

VUPACE User Guide

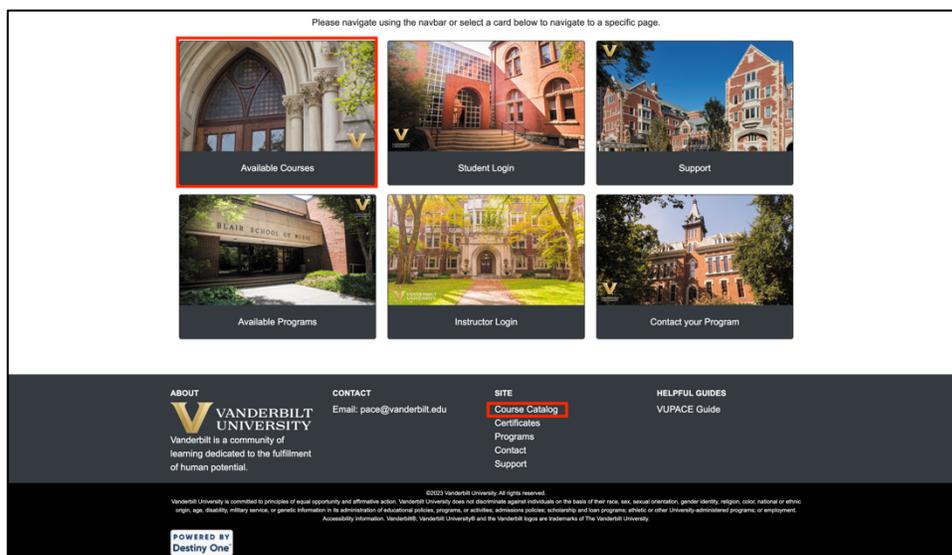
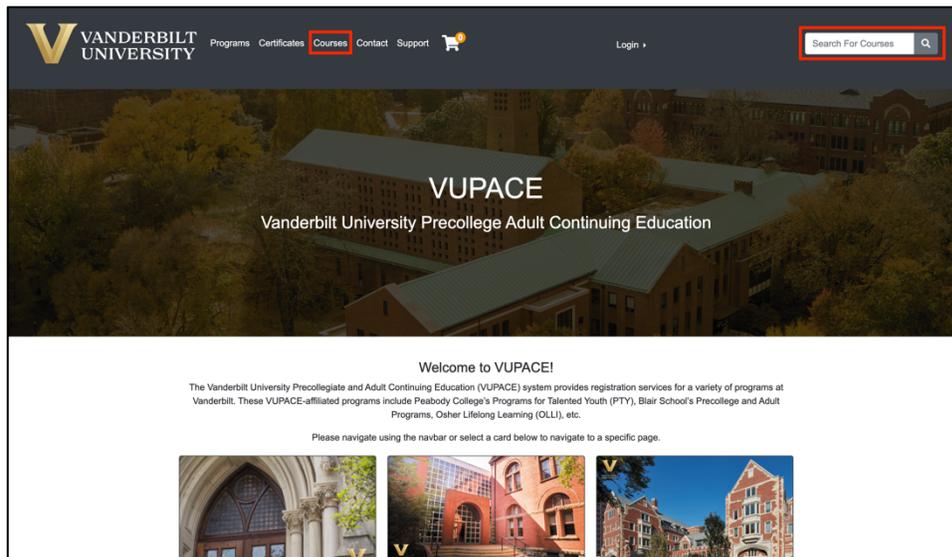


Enrolling in a Course

To enroll in a VUPACE course, you must first search for a course.

You can access the Course Search page by doing the following:

