Eligibility to enroll

Undergraduates
All students enrolled for credit as degree-seeking or special (nondegree-seeking) students must demonstrate their eligibility. Students dismissed from other institutions for academic deficiency may not enroll in classes at VCU. This policy may be waived for students who have not been in attendance at the dismissing institution for at least one year.

A student may enroll in undergraduate classes if he/she:
• is currently enrolled or admitted to a degree program and is eligible to continue at VCU,
• is a former VCU student who is eligible to return,
• is a degree holder taking undergraduate courses, or
• is an eligible transient student.

A student who has not been out of high school a full calendar year must meet the undergraduate degree admission standards to study as a special (nondegree-seeking) student.

Graduate students
For information about admission to graduate programs, students should consult the VCU Graduate Bulletin or contact the School of Graduate Studies, 901 W. Franklin St., Room B1A, (804) 828-6916, or 1101 E. Marshall St., Room 1-024, (804) 828-0732. Written inquiries should be addressed to P.O. Box 980568, Richmond, VA 23298-0568.

New students not admitted to a VCU graduate program, but who hold baccalaureate degrees, may enroll as nondegree-seeking students but must complete residency and certification of eligibility forms. Students should be prepared to document that they meet the course requirements (according to the VCU Graduate Bulletin) and should understand that they may be removed from the courses if they do not qualify.

Before enrolling in the graduate courses, students should be advised properly by the offering academic department. In the School of Business, credit for courses will not apply to a VCU graduate degree in business unless the student has been admitted previously to a degree program.

Questions concerning graduate school standards should be addressed to:
Sherry Sandkam, Associate Dean
School of Graduate Studies
901 W. Franklin St.
PO Box 443051
Richmond, VA 23284-3051
(804) 828-6916

Senior citizens
The Senior Citizens Higher Education Act provides that eligible senior citizens may, subject to certain limitations, audit or register for credit, tuition-free, in courses offered at VCU for academic credit. Students, including senior citizens, may not register for audit until the first day of class.

Senior citizens must be 60 years of age and have legal residency in Virginia for at least one year. They are eligible to audit credit classes regardless of income. Senior citizens with yearly taxable incomes of less than $10,000 can enroll in classes for credit. In addition, senior citizens must meet VCU admission requirements, are limited to a maximum of three courses, are enrolled after tuition-paying students have been accommodated, and must pay established course fees.

Senior citizens wishing to avail themselves of the opportunity to study at VCU during the summer should call (804) 828-1831.

Academic regulations

Academic regulations may not be applicable to the new major.

Senior citizens may or may not be applicable to the new major.

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Grades and marks
Grades and grade points. VCU course work is measured in terms of quantity (semester hours of credit) and quality (grades). Grades are assigned according to a letter system; each letter is assigned a grade-point value. The number of grade points earned is computed by multiplying the grade-point value by the number of semester credits. For example, a student receiving an "A" (four grade points) in English 101 (three credits) earns 12 grade points.

The Grade Point Average (GPA) is computed by dividing the number of grade points earned by the number of credits attempted. Only courses taken at VCU are included.

Graduation application
VCU students who expect to complete degree requirements by the end of the summer may request graduation applications at 827 W. Franklin St., Room 104 and Professional Programs Bulletin or call (804) 828-1341.

Re-admission policy
Undergraduate degree-seeking students on the Academic Campus may sit out for three terms (including summer) and enroll in the fourth term without having to apply for re-admission to the university provided they have not attended another college or university since last attending VCU, and provided they have not been suspended from VCU and are eligible to return.

An undergraduate degree-seeking student who does not attend VCU for four or more terms (including summer) must submit an application for re-admission to the Office of Undergraduate Admissions. A re-admission applicant must meet the university’s admission guidelines as well as any specific requirement for the major to which he/she is applying.

A student wishing to return to VCU after attending another institution will be considered as a transfer applicant and will be reviewed based on transfer admissions guidelines.

