elective in the musical arts degree program AND credit in History/Social Sciences* (refer to the Blair Student Handbook for charts on how different courses may satisfy more than one required area in the liberal arts core), he/she then has available hours which can be filled with a course from any academic area.

This information will show in the YES Degree Audit. “Double counting” is typically useful for students who are either doing a second major in another academic area, or pursuing one of the pre-professional programs. Courses MAY NOT triple count. See the *Blair Student Handbook* for complete information.

## Drop/Add (Change of Course)

**Drop/Add changes** (adding or dropping a course or changing sections) are handled on YES during the change period which ends at 11:59 p.m. on August 31<sup>st</sup>. Wait lists for closed courses are utilized during Drop/Add. The Waitlist feature in YES ends at 11:59 p.m. on August 30<sup>th</sup>. (Spring 2017 dates are January 16<sup>th</sup> [13<sup>th</sup> for waitlists])

- Changes made before classes begin or during the first week of classes **do not require paperwork** and do not show on a student's permanent transcript.

A withdrawal from a course during the second week of classes must be processed with a Change of Course Request Form available on-line at <http://blair.vanderbilt.edu/academics>

However, this withdrawal will not show on the student's transcript if it is processed no later than September 7<sup>th</sup> at 4:00 p.m.. (Spring 2017 date is January 23<sup>rd</sup>). The completed forms go to Tom Langmesser.

- Students may **drop courses with a grade of W**, after the second week of classes until mid-semester no later than 4:00 p.m. October 21<sup>st</sup> in the fall and March 17<sup>th</sup> in the Spring. See WITHDRAWING FROM A COURSE.
- **Chamber Music** must be added no later than the 14<sup>th</sup> day of the semester. *No exceptions.* This is the students' responsibility to take care of in a timely fashion.
- When **seniors make changes, beware!** Please check YES Degree Audits so changes don't impede graduation. Seniors are the most likely candidates to **audit** classes, when they have fulfilled most of their requirements; note that audited hours do not count as hours enrolled and may affect status as a full-time student and such things as car/health insurance status and creditors' expectations for repayment of college loans.

## Ensembles

**Ensemble is required** every semester; this is an NASM accreditation requirement. Students carrying 18-hour loads may seek permission from the Associate Dean and see the Blair Registrar to register for an ensemble as zero credit and save the 19th-hour overload fee; this assures completion of degree requirements for ensemble. This is NOT an option for first semester students. Second semester students will not be given permission except in rare occasions and only after first semester grades have been reviewed. Note that the zero credit ensemble must be replaced with another music credit in order to meet the minimum number of music credits required to graduate (80).

The only exceptions to the every semester requirement are for **health problems** such as tendonitis or vocal injury. Students who are injured and cannot participate in required ensemble will need a memo from their adviser explaining the reason for not enrolling in ensemble for the semester. **The adviser must write a memo to Tom Langmesser ([tom.langmesser@vanderbilt.edu](mailto:tom.langmesser@vanderbilt.edu)) in the Blair Office of Academic Services (OAS) with a cc: to the Associate Dean explaining the reason for non-enrollment in ensemble for that semester. Please take care of this early in the affected semester.**

Instrumental students who are **recipients of Dean's Honor Scholarships** are obliged to fulfill the requirements regarding ensemble membership as outlined in their scholarship award letter, regardless of degree program requirements. Contact Director of Admissions Thomas Crespo for questions regarding scholarships.

**Students going abroad** may need to double up on ensemble credits to make up for the semester(s) away. This may not be necessary for students going to Vienna, Amsterdam or Sydney, as ensemble credits may be earned in those programs.

### ***Class Conflicts with Required Ensembles***

Students who have a mandatory conflict with their required ensemble for a course directly related to their second major, minor, or pre-professional course of study may PETITION the CURRICULUM COMMITTEE for a substitution of requirement.

The forms are available on the Blair website, under Faculty Tools at <http://blair.vanderbilt.edu/academics>

- An e-mail or supporting letter from the academic adviser is needed. Please direct those to the Chair of the Curriculum Committee.
- This is a NASM requirement. Please take care of this paperwork early in the affected semester.

## **Financial Matters**

Director of Admissions Thomas Crespo is the first contact for questions regarding financial aid. In addition, students may be referred to the Student Financial Aid Office at 2-3591 (Sammie Huffmon is the Blair contact). <http://www.vanderbilt.edu/financialaid/>

Students with need-based financial aid who want to transfer to another Vanderbilt Undergraduate School will have their financial aid transfer with them.