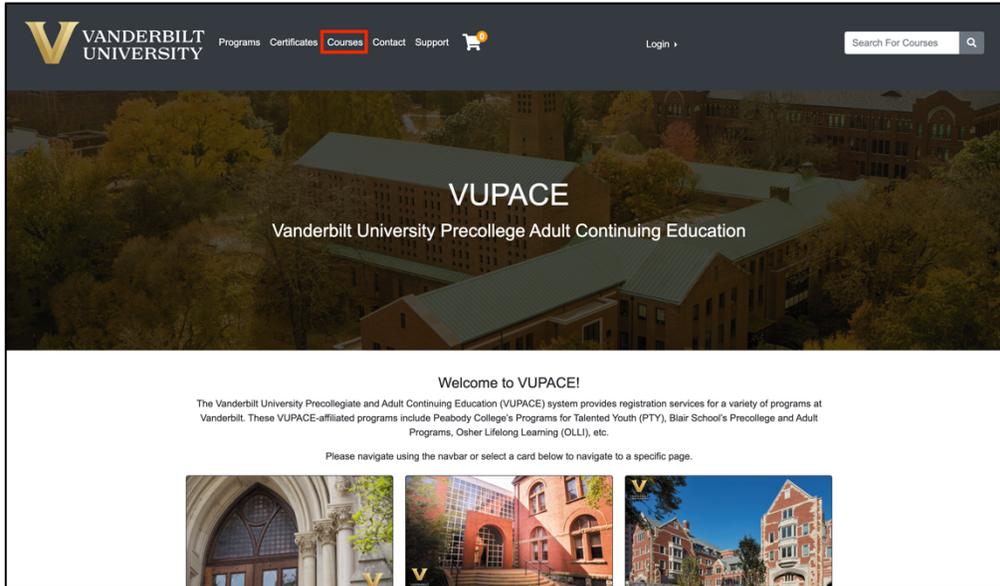
- Clicking the **Courses** tab on the navigation bar
- Using the course search bar in the top right of the page.
- Clicking the **Available Courses** card on the Home Page.
- Clicking the **Course Catalog** link on the page footer.



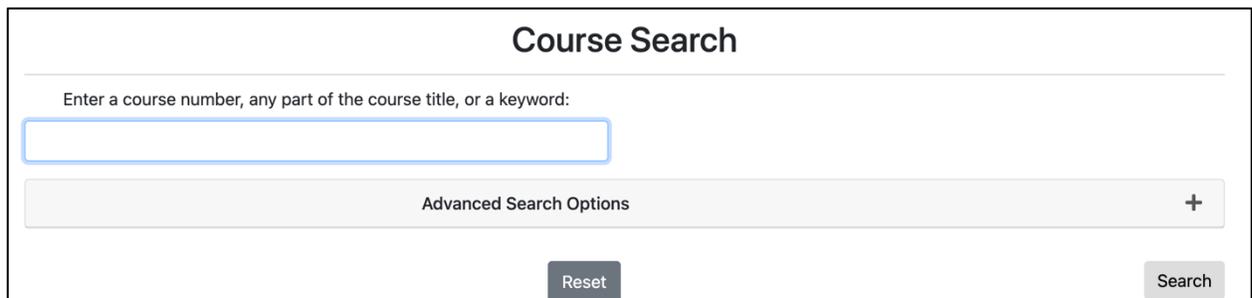
VUPACE User Guide



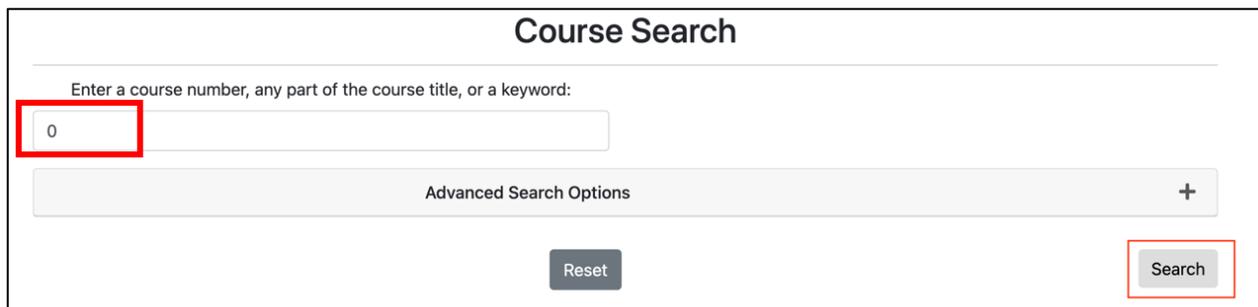
For the purpose of this guide, we are accessing the Course Search page through clicking the **Courses** tab on the navigation bar:



Use the search bar to find the course you are looking for.



You can enter **0** into search bar and click **Search** to see all available courses.



You can change the view of the **Course Search** page by toggling List/Grid option.

Course Search Results

Search Again

To view the description, dates and times offered, and additional information about a course, click a course name below.

Narrow Your Results +

List Grid

Grid View

Course Search Results

Search Again

To view the description, dates and times offered, and additional information about a course, click a course name below.

