Add/drop and late registration

Students registered for classes may make adjustments to their schedules during the first five days of the first week of school (commonly called the add/drop period). After the first week, students may only withdraw from classes. This adjustment may or may not have a financial impact on the student bill.

Students may use the telephone registration system to adjust their schedules during the add/drop period. The phone number for the system is (804) 828-1495. A telephone registration worksheet is printed in this schedule on page 4.

Students not yet registered may late register during the first week of classes.

Cancellation of registration

Any student who has registered but has decided not to attend should cancel his/her registration by submitting written notification to:

Records and Registration
Virginia Commonwealth University
827 W. Franklin St.
P.O. Box 842520
Richmond VA 23284-2520

Students also may use the telephone registration system through Jan. 14 to drop all their courses. Written notification of cancellation must be postmarked no later than Jan. 14. Failure to drop courses by the deadline could result in a failing grade as well as assessment of tuition and fees.

Registration for audit

An audited course is counted as part of a student’s course load. Students who audit pay regular tuition and fees, are subject to attendance regulations and may be subject to other course requirements. Students may register for audit only during the add/drop/late registration period of the term in which they are registering.

Changes from credit to audit are not allowed during the add/drop/late registration period. If you have any problems with registration procedures or deadlines, call Records and Registration at (804) 828-1349.

Withdrawal

Students may withdraw from a course using the telephone system. The code for withdrawal is “1.” Do not use “W.” Students also may withdraw in person at a student services center (Founders Hall or Sanger Hall). The last day to withdraw with a mark of “W” for spring 2000 is March 3. Withdrawal does not eliminate financial responsibility for the classes. Students who withdraw from a course may or may not be entitled to a refund. Refer to Refund Policy (Page 6) for details.

Individual student schedules

A schedule will be mailed to your permanent mailing address prior to the start of classes. If you move, please visit a student services center (Founders Hall or Sanger Hall) to make sure your mailing address is up-to-date. Subsequent schedules will not be mailed.

Current student schedules which reflect any changes that have occurred since the initial registration are available on VCU’s Web site, at the kiosks, on the telephone registration system and at the student services centers.

The academic building codes (see box on Page 13) are used on these printed schedules.
Welcome to VCU’s touch-tone registration system. Students may register using this system. A touch-tone phone with pound (#) and star (*) keys is required.

**Steps in telephone registration**

The Repeat Course Option is no longer available over the telephone. Please come to the Student Services Center after you have completed the course and fill out a Historical Repeat Course form to have the repeat courses excluded from your GPA. The repeat course option can only be used once per course and only for grades of “D” or “F.”

1. Complete the Telephone Registration Worksheet on this page before attempting phone registration.
2. Call (804) 828-1495 to register for classes, being careful to follow all five steps listed on the worksheet.
3. Listen for the computer to confirm or deny your registration request.
   - If the request passes all checks, the computer will indicate that the course has been added or dropped and ask for the next request.
   - If the course is canceled or closed, you will be told and asked to enter your alternate registration request.
   - Time conflicts. Students who get permission to enroll in classes that have overlapping meeting times will have to come to the Student Services Center to withdraw or drop the course.
   - If the request does not pass checks, the computer might indicate one of these problems:
     - **Class restriction.** Some courses have school, class, major or level restrictions. The department offering the courses must approve exceptions to these restrictions using an Override Permission Form. All overrides must be done in person at the Student Services Center, or during In-Person Registration in the University Student Commons.
     - **Unauthorized overload.** Undergraduate students may register for up to 11 credit hours by telephone. To exceed that limit, written permission from your dean’s office is required.
     - **Administrative Holds.** Records and Registration may place other holds on your account. Registration may place other holds on your account.

   **Suspension Hold.** The university places this hold when you have been suspended for academic deficiency. You may not register until the suspension period has passed and you are readmitted to the university.
   - **Administrative Holds.** Records and Registration may place other holds on your account at the request of departments, deans or other administrators.

   Remember that the computer system monitors deadlines and will not let you add, drop or withdraw except at the proper times. If you get confused, or if you lose your place, get a list of your classes by pressing “5” and the # sign.

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**Telephone registration worksheet**

**Step 1:** Complete this Registration Worksheet.

**Step 2:** Using a touch-tone telephone, call (804) 828-1495.

**Step 3:** Listen to the computer’s instructions and, using the telephone key pad, provide the following information:
- A Service Code (7) followed by the # sign.
- A 4-Digit PIN* followed by the # sign.
  (Your PIN is the month and day of your birth; for example, May 5 = 0505.)
- A Term Code (1=Spring, 2=Summer, 3=Fall) followed by the # sign.

**Step 4:** Enter your registration request at the computer’s direction:

<table>
<thead>
<tr>
<th>Service Code</th>
<th>Five-Digit Call No.</th>
<th>Pound Sign</th>
<th>Subject Call No.</th>
<th>Section</th>
<th>Course Title</th>
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**Step 5:** Exit by entering 9 followed by the # sign.

* You may change your PIN at a student services center

**Service codes:**
- 1 = Withdraw
- (After withdrawing, the computer will tell you that you are registered for the same hours and classes.)
- 2 = Add
- 3 = Drop
- 4 = Help!
- 5 = List
- 6 = Exit

Telecommunications also may place holds for athletic gear and library books that have not been returned and long distance telephone calls that have not been paid. A hold must be removed by the department who placed it. To learn how to clear your account, call Student Accounting, (804) 828-2228.

**Address Hold.** Records and Registration places this hold and it will be removed as soon as you provide them with an updated address. This update must be done in person at the Student Services Center in Founders Hall.

**Immunization Hold.** University Student Health Services places this hold when your immunization record is incomplete. For information, call (804) 828-8828 and ask to speak to the immunization coordinator.

**Suspension Hold.** The university places this hold when you have been suspended for academic deficiency. You may not register until the suspension period has passed and you are readmitted to the university.

**Financial Hold.** Student Accounting and Treasury Services place this hold. Other departments such as Athletics, the Library and Telecommunications also may place holds for athletic gear and library books that have not been returned and long distance telephone calls that have not been paid. A hold must be removed by the department who placed it. To learn how to clear your account, call Student Accounting, (804) 828-2228.

**Address Hold.** Records and Registration places this hold and it will be removed as soon as you provide them with an updated address. This update must be done in person at the Student Services Center in Founders Hall.

**Immunization Hold.** University Student Health Services places this hold when your immunization record is incomplete. For information, call (804) 828-8828 and ask to speak to the immunization coordinator.

**Suspension Hold.** The university places this hold when you have been suspended for academic deficiency. You may not register until the suspension period has passed and you are readmitted to the university.

**Administrative Holds.** Records and Registration may place other holds on your record at the request of departments, deans or other administrators.

Remember that the computer system monitors deadlines and will not let you add, drop or withdraw except at the proper times. If you get confused, or if you lose your place, get a list of your classes by pressing “5” and the # sign.
# Registration planning

<table>
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<th>Call No.</th>
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*Virginia Commonwealth University Registration information*