- Instrumental students who are recipients of Blair Merit Scholarships are obliged to fulfill the requirements regarding ensemble membership as outlined in their scholarship award letter, regardless of degree program requirements.
- Need-based financial aid is not typically awarded during Maymester or Summer Session. There can be exceptions when a student is required to take a course to graduate and it is only offered during the summer session. This needs documentation by the Associate Dean.
- If a student intends to graduate early and attend summer school as if it is a regular semester, need-based aid can be awarded during a summer. The student will need to petition and the documentation needs to be signed by the Associate Dean. The courses must be required to graduate. (This is a very rare scenario).
- Federal need-based financial aid may be awarded to students for ten semesters, no summers. Blair Merit Scholarships are awarded for eight semesters, no summers.

- Students who are Blair Merit Scholarship recipients who intend to transfer out of Vanderbilt University must have Dean Wait's signature on a release form before they are eligible to audition for admission to another program.
- Students and their parents must file **need-based financial aid applications** in the Financial Aid office by April 15 for the following year.

**Financial problems:** Students who anticipate difficulties in paying charges by the deadline need clearance from the Office of Student Accounts (615-322-6693) in Room 100 of the Baker Building, on 21st Ave. across from Wilson Hall. The Office of Student Accounts begins routine email notification to students regarding outstanding balances, consequences of unpaid accounts, and instructions on how to get clearance. Students whose tuition is still not paid by the day before classes are notified that they may be cancelled from all courses.

If payment is not received by noon on the third day of classes, students may be cancelled from their courses. Cancelled students must obtain written financial clearance from Student Accounts before the Blair Office of Academic Services can help the student begin the registration process again. Students cannot be guaranteed that they will be registered for the same classes from which they were cancelled.

## First Year Students Advising

Be very familiar with: 2016-2017 *Undergraduate Catalog* available on YES as a PDF, *Blair Student Handbook*, this *Adviser Handbook*, and the *VU Student Handbook* ([http://www.vanderbilt.edu/student\\_handbook/index.html](http://www.vanderbilt.edu/student_handbook/index.html)). The Schedule of Courses is available on-line at YES.

All incoming Blair students have been advised in June regarding course selections, academic requirements, pre-requisites, etc. by Head of Academic Advising Amy Jarman. When you meet with them during Fall Orientation they may still have questions about courses, or may have changed their minds about which liberal arts class(es) they wish to be enrolled in.

- Before seeing students, **review their records** in the advising folders and on AAI which is located in YES.
- Do they have **AP Credit? IB Credit?** If it has been officially reported to the university it should show in YES under "EXTERNAL CREDIT" and they will have been appropriately distributed in the YES Degree Audit which students and advisers may access at any time. This information has also been listed on individual degree tracking sheets distributed to the first year advisers for each student in their advising roster.
  - Blair allows students to apply all AP credit toward liberal arts core and graduation requirements (A&S has different regulations.)
  - Students may choose to repeat a course for which they have received AP credit. This can happen with math or science students more often than for any other subject. For example; a student earns AP credit in CHEM 1601 and 1601L, the first semester of the chemistry course for pre-med majors. Some students will opt to take the class anyway. Once the grade is filed for the course at the end of the semester, the AP credit will disappear from the transcript.

- *If a student reports earning any AP credit that does not show in YES, have the student contact Tom Langmesser in the Blair Office of Academic Services.*
- The listing of credit granted for AP and IB exams is in the Undergraduate Catalog. This information can be found at [admissions.vanderbilt.edu/academics](http://admissions.vanderbilt.edu/academics) with a link to the AP and IB scores and equivalent Vanderbilt courses.
- Blair students cannot earn credit for AP Music Theory. So the credit will not show on the transcript.
- **Math requirements:** See the Blair Student Handbook for complete requirements. Students with a math requirement should be encouraged not to postpone math study, as their high school math skills will deteriorate over time. *The math department will not grant credit for MATH 1010, MATH 1011 or MATH 1005 if the student has already received credit for MATH 1100 or higher.*
- **English requirements: ENGL 1100** is required in the fall freshman semester for students whose test scores fall below the minimum required. This course will fulfill the “second” ENGL/Writing course requirement. Those students have been notified in June.
- The **first year writing requirement** is satisfied for Blair students by MUSL 2200W (taken in the spring semester of the freshman year). Students will still need to fulfill the second English/Writing requirement prior to graduation or through AP/IB credit, unless they are exempt from this with their SAT score. (These students will need to take an academic elective in order to fulfill the total number of hours required in liberal arts, but it won’t need to be an ENGL/W course. If a first year student is given permission by the Associate Dean to delay the MUSL sequence for a year (typically due to a foreign language, math or physics second major and ONLY in very rare occasions) that student will need to take a course to satisfy the ENGL/W first year requirement unless AP credit has been earned.
- **One humanities requirement** is satisfied for Blair students by MUSL 2100 (taken in the fall semester of the freshman year).
- **Keyboard Harmony:** All freshmen have been interviewed for placement on the Monday prior to classes beginning, or they self-selected the Introduction to Keyboard Harmony course. Results are announced to each student, and the registrar will place students into the proper section. Piano majors enroll in Accelerated KH. If a student is placed into a more advanced level of KH than KH I, then the student will need to take music electives, as needed, in order to complete the required 80 hours in music. If a student begins with Intro to KH, then that course will count as a music elective in the musical arts major. For a performance major that course will count as a free elective.
- **The music theory placement test** is given during auditions weekends. Students who have been placed in the Accelerated section of Theory I were notified prior to course registration in June. *Students may not “test out” of Theory I.* Note that B.Mus. students do not earn credit for A.P. Music Theory so those test results do not show in a student’s AAI. Students receiving a 5 on the AP Theory test are not automatically placed in the Accelerated Section of Music Theory. If they have questions they may contact the Chair of the Comp/Theory Dept., Michael Slayton.
- **What is the student's major:** performance, composition/theory, musical arts or musical arts/teacher education (MA5)? Be familiar with specific **requirements in the Blair Student Handbook.**