Narrow Your Results +

List Grid

 <p>Available</p> <p>BCC: Chorale PCA0245</p>	 <p>Available</p> <p>NNP Preceptor Enhancement Program NURS0002</p>	 <p>Available</p> <p>TEST Course TEST0002</p>	 <p>Wait List</p> <p>TEST COURSE TEST0003</p>
 <p>Available</p> <p>This is a test course TEST0001</p>			

List View

VUPACE User Guide



Course Search Results

[Search Again](#)

To view the description, dates and times offered, and additional information about a course, click a course name below.

Narrow Your Results +

[List](#) [Grid](#)

Course	Course #	Prereqs	Availability
 BCC: Chorale	PCA0245	N	Available
 NNP Preceptor Enhancement Program	NURS0002	N	Available
 TEST Course	TEST0002	N	Available
 TEST COURSE	TEST0003	N	Wait List
 This is a test course	TEST0001	N	Available

Or you can click the **Advanced Search Options** dropdown to search by Instructor, Program Code, Course Number, etc.

Course Search

Enter a course number, any part of the course title, or a keyword:

Advanced Search Options +

[Reset](#) [Search](#)

Enter a course number, any part of the course title, or a keyword:

Advanced Search Options

Course No.:

Term:

Subject Area or Program:

- Basic Sciences
- Blair School of Music
- Center for Science Outreach
- College of Arts and Science
- Osher Lifelong Learning Institute
- Peabody College

Instructor:

Filter By Course Availability :

Search scheduled courses

Search all courses

Reset Search

To find your program's program code, visit our [Support](#) page.

When you find the course you are looking for, you can click the course title or image to navigate to the course page.

Course Search Results

[Search Again](#)

To view the description, dates and times offered, and additional information about a course, click a course name below.

Narrow Your Results

+

List Grid



Available

**VANDERBILT
UNIVERSITY**

TEST Course
TEST0002



Wait List

**VANDERBILT
UNIVERSITY**

TEST COURSE
TEST0003



Available

This is a test course
TEST0001

Once you have reached the course page, you will see various section information, like **Section Title, Section Schedule, Course Fees, Instructors, etc.**

TEST0002 - TEST Course

TEST

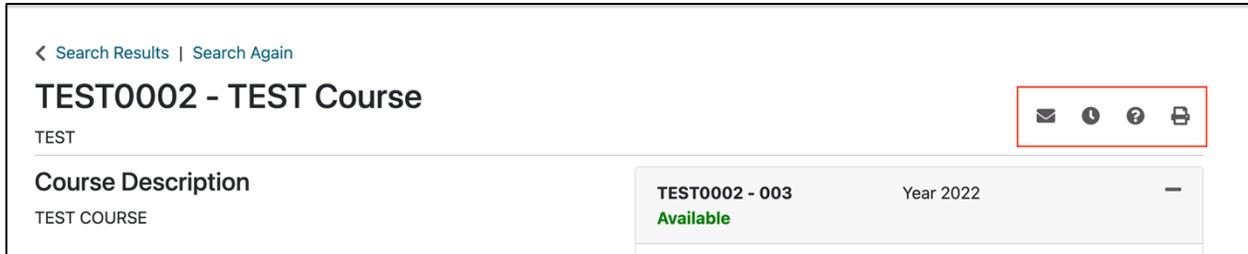
Course Description
TEST COURSE

TEST0002 - 003 Available	Year 2022	-
<p>Add to Cart</p> <p>Section Title: Test Course 2</p> <p>Section Schedule: Date and Time TBA</p> <p>Course Fee(s) : Tuition non-credit \$0.00</p> <p>Instructors: Melanie Forehand Amanda Harding Jeanine Romine Mallika Vinekar Jolie Grace Wareham Sky Zhang</p>		
TEST0002 - 002 Available	Summer 2023	+
TEST0002 - 001 Available	Year 2022	+