Student progress
Students are encouraged to discuss progress in courses with their instructors at any time. Instructors will endeavor to provide some form of evaluation of students’ academic achievement throughout the duration of the course.

Degree-seeking students are encouraged to work closely with their advisers as they progress through an academic program. If you are a degree-seeking student and do not know who your adviser is, call your department or school. See the directory of deans, directors and department chairs on pages 61-62.

Transient students
A student who is presently seeking a baccalaureate degree at another institution of higher education may register as a transient student by meeting the following criteria.

1. Transient students must be in good standing at their home institutions.
2. Transient students must have a letter from their home institution approving the courses they will transfer to the home institution.
3. Transient students may register for most courses, including upper division business courses, with approval of their home institution and the appropriate VCU office.

Workload regulations
Each course is designed to give one semester’s work. With careful scheduling, it is possible for students to earn as many as 15 credits during the summer if course work extends over the full calendar, May 22 through Aug. 18. Students may not take more than 15 hours without special permission. Contact the Summer Studies Office at 827 W. Franklin St., Room 204 or call (804) 828-1831.

Summer success is predicated on the academic standard of one credit per week. Six credits in five weeks or nine credits in eight weeks are considered a normal load, but VCU does not permit six credits in four weeks or nine credits in six weeks.

Suggested scheduling combinations include:

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Credits</th>
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<tr>
<td>1. One 3-week</td>
<td>May 22 class 3</td>
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<tr>
<td>1. One 5-week</td>
<td>May 22 class 3</td>
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<tr>
<td>2. One 2-week</td>
<td>Jun 19 class 6</td>
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<td>2. Six-week</td>
<td>Jun 19 classes 6</td>
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<tr>
<td>2. One 6-week</td>
<td>Jun 19 class 3</td>
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<tr>
<td>3. One 3-week</td>
<td>Jul 31 class 3</td>
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<tr>
<td>3. Two 6-week</td>
<td>Jun 19 classes 6</td>
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<tr>
<td>3. One 3-week</td>
<td>Jul 31 class 3</td>
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<tr>
<td>4. One 5-week</td>
<td>May 22 class 6</td>
</tr>
<tr>
<td>4. Two 5-week</td>
<td>Jun 26 classes 6</td>
</tr>
<tr>
<td>4. One 3-week</td>
<td>Jul 31 class 3</td>
</tr>
</tbody>
</table>

For the student who works five days a week:
5. Two 8-week evening classes 6

Please Note: Three-week classes are intensive and demanding. Students experiencing academic difficulty should consider this advisory carefully before registering for three-week classes.

Resources
Office of Academic Advising
Humanities and Sciences
Marcia Zwicker, director
900 Park Ave., Hibbs 207, (804) 828-2333
Monday – Friday 8 a.m. – 4:30 p.m.

The College of Humanities and Sciences Office of Academic Advising provides educational planning for Humanities and Sciences undeclared majors.

Academic Success Center
Dr. Quincy Moore, executive director
109 N. Harrison St., (804) 828-1650
Monday – Friday 8 a.m. – 4:30 p.m.

The Academic Success Center seeks to enhance the success and promote the retention of all students. Many center activities focus on VCU’s nontraditional students, i.e., minority, low income, first-generation college students.

Academic Support for Students
In addition to serving students who participate in the Summer College Transition Program, academic counseling and advising services are open to all students who are interested in enhancing their ability to perform successfully at the university level.

Tutoring
The tutorial program sponsored through the Academic Success Center is a free service available to full-time VCU students. The program offers peer tutoring to students enrolled in the traditional lower- and same level classes that are required in Central Education or by a variety of majors.