- Students taking **CHEM 1601** must also enroll in a discussion section that is connected to the lecture and a section of Chemistry lab **CHEM 1601L** for a total of 4 credits. *It is not necessary to take calculus as a co-requisite.*
- What if the student is interested in a **second major, minor, or pre-professional curriculum**? See Blair Student Handbook for guidelines and information on minors or a second major. Encourage the student to contact Amy Jarman, Head of Academic Advising, for counseling about how to plan ahead for completion of all requirements.
- **Freshmen should not be enrolled in 3000-level courses** unless they have received PERMISSION FROM THE INSTRUCTOR. During June enrollment some students may have been given this okay from instructors... be sure to double check with them as students may have made changes since their original enrollment period.
- **Liberal arts courses:** Most freshman students have between 1-3 additional classes to select each semester, depending on their major. Encourage them to take only classes which will fulfill one of their requirements, not a free elective. Students who want to do a second major will have more opportunity during junior and senior years than during freshman and sophomore years to take those courses. In some cases (most likely pre-med or other science second majors) students may be given permission to delay the second year of the MUSL sequence until their senior year.
- If students find themselves in a **course at an inappropriate level** (too easy, too difficult) it is reasonable to make a change during Drop/Add or even later. This occurs most often in math or foreign language. The professor should be consulted first. After Drop/Add, seek A & S Dean Roger Moore. (It is best if the adviser makes this contact.)
- **While students registered in the summer, course changes** may be necessary because of bumping, **AP credit**, mistakes, or a student's change of heart. Changes in introductory French or Spanish must be approved in advance by those departments (see Blair Student Handbook for details). Students may have been placed in a different section of a requested course. This is not considered a bump, but students may seek section changes during **Drop/Add**: Students may put their names on wait lists for closed courses which develop openings if other students drop. Persistence pays, but it's also wise to consider alternate courses. Check for time conflicts of proposed courses against the schedule in YES.
- Freshmen **may not take courses pass/fail.**
- Freshmen **may not** register for Recital Attendance section 02 or waive performance class during the first semester (exemptions must be approved by the Associate Dean).
- **All freshmen are enrolled in a section of Vanderbilt Visions**, the University- wide extended orientation programming. See additional section on VV for information about requesting a change of section if necessary.
- **Freshmen should be enrolled in a minimum of 15 hours and may take up to 18 hours.**

## Grade Appeals and Student Complaints

Grade appeals should arise only rarely; students are responsible for tracking their progress in all of their classes and for becoming familiar with the policies of the course as explained on the syllabus. (Note that Vanderbilt grading policy is not uniform; rather, it is the purview of each instructor and is stated via the course syllabus. All changes to syllabus procedures will normally be distributed in writing.) Students may appeal a grade under limited circumstances:

- There was a mathematical error in calculating the grade
- The grade was based on criteria and standards other than those announced on the syllabus
- The grade was assigned based on factors other than student achievement, e.g., prejudice or discrimination. In such instances, the student may wish to consult with the EAD and may have recourse to the University's grievance procedure if the matter cannot be resolved successfully within the school.

A student who wishes to appeal a grade must first discuss the situation with the instructor, normally within 30 days (as specified in the Student Handbook, [http://www.vanderbilt.edu/student\\_handbook/Policies\\_and\\_Regulations.htm#8](http://www.vanderbilt.edu/student_handbook/Policies_and_Regulations.htm#8)).

Students are encouraged to seek assistance from their faculty advisers, another member of the faculty, or one of the Associate Deans regarding questions of procedure and of school policy before and during this process.

- If the student is not able to resolve the complaint satisfactorily at the level of the instructor, he or she may appeal the decision within thirty (30) days to the Department Chair (who may consult with the Associate Dean).
- If the matter is not successfully resolved by the department chair, the student may appeal to the Associate Dean and then to the Dean of the Blair School.
- As a last resort, the student may appeal to the Provost.

Consult the student handbook for more details.