VUPACE User Guide

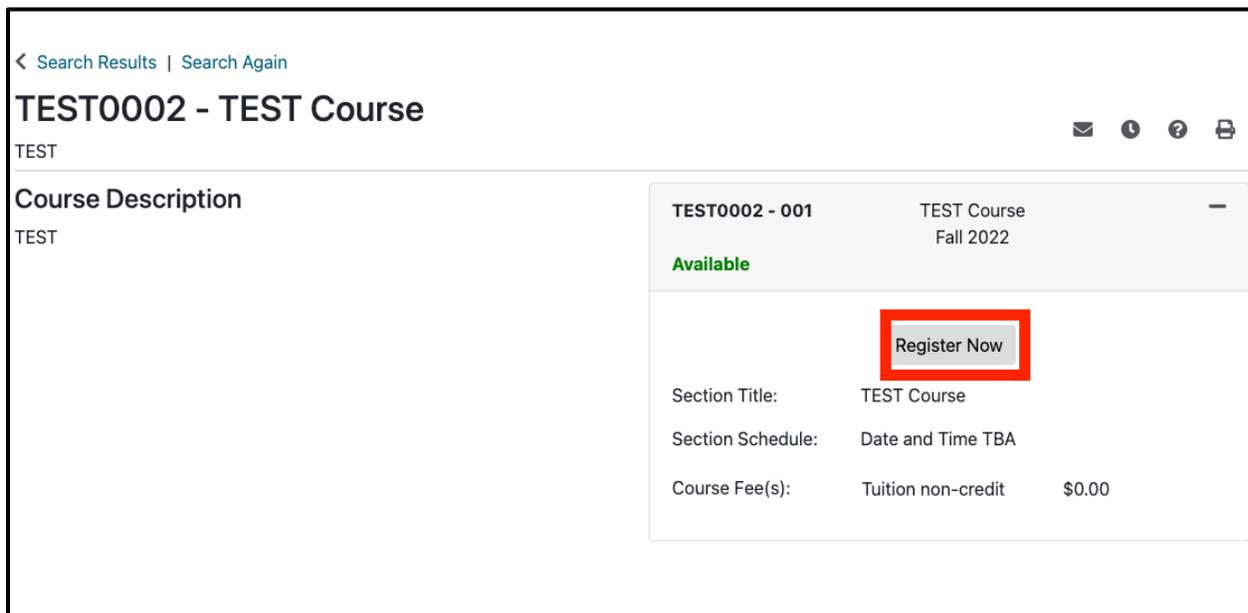


You can also email this course information, remind yourself of the course at a later date, inquire about the course, and print out the course page by clicking the corresponding icons in the top right of the page.



This screenshot shows the top portion of a course page. At the top left, there are links for '< Search Results' and 'Search Again'. The main heading is 'TEST0002 - TEST Course', with 'TEST' listed below it. On the right side, a red box highlights four icons: an envelope (email), a clock (remind), a question mark (inquire), and a printer (print). Below this, a 'Course Description' section is visible, with 'TEST COURSE' listed. To the right, a table entry shows 'TEST0002 - 003' and 'Year 2022', with the word 'Available' in green text.

If you are registering for a \$0 course, it may have a **Register Now** button.



This screenshot shows a course page for 'TEST0002 - TEST Course'. It includes the same navigation links and icons as the previous screenshot. The 'Course Description' section lists 'TEST'. The table entry shows 'TEST0002 - 001' for 'TEST Course' in 'Fall 2022', with 'Available' in green. A red box highlights a 'Register Now' button. Below the button, the following details are listed: 'Section Title: TEST Course', 'Section Schedule: Date and Time TBA', and 'Course Fee(s): Tuition non-credit \$0.00'.

By clicking **Register Now**, you will begin the process of **Rapid Registration**, which allows you to skip the traditional steps of registration and complete registration in less than a minute.

VUPACE User Guide



A dialog box will open prompting you to either login if you already have an account or create an account.

A screenshot of a registration dialog box. The title is 'Registration'. Below the title is a paragraph: 'Log in using your existing account information, or click Sign Up to create a new account to complete your registration in TEST0002 - 001 TEST Course.' There are two buttons: 'Login' and 'Sign Up'. Below these are two input fields. The first is labeled 'User Name (case sensitive):' with a link 'Forgot User Name'. The second is labeled 'Password (case sensitive):' with a link 'Forgot Password'. At the bottom right are two buttons: 'Close' and 'Continue'.

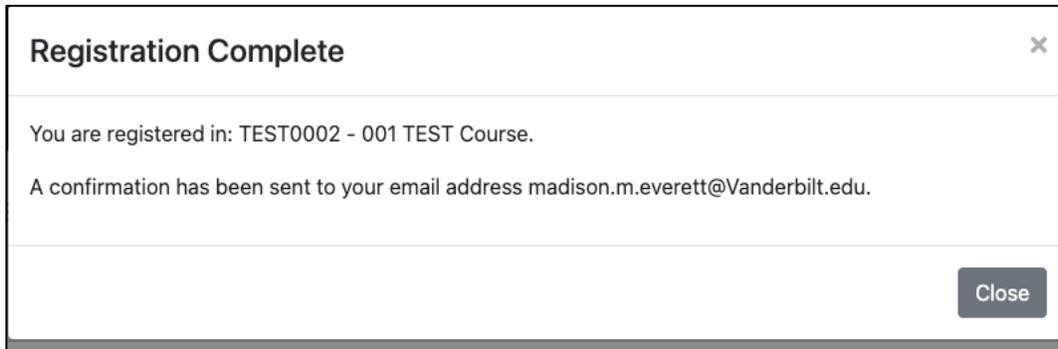
When creating an account, you will only need your First Name, Last Name, Email, and User Name.