Written student complaints are governed by the Vanderbilt Student Handbook, and appeal and grievance procedures are spelled out in detail in Chapter V ([www.vanderbilt.edu/student\\_handbook/Policies\\_and\\_Regulations.htm#8](http://www.vanderbilt.edu/student_handbook/Policies_and_Regulations.htm#8))

The grievance procedures are also provided separately by the EAD office at [www.vanderbilt.edu/ead](http://www.vanderbilt.edu/ead).

Blair takes student feedback very seriously. Students should be referred to the Associate Dean and be encouraged to fill out course evaluations and issue-specific surveys. Please refer to the Blair Student Handbook.

## HOD (Human and Organizational Development)

Students pursuing the HOD second major will have contacted the advisers at Peabody. The initial coursework, HOD 1250, 1300 and 2500 can be taken in any order. The HOD second major does require a summer (or additional semester) academic internship. Amy Jarman has copies of the curriculum requirements.

## Incomplete or Missing Grades

- **I or M grades:** In the event that students need an I (Incomplete) or M (Missed the final exam) or MI (Incomplete and Missed the final exam) in a course, the form, obtainable at [www.blair.vanderbilt.edu/academics](http://www.blair.vanderbilt.edu/academics) is available under the “Faculty Tools” tab. The form may be filed by either the student or the course instructor, with the student’s signature, the instructor’s signature, the **Associate Dean’s signature**, and an agreed upon date for completion. (When the instructor assigns one of these grades a box will pop up to remind of the need for the paperwork to be filed.)
- The Office of Academic Services monitors completion of I and M grades.
- I and M grades have deadlines for completion. If deadlines are ignored, the grade will “default” to a previously indicated grade listed by the instructor of record. Advisers should **ask advisees about the status of any previous Incompletes**. Students with an I or M grade in a course do NOT re-register for the course; the instructor of the course must file paperwork with the Blair Registrar upon completion of the work. Students and Advisers should check AAI periodically in YES to see if a final grade has been submitted.

## Internships, Independent Study, Practicum

- Students interested in an **internship** may contact the Associate Dean and/or the Director of the Center for Student Professional Development, Student Life Center, Suite 220, phone 615-322-2750
- **Students may register for course credit in conjunction with an internship;** a faculty sponsor will be needed. For internships relative to Arts and Science coursework, the student will need authorization from the A&S Deans Office in Kirkland Hall.
- **Independent study and pedagogy practicum:** A student who wishes to enroll in these courses and do independent work must have the permission and signature of a sponsor on an approval form available at [www.blair.vanderbilt.edu/academics](http://www.blair.vanderbilt.edu/academics) . Subsequently a study plan must be approved by the sponsor, department chair, and Associate Dean, and filed with the Blair OAS by the 10th day after classes begin. If this is not done the student will be dropped from the course.
- Students who find *summer internships* that **require a co-enrollment** in a course for academic credit must register for academic credit (MENT 3880, 3881, 3882) during Summer School. There is a \$200 fee paid through the Center if credit is required in lieu of the typical tuition cost per academic credit. Further information is available on the CSPD website.
- To figure out **academic credit**, a formula of 3 hours per week x 15 weeks is used; so 45 hours of academic work (outside of any internship work) is required to earn one hour of credit. **Regulations** are given in the *Undergraduate Catalog*.

## MA5 (Musical Arts/Teacher Education) Advising

Students in the MA5 program must adhere closely to the Curriculum as set forth. There are just a few hours of elective credit available. (The science/math requirement is stringent, and the humanities and academic elective courses are also very specific.) Complete information is available in the Undergraduate Catalog.

### Music Fees

**Blair students are not charged a music fee for any music instruction.** (DECLARED music minors and second majors are charged half the normal fee for performance instruction.)

### Performance Class Conflicts

- Students may be excused from Performance Class for a semester if:
  - They have a course that meets at the same time in their Blair curriculum
  - They have a course that meets at the same time for their second major, their minor, or their pre-professional course of study
- What to do?
  - The adviser must complete the Performance Class conflict form, which is at <http://blair.vanderbilt.edu/academics>. Completed forms go to the Blair OAS

**Freshmen may not waive performance class during their first semester. Any exemptions must be approved by the Associate Dean and would be granted only in very rare circumstances.**

### Performance Instruction Course Numbers

**Performance Instruction Course Numbers are listed by instrument.** Students in the musical arts major enroll at the 2100 level during the freshman and sophomore years and the 4100 level during the junior and senior years. In the performance major the numbers are 2200 and 4200. Students enrolling for elective credit or secondary instruments will enroll at the 1100 level.