A registration form with the title 'Registration'. Below the title is a paragraph: 'Log in using your existing account information, or click Sign Up to create a new account to complete your registration in TEST0002 - 001 TEST Course.' There are two buttons: 'Login' and 'Sign Up'. Below these are four input fields, each with a red asterisk indicating a required field: 'First Name*', 'Last Name*', 'Email*', and 'User Name*'. At the bottom right are two buttons: 'Close' and 'Continue'.

VUPACE User Guide



After either entering your log in information or creating a new account, click **Continue**. The system will process for about 10 – 15 seconds and then a confirmation message will appear:

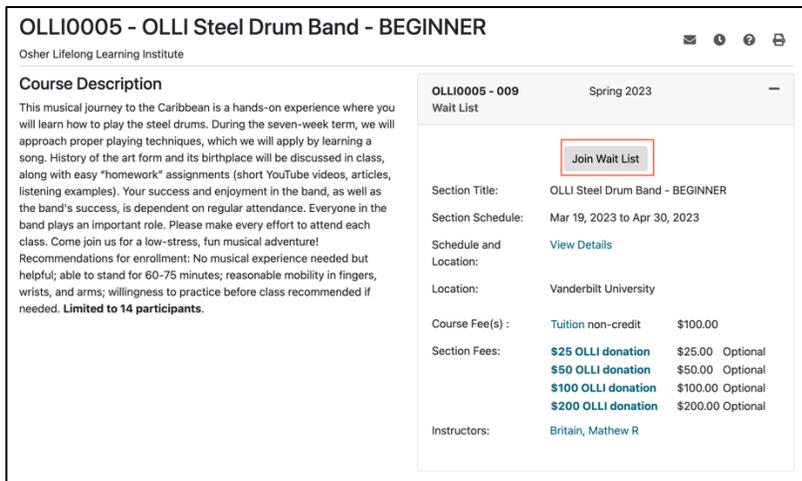


You will receive 2 emails from **pace@vupace.vanderbilt.edu**:

- **Complete Your VUPACE Registration** email – You will need this email to set the password to your account – refer to the [Resetting your Password](#) guide on the **Support** page.
- **VUPACE Registration Confirmation** email – This is the receipt of your purchase.

If you did not create a new account while registering, you will only receive the **VUPACE Registration Confirmation** email.

If the course not a \$0 course and is full, it may have a **Join Wait List** button.



OLLI0005 - OLLI Steel Drum Band - BEGINNER

Osher Lifelong Learning Institute

Course Description

This musical journey to the Caribbean is a hands-on experience where you will learn how to play the steel drums. During the seven-week term, we will approach proper playing techniques, which we will apply by learning a song. History of the art form and its birthplace will be discussed in class, along with easy "homework" assignments (short YouTube videos, articles, listening examples). Your success and enjoyment in the band, as well as the band's success, is dependent on regular attendance. Everyone in the band plays an important role. Please make every effort to attend each class. Come join us for a low-stress, fun musical adventure!

Recommendations for enrollment: No musical experience needed but helpful; able to stand for 60-75 minutes; reasonable mobility in fingers, wrists, and arms; willingness to practice before class recommended if needed. **Limited to 14 participants.**

OLLI0005 - 009 Spring 2023

Wait List

Join Wait List

Section Title: OLLI Steel Drum Band - BEGINNER

Section Schedule: Mar 19, 2023 to Apr 30, 2023

Schedule and Location: [View Details](#)

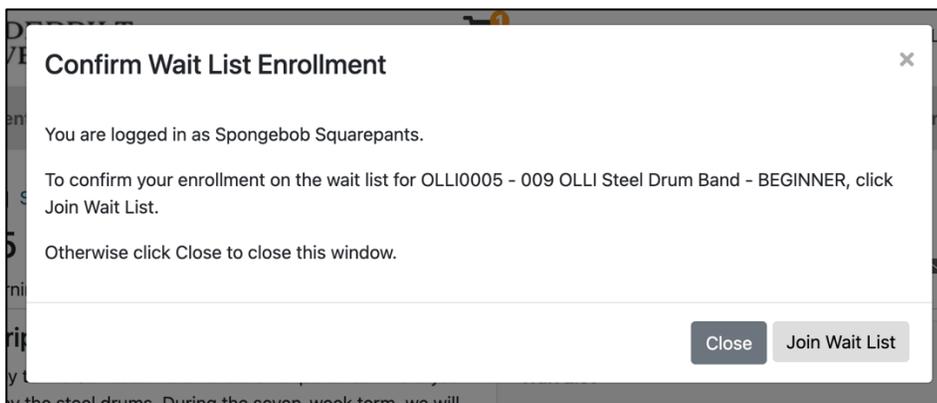
Location: Vanderbilt University

Course Fee(s) : Tuition non-credit \$100.00

Section Fees:

\$25 OLLI donation	\$25.00	Optional
\$50 OLLI donation	\$50.00	Optional
\$100 OLLI donation	\$100.00	Optional
\$200 OLLI donation	\$200.00	Optional

Instructors: [Britain, Mathew R](#)



Confirm Wait List Enrollment

You are logged in as Spongebob Squarepants.

To confirm your enrollment on the wait list for OLLI0005 - 009 OLLI Steel Drum Band - BEGINNER, click [Join Wait List](#).

Otherwise click [Close](#) to close this window.

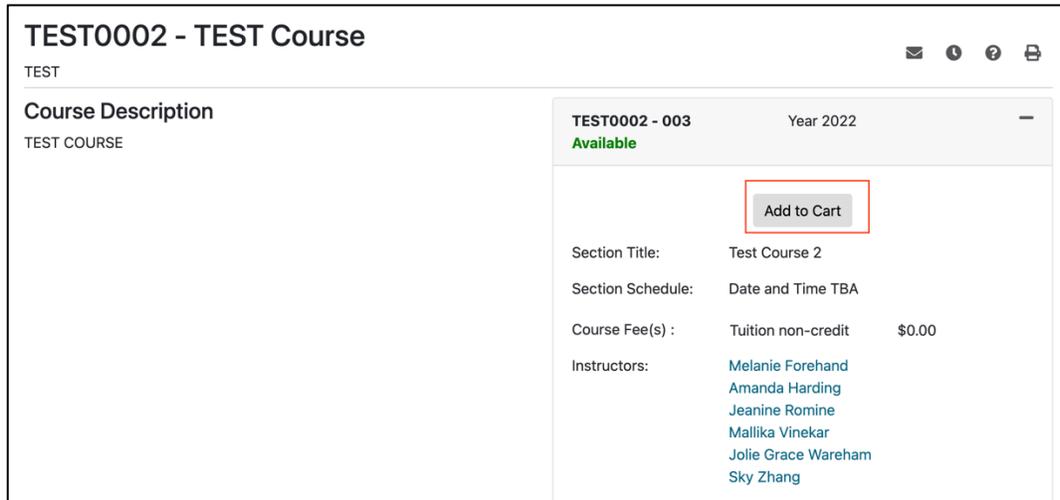
[Close](#) [Join Wait List](#)

By clicking **Join Wait List**, you will be added to the waitlist for this course. You will be notified via email if a spot becomes available.

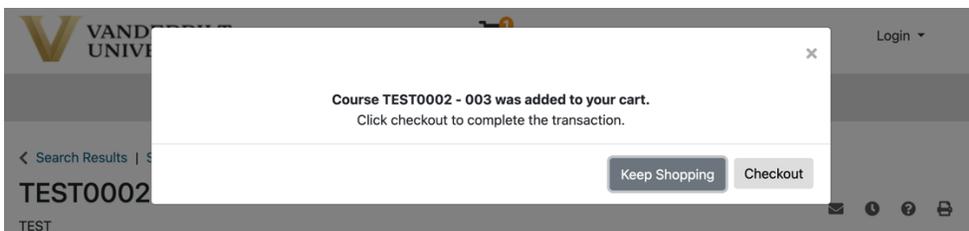
VUPACE User Guide



Otherwise, if the course is available and not a \$0 course, you can enroll at any time. To enroll in a section, click on the section header and **Add to Cart**. If you don't know which section to select, contact your [Program Contact](#).