Students approved for a minor instrument must complete the appropriate paperwork available at [www.blair.vanderbilt.edu/academics](http://www.blair.vanderbilt.edu/academics)

**In the musical arts degree program, performance instruction may be divided between two instruments if a student is proficient on both and has been approved by the department and the Associate Dean.**

### Piano Literature and Pedagogy Sequencing

Piano performance majors must plan around the sequencing of the Piano Literature and Piano Pedagogy courses, particularly if Study Abroad is desired. The upcoming semesters of those offerings are listed in the Blair Student Handbook in the Sample Curriculum for Piano Performance. Piano Pedagogy (F16, F18), Piano Lit I (SP 17, SP 19), Piano Lit II (F17, F19)

## **PRE-MED or PRE-DENTAL Students**

See the Blair Student Handbook and send students to meet with Amy Jarman, Head of Academic Advising. There is an annual meeting for new students with Dr. Michelle Grundy, head of the Health Professions Advisory Office, early in the fall semester. This year the meeting is Wednesday, September 7<sup>th</sup> 12:10-1 p.m. in 2175.

## **Recital Attendance MUSO 1000**

**In order to graduate, students must pass recital attendance** every semester in residence except one, which they may elect to take in either semester of the senior year. (Students who study abroad are not in residence and do not have to make up this semester of recital attendance.) Academic regulations governing this course are outlined in the Undergraduate catalog.

If a student has a **mandatory class conflict** with Recital Attendance due to other (second major, pre-professional) requirements, contact Associate Dean Melissa Rose for enrollment in section 02. **First semester freshmen are not eligible to enroll in section 02 of recital attendance without approval by the Associate Dean, given in very rare circumstances.**

Students will register their attendance for all recitals with their Vanderbilt ID card and the card reader located near the entrance to Turner Recital Hall.

## **Religious Holidays: Vanderbilt Policy Regarding Religious Holidays**

### *From the Student Handbook:*

It is the policy of Vanderbilt to make every reasonable effort to allow members of the university community to observe their religious holidays without academic penalty. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the semester. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or, in schools without department chairs, the dean of the school.

The **calendar and policy of religious holy days and observances** is at: <http://www.vanderbilt.edu/religiouslife/wp-content/uploads/Religious-Calendar-2016-17-revised.pdf>. Please note that Yom Kippur is on October 12 this year, which is around the time of midterm exams.

## Second Major or Minor, Pre-Professional Program, Blair Concentration, or Minor Instrument

Blair students planning to pursue a second major, a minor, a pre-professional program, Blair-to-Owen 3+2, a Blair concentration, or minor instrument should file paperwork with the Blair Office of Academic Services as soon as possible, but no later than the 5<sup>th</sup> day of the first semester of their senior year. These students should also notify Head of Academic Advising Amy Jarman of their intentions.

- Forms are available for downloading at <http://blair.vanderbilt.edu/academics>
  - ✓ Completed forms go to Tom Langmesser
  - ✓ Students will need to visit the department of the second major area of student in order to be assigned to an advisor. Some departments do not assign advisers to students declaring minors.
  - ✓ Students completing a second major in the subject area in the College of Arts and Science **DO NOT complete AXLE requirements!**
  - ✓ Students intending to pursue the Blair-to-Owen 3+2 program will meet with the Associate Dean for Academic Programs at Owen in the spring of the sophomore year.
  - ✓ Since declared minors, second majors, concentrations, etc. are part of the YES degree audit advisors and students are able to see what students have yet to complete prior to completing the curriculum for that area of study.
- Blair students MAY design their own 2<sup>nd</sup> major through the College of Arts and Science. Students interested in such a plan should consult with A&S Dean Roger Moore. The requirements are very specific: there must be 48 hours of coursework in the 2<sup>nd</sup> major.... (Most 2<sup>nd</sup> majors require 30-36 hours of coursework so it may be difficult for Blair students to pursue.)
- Information on completion of Blair concentrations or minor instrument requirements is found in the Blair Student Handbook
- When a student adds a concentration, it is advisable to check the change in requirements listed in the Blair Student Handbook. Use the "WHAT IF" tool in the YES Degree Audit to consider what the changes will require.

Once a student has declared one of the above, any change requires paperwork to be filed with the Office of Academic Services. Forms can be downloaded as above.

## Sequential Courses

Theory I-IV and Musicianship I-IV, and the four MUSL core semesters must be taken in sequence.

Some students, especially those pursuing pre-med or a second major in science, may postpone the second year of the MUSL core to junior year. *THEORY and MUSICIANSHIP may not be deferred.*

## Study Abroad

Blair students who plan to study abroad are likely to be able to do so for one semester, but not for two, due to the requirements for graduation.