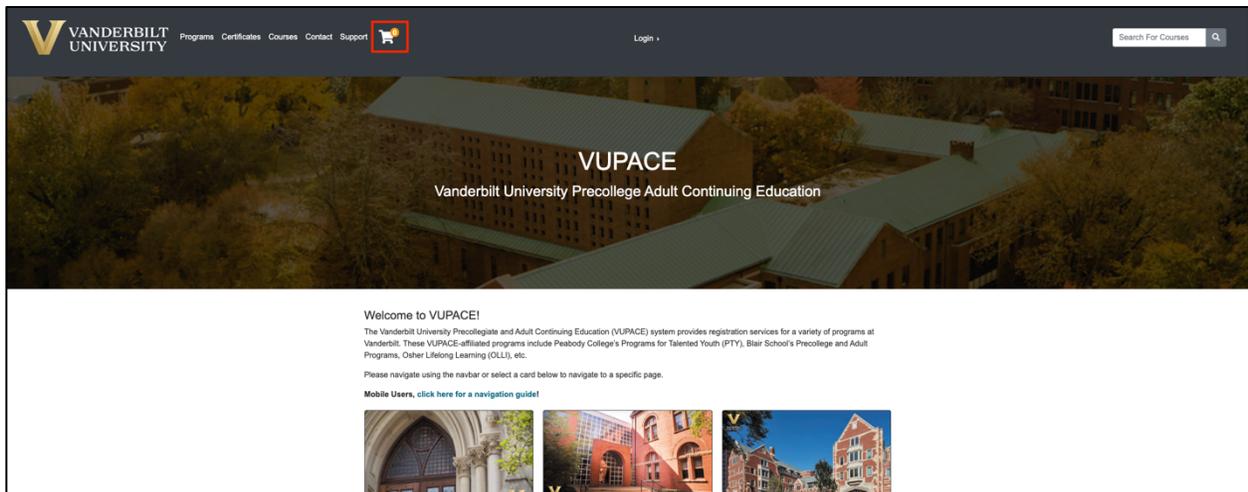
Once you do this, a pop-up will appear and give you the option to **Keep Shopping or Checkout**. If you are done shopping, click **Checkout**. If you have more courses to add to your cart, click **Keep Shopping**.



VUPACE User Guide



You can access your shopping cart at any time by clicking the **Shopping Cart** icon in the top middle of the page.



Once you click **Checkout** on the **Shopping Cart** page, you will be given the option to log in or create a new account. If you need to create a new account, please see [Creating an Account](#).

Log in to your account with your username and password.

Checkout

My Profile / Payment / Receipt

Log In or Create an Account

Please select one of the following options

I have an account already

Log in using your existing account information.

[Forgot User Name](#)

[Forgot Password](#)

Log In

I am a new user

Please enter your primary email to continue. If you are a youth participant, please have your parent or guardian create an account using their email address.

For parents that would like to have multiple children apply/enroll into our programs, click [here](#) for instructions.

Select one of the following options:

- Participant is over 18 years of age
- Participant is under 18 years of age

Create Account

Verify your information and click **Continue Checkout**.

Checkout

[My Profile](#) / [Payment](#) / [Receipt](#)

My Profile

User Name and Password

Personal Information

Birthplace and Nationality

Email Address

Telephone / Fax

Address

Enrollment Data

Emergency Contact

International Student Information

Group Affiliations

Employer

Educational Background

Confirmation

You have 30 minutes to complete the transaction. Your reservations will expire in **29:54**.

Has any of your profile information changed recently? If so, please update it below; otherwise, click "**Continue Checkout**."

Continue Checkout

Contact Information

User Name and Password

User Name:

TestUser

Change My User Name or Password

Personal Information

First Name:

Test

Middle Name:

If your course has a required application, refer to the [Completing Applications](#) guide on the **Support** page.

You should now be on the **Payment** page. Verify your purchase and review the **Policy Confirmation** and check the required box. Click **Continue Checkout**.

Checkout

[My Profile](#) / [Payment](#) / [Receipt](#)

Payment

Cart

Item	Selected Options	Quantity	Subtotal
 <div style="border: 1px solid blue; padding: 2px; display: inline-block;">Course</div> Test Course 2 TEST0002 - 003 TEST	Fee : Tuition \$0.00	1	\$0.00
Subtotal			\$0.00
Total			\$0.00

Policy Confirmation

By completing this purchase, you agree to an initial deposit and the future scheduled payments with the defined amounts, against the credit card provided. You are solely responsible for all fees charged to your credit card by the issuer bank or financial institution. Refunds are subject to our standard refund policy. You may cancel the scheduled payments at any time and fully pay all outstanding future payments.