- Students who are planning to study abroad should meet with the Associate Dean.
- Additional information can be found at the Vanderbilt Global Education Office Student Life Center, Rm.115
  - Five study abroad programs (Vienna, Amsterdam, Milhaud Conservatory through VU in France, Copenhagen, and Sydney) are coordinated with the degree programs in music. \*\*The Amsterdam program accepts very few students, so those students interested in it must have a second choice program in mind.
  - These programs both include provisions for lesson and ensemble credits which will count towards the Blair music core and are covered at least in part by regular tuition and fees. All also allow for a range of liberal arts and elective credits. Students enrolled in IES Vienna will be required to enroll in German; there is, however, no language prerequisite for admission to the program.
  - Blair students may also elect any of the other Vanderbilt-approved study abroad programs; see descriptions under “Study Abroad” in the front chapters of the *Undergraduate Catalog*. Students in these programs typically arrange alternative private lesson study, and those fees are usually not covered by tuition.
  - It is also possible to pursue study abroad through a leave of absence and transfer credit, in which case Vanderbilt financial aid is not applicable.
- For all study abroad programs, applications must be filed a semester in advance; the Blair Associate Dean must also be notified. Students who elect to study abroad must plan carefully with their adviser, **making sure that required alternate year courses will not be missed**. Students attending a Vanderbilt approved plan should have a continuation of their financial aid while overseas.
- Students do not need to make up the semester of Recital Attendance that they will have missed, as they are not considered “in residence”.
- Students may need to take an additional ensemble credit upon return in order to complete the required number for graduation.
- Credit for **performance** may be handled in several ways:
  - **credit by examination upon return (the form is on the Blair website and must be filed in advance)**, go to <http://blair.vanderbilt.edu/academics>
  - **direct credit** (Sydney, Copenhagen and Amsterdam programs only)
  - **additional summer work** at Vanderbilt
  - **Musical arts majors** may cover the missing credits in lessons through **additional credit hours of performance study** upon their return (students can register for 3 hours of credit in their instrument each semester of the senior year)

## Summer Study and Credit By Exam

**Summer study:** Students who plan to study at another institution and receive transfer credit need approval in advance from the Associate Dean as soon as possible in the spring semester but **NO LATER THAN April 1.**

- They must be in good standing and obtain a summer coursework form. **Forms are available at: <http://blair.vanderbilt.edu/academics>**
- **Students are responsible for taking a course syllabus for the class they intend to take to the VANDERBILT Dept. for transfer course consideration. The deadline for turning in these forms to the Blair Office of Academic Services is April 1.**
- **Music core courses cannot transfer.**
- Some **music camps and festivals** offer credit through an accredited institution, which may be transferable for elective credit; ***approval should be sought in advance.***
- The IES Vienna program has the option of paying tuition for academic credits or not. This decision should be made based on the need for acquiring additional credits during summer study. See the Undergraduate Catalog for information.

Students who plan to **study at Vanderbilt during the summer** should consult the Vanderbilt summer catalog for courses to be offered.

- Students who wish to apply for **financial aid for VU summer study** must submit an application to the financial aid office by May 1. Funds are limited.
- For **summer performance study at Blair** requirements are:
  - 3-4 hours credit: Two 45-minute lessons weekly for 10 weeks with 30 hours of practice weekly
  - 2 hours credit: One 60-minute lesson weekly for 10 weeks with 15 hours of practice weekly
  - 1 hour credit: One 45-minute lesson weekly for 10 weeks with 7.5 hours of practice weekly
  - Group instruction: Two 45-minute lessons weekly for 10 weeks

**Credit by Exam:** Students who plan to do work over the summer in order to earn Credit by Exam in the fall will need to **file a study plan with and be approved by Associate Dean Melissa Rose prior to departure for the summer. The Credit by Exam paperwork is available for downloading at <http://blair.vanderbilt.edu/academics>**

- Rarely are freshmen students able to earn credit by exam for Blair coursework, however in such cases, the Credit by Exam Paperwork must be filed.
- Students register for credit by exam during a semester in which they are enrolled as a full time student, presumably the fall semester following the summer in which they did the work.

## Transferring Out of Blair or Vanderbilt

Students who express an interest in transferring out of Blair to another Vanderbilt undergraduate school (Intra-University Transfer, or IUT) or to another university (Extra-University Transfer, or EUT) should be referred to the Head of Academic Advising, Amy Jarman, who can assist in the transfer process. Advisers should also contact the Associate Dean and the Blair Office of Academic Services.

Transfer applications and full information regarding deadlines for IUT can be found on the University Registrar's website at <http://www.registrar.vanderbilt.edu/iut/iut.html>.

- Freshmen may not apply to IUT until they have completed a year at Vanderbilt.
- Students planning to transfer (either IUT or EUT) must enroll in a minimum of 3 hours while still at Blair; *students on honor scholarships are expected to enroll in all music classes required for their degree*. Preliminary paperwork must be filed with the Head of Academic Advising in order for students to be waived from required enrollment in ensemble, studio lessons, performance classes and recital attendance. Waivers are granted for only one semester. **First semester freshmen are not eligible to apply for a waiver.** Students must stay in the home school one year and be in good academic standing before another VU school/college will consider them.
- Advice regarding courses for students intending to remain at Vanderbilt may be obtained from Dean Roger Moore, A & S, 311 Kirkland Hall; Dean Art Overholser, Engineering, 104 Featheringill Hall; or from the Peabody Office of Undergraduate Academic Affairs, 215 Peabody Administration Building.
- Performance majors usually change to musical arts in order to prepare to transfer, taking fewer hours in performance.
- Students transferring within Vanderbilt may choose to do a second major or a minor in music.
- Need based financial aid continues to be available to a student changing undergraduate colleges. Blair merit aid does not continue. Questions regarding need-based and merit-based Financial Aid can be addressed to Director of Admissions Thomas Crespo.

## Tutoring

Students in need of tutoring in a music class should speak with the professor or the appropriate department chair.

Students in need of tutoring in a non-music course should consult the Tutoring website, [as.vanderbilt.edu/supportservices/tutoring](http://as.vanderbilt.edu/supportservices/tutoring), or ask the TA, the faculty member, or the appropriate academic department how to proceed.

Tutoring for math and science classes is available through engineering in Featheringill Hall 132 and the Commons Center 215 and 216. If there is a problem with arranging tutoring, please notify Associate Dean Melissa Rose.

The Writing Studio is a free and confidential writing resource for all Vanderbilt students. It provides students the opportunity to meet with trained writing consultants to discuss all aspects of writing, from invention and outlining to revising and developing style. See [www.vanderbilt.edu/writing](http://www.vanderbilt.edu/writing) for more information. Located in the Commons Center, Calhoun Hall, and Alumni Hall.

## Vanderbilt Visions

Vanderbilt Visions is a one-semester, university core program for incoming students, whose subject is the social, academic, cognitive, and cultural transitions first-year undergraduates experience as they begin their first semester in the rich and challenging environment of a private research university.

A Vanderbilt faculty member and an undergraduate peer mentor recruited by the student organization VUcept partner to lead each Vanderbilt Visions group. Faculty and Student VUceptors mentor small groups of first-year students selected from across all ten Houses of The Commons. Vanderbilt Visions groups meet during CommonVU week, and on Mondays and Tuesdays during the semester. A syllabus organizes hour-long, small-group discussions and activities, and also provides each group significant autonomy in charting its semester. Faculty Heads of House will attend Visions group meetings as guests, participants, and mentors.

Section changes resulting from a conflict with an academic course must be requested before the end of the Registration Change period by contacting the Associate Dean.

## Wellness

Maintaining one's health is important for all musicians. Comprehensive medical services are available to Blair School students through the Vanderbilt Student Health Center, the Center for Student Wellbeing, and the Psychological and Counseling Center. Ill students should ask for a card documenting their visit to the Health Center or request that a fax (for extended illnesses only) be sent to Associate Dean Melissa Rose at 615-322-7913. Students facing an extended absence from classes should contact Associate Dean Rose for advice.

The Student Health Center ([medschool.vanderbilt.edu/student-health/](http://medschool.vanderbilt.edu/student-health/)) provides quality primary healthcare services in a nurturing and cost-effective manner. Its physicians and nurse practitioners not only help students who are sick or injured, but also those who are managing a

chronic health problem or are working to develop a healthier lifestyle. Call 615-322-2427 for an appointment, or walk in for a first available appointment. Also available through the Center is access to physicians interested in performing arts medicine and the unique problems of musicians, access to orthopedic consultation and physical/occupational therapy, and nutrition information.

The Center for Student Wellbeing, located across from the Student Health Center, helps students to cultivate lifelong wellbeing practices. Student Wellbeing Coordinators and an Academic Skills Coach offer individual coaching appointments to help students develop and maintain skills that will contribute to personal and academic success. Students may utilize the meditation room for yoga, meditation, and mindfulness classes, or for self-guided practice. Workshops are also available on a variety of topics, including resiliency, time management, alcohol and other drug education, and healthy living. Vanderbilt Recovery Support (VRS) is a program of the center. Students who are actively working a recovery program (i.e., from a substance use disorder or eating disorder), are invited to attend a recovery meeting or to utilize the VRS lounge for studying and community-building. Individual coaching, mentorship meetings, and recovery housing, which provides a substance-free environment with accountability measures, are also available for students working on recovery. The Center's meditation room, VRS lounge, and workshop room are available by card access 24/7. Students may walk-in or call the Center at 615-322-0480 to schedule an appointment Mon.–Fri. 8 a.m.–5 p.m.

The Psychological and Counseling Center ([medschool.vanderbilt.edu/pcc](http://medschool.vanderbilt.edu/pcc)) offers Vanderbilt students individual and group psychotherapy and psychiatric services. Call 615-322-2571 for an appointment, or walk in for a same day triage evaluation. Located at 2015 Terrace Place (across the street from the Baker Building on 21<sup>st</sup> Avenue (near Wilson Hall))

## Withdrawing From a Course after the Drop/Add Period

If it is determined that the best course of action for a student is to withdraw from a course, either during mid-semester deficiency week, or prior to that, the following procedure is in place.