Please contact your processor to inquire about specific registration and enrollment refund policies.

I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment method. *

[Print Registration Policies](#)

Required fields are indicated by *.

VUPACE User Guide



- If your course requires payment and you select Credit Card as the form of payment, you will be directed to a secure payment page.
- If your course requires payment and you select any option in **Other Payment Method**, your Program Contact will notify you of your enrollment.
- If you have **account credit**, you will be able to use it on this page by clicking the slider:

Checkout

[My Profile](#) / [Payment](#) / [Receipt](#)

Payment

Cart

Item	Selected Options	Quantity	Subtotal
 BCC: Chorale PCA PCA0245 - 002 Blair School of Music	Fee: Tuition \$563.00	1	\$563.00
Subtotal			\$563.00
Total			\$563.00

Select a payment method:*

Use \$500.00 credit from account

Credit Card Other methods

After clicking Continue Checkout, you will be redirected to another page to complete your purchase securely.

Policy Confirmation

Please contact your [program](#) to inquire about specific registration and cancellation/refund policies.

Blair Academy at Vanderbilt: *Tuition refunds are very rare, and a written request explaining the circumstances is required. See Blair Academy policies [here](#).*

I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment method. *

[Print Registration Policies](#)

Required fields are indicated by *.

VUPACE User Guide



- If your account credit is equal to or greater than the cost of the course, the other payment methods will disappear, and you will be able to continue checkout.

Checkout

[My Profile](#) / [Payment](#) / [Receipt](#)

Payment

Cart

Item	Selected Options	Quantity	Subtotal
 Course BCC: Chorale PCA PCA0245 - 002 Blair School of Music	Fee: Tuition \$263.00	1	\$263.00
Subtotal			\$263.00
Total			\$263.00

Select a payment method

Use \$263.00 credit from account

Policy Confirmation

By completing this purchase, you agree to an initial deposit and the future scheduled payments with the defined amounts, against the credit card provided. You are solely responsible for all fees charged to your credit card by the issuer bank or financial institution. Refunds are subject to our standard refund policy. You may cancel the scheduled payments at any time and fully pay all outstanding future payments.

Please contact your payment provider for specific regulations and cancellation/fees.

I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment method. *

[Print Registration Policies](#)

[Keep Shopping](#) [Continue Checkout](#)

Required fields are indicated by *.

- If your account credit doesn't pay the balance in full, a blue pop-up will appear saying your debit/credit card will be charged the remaining balance.

VUPACE User Guide



Checkout

[My Profile](#) / [Payment](#) / [Receipt](#)

Payment

Cart

Item	Selected Options	Quantity	Subtotal
Chorale Course BCC: Chorale PCA PCA0245 - 002 Blair School of Music	Fee: Tuition \$563.00	1	\$563.00
Subtotal			\$563.00
Total			\$563.00

Select a payment method:*

Use \$500.00 credit from account

Your credit card will be charged **\$63.00**

Credit Card Other methods

After clicking Continue Checkout, you will be redirected to another page to complete your purchase securely.

Policy Confirmation

Please contact your [program](#) to inquire about specific registration and cancellation/refund policies.

Blair Academy at Vanderbilt: *Tuition refunds are very rare, and a written request explaining the circumstances is required. See Blair Academy policies [here](#).*

I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment method.*

[Print Registration Policies](#)

[Keep Shopping](#) [Continue Checkout](#)

Required fields are indicated by *.

After clicking **Continue Checkout**. The following page will be a receipt of your purchase.

Receipt

You will also receive a receipt by email.

Test User
123 Sesame Street
Anywhere, TN 12345
USA
madison.m.everett@Vanderbilt.edu
(123) 4567890
Student Number: X013679

Basket No.: 58679
Date: Feb 27, 2023

The transaction was successfully completed. Please print this page for your records.

Please Note: If you have registered for an online course, please wait 20-30 minutes before attempting to access the course.

Purchased

Item	Selected Options	Quantity	Subtotal
Test Course 2 TEST0002 - 003 TEST	Fee : Tuition \$0.00	1	\$0.00

If you created a new account while registering for this course, you will receive 2 emails from **pace@vupace.vanderbilt.edu**:

- **Complete Your VUPACE Registration** email – You will need this email to set the password to your account – refer to the [Resetting your Password](#) guide on the **Support** page.
- **VUPACE Registration Confirmation** email – This is the receipt of your purchase.

VUPACE User Guide



If you did not create a new account while registering, you will only receive the **VUPACE Registration Confirmation** email.