- The Change of Course form is used following Drop/Add. Changes made do show on the transcript as a grade of "W". Forms are available at [www.blair/vanderbilt.edu/academics](http://www.blair/vanderbilt.edu/academics) and require signatures as specified on the form. It is the responsibility of the student to make sure the forms are turned in before the deadline to withdraw in a given semester.
- AFTER THE DEADLINE students may **withdraw from a course only for medical reasons or severe personal problems**. Such a withdrawal is rare and must be authorized by the Associate Dean. If approved, the grade of "W" is given.

## CAMPUS RESOURCES WEBSITES

### Dean of Students

[www.vanderbilt.edu/deanofstudents](http://www.vanderbilt.edu/deanofstudents)

This website has a significant amount of information and many links to important offices on campus

### Student Health and Wellness

[www.vanderbilt.edu/healthydores](http://www.vanderbilt.edu/healthydores)

### Disabilities

[www.vanderbilt.edu/ead](http://www.vanderbilt.edu/ead)

### Honor System

[www.vanderbilt.edu/studentconduct](http://www.vanderbilt.edu/studentconduct)

### Housing

[www.vanderbilt.edu/ResEd](http://www.vanderbilt.edu/ResEd)

### LBGTQI

[www.vanderbilt.edu/lgbtqi](http://www.vanderbilt.edu/lgbtqi)

### Minority Students

[www.vanderbilt.edu/bcc](http://www.vanderbilt.edu/bcc)

### Pre-med

[www.vanderbilt.edu/hpao](http://www.vanderbilt.edu/hpao)

### Center for Student Professional Development

[www.vanderbilt.edu/career](http://www.vanderbilt.edu/career)

## WOMENS CENTER RESOURCES

### Project Safe (part of the Margaret Cuninggim Women's Center)

Offers support for anyone in the Vanderbilt community who is or has experienced power-based personal violence. This number is staffed 24/7; the purpose of the line is to connect people with relevant resources. 936-7273

### Margaret Cuninggim Women's Center

Offers the same support as above during business hours, 8am-5pm. We can also see walk-ins at our office.

<http://www.vanderbilt.edu/WomensCenter>

322-4843

### Psychological & Counseling Center

Offers psychological support to the Vanderbilt community. Numbers are available to get in touch with the PCC

during business hours and after-hours.

<http://www.vanderbilt.edu/pcc>

322-2571 (business hours); 244-7444 (after-hours crisis line)

#### **Vanderbilt University Police Dept: Victim Assistance**

Offers support for anyone in the Vanderbilt community about any crime-related issue. People can learn more here about filing an Order of Protection, filing a report with the police, and more.

<http://police.vanderbilt.edu/services/victims> ; 343-0883

#### **Office of Housing and Residential Education**

Offers support for Vanderbilt students. Students living on campus should connect with their Residential Advisor or Area Coordinator if they have concerns about their well-being or safety.

<http://www.vanderbilt.edu/ResEd>

343-0883

#### **Office of Student Conduct & Academic Integrity**

Students wishing to file for a campus stay-away order and/or to seek a campus path to filing a complaint against another student should contact this office.

<http://www.vanderbilt.edu/studentconduct/>

322-7868

#### **Student Health Center**

Students with health concerns should contact this office, including emergency contraception and follow-up services to medical-legal exams.

[http://www.vanderbilt.edu/student\\_health/](http://www.vanderbilt.edu/student_health/)

322-2427

#### **Work/Life Connections, the Vanderbilt Employee Assistance Program (EAP)**

Employees with concerns regarding these issues can contact this office.

<http://healthandwellness.vanderbilt.edu/work-life-connections-eap>

936-1327

### **NASHVILLE RESOURCES**

#### **Sexual Assault Center**

Offers a variety of services regarding sexual violence, including child sexual abuse.

<http://www.sacenter.org/>

259-9055 (main line)

800-879-1999 (crisis line)

#### **TN Coalition Against Domestic & Sexual Violence**

Connects people with local resources throughout Tennessee. Does not offer counseling or other support services directly.

<http://www.tcadsv.org/>

1-800-356-6767

#### **YWCA Domestic Violence Program**

Offers support services for domestic violence, including a confidential shelter.

<http://www.ywcanashville.com/>

269-9922 (main line)

242-1199 or 800-334-4628 (crisis line)

#### **Mary Parrish Center**

Offers support services for domestic violence, including emergency shelter.

<http://www.maryparrish.org/>

256-5959

#### **Ujima House**

Offers support services for domestic violence, including emergency shelter.

242-6543