If you have academic concerns, wish to make an appointment with a counselor or need a qualified person to talk to about negotiating VCU, please stop by the Academic Success Center for assistance. If we can’t solve the problem, we will make the telephone call to get the assistance that you need.
For further information, contact Dining Services at (804) 828-1645. The dining centers are open for breakfast and lunch and feature McDonald’s, gourmet coffees, freshly made ice cream and smoothies as well as Pepsi beverages. Students attending evening classes may purchase an evening parking decal from the Parking Office for $18.00 per semester. This decal permits students to park in designated Academic Campus lots after 3:30 p.m. Evening parking permits are transferable from one vehicle to another as long as each vehicle is properly registered with the Parking Office. Evening permits must be clearly displayed on vehicles parked in VCU facilities. A replacement fee of $10 will be charged for lost or stolen permits. Unless the university cancels a class, no refunds will be given for evening permits.

For additional information on Academic Campus parking or to request a parking application, please call the Parking Office at (804) 828-8726 or come to the office located in the West Broad Street Deck from 7 a.m. until midnight.

Shyla Ipsen, Ph.D.
Services for Students with Disabilities
University Counseling Services
University Student Commons
Academic Campus, 907 Floyd Ave., (804) 828-6200
Monday – Friday 8 a.m. – 4:30 p.m.
VCU Libraries
The University Student Commons is the gathering place for the university community — students, faculty, staff and guests. The commons also provides a wide array of programs, facilities and services to meet the needs of daily life on campus. All of the facilities and services are conveniently accessible to persons with disabilities.

Dining Services
The University Student Commons is open for breakfast and lunch, 8 a.m. to 2:30 p.m., Monday through Friday, featuring McDonald’s, gourmet coffees, freshly made hoagies, pastries, donuts, scones, muffins, pit-cooked barbecue, Hebrew National hot dogs, Freshens yogurts, ice cream and smoothies as well as Pepsi beverages. Twenty-five and $20 meal packages are available for unlimited serving meals at Larrick and Hibbs Dining Centers. The dining centers are open for breakfast and lunch and pre-ordered carry out for dinner, Monday through Friday. For further information, contact Dining Services at (804) 828-1148 or dining@vcu.edu.
computers. Rotating exhibitions of student art work are displayed in the Art Gallery, around the corner from the Information Center.

Other services available on the main floor include bulletin boards, student organization display cases, pay phones, a coin-operated copier, and campus literature racks. A self-service U.S. Post Office station provides stamps and other mailing supplies from vending machines along with a letter/parcel mail drop. Two Wachovia automated teller machines, one inside (Main and Linden streets) and one outside (Commons Theater) for 24-hour access, provide students with several banking options.

The commons offers a variety of food options for the "grab and go" student. Whether it's burgers and fries from McDonald's, bagels and coffee from the Commons Cafe or salads and sandwiches from Ukrop's Deli, students can find a quick meal in the commons.

The Commuter Lounge is located on the first floor lobby area of the Commons Theater building. A pay telephone, microwave, restrooms and storage lockers are conveniently located in the lounge. For those students interested in taking advantage of the GRTC University Pass Program, a kiosk of bus schedules and routes also is located in the Commuter Lounge. The Rideboard helps connect drivers and riders for local and long-distance carpooling. The Commuter Services and Off-Campus Housing Office provides computerized listings of available apartments, rooms and roommates.

Second floor is administrative offices for the University Student Commons and Activities, the University Counseling Center and Health Promotion also are located on the second floor of the commons as well as lounge space, meeting rooms, the Commonwealth Ballroom and the Capital Ballroom. The Center for Multicultural Activities offers programs to promote and diversify the VCU.

Veterans Services Office

James Chambliss, certifying official
901 W. Franklin St., rooms 107-109, (804) 826-6166
Monday – Friday 8 a.m. – 5 p.m.

Students who plan to apply for Veterans Benefits under the Contributory Educational Assistance Program (VEAP), New Montgomery GI Bill, Vocational Rehabilitation (disabled), Selected Reserve Educational Assistance Program, or a dependent whose father was killed in action, held hostage, received 100 percent serv-

VLU Honor System

Congratulations on your enrollment at VCU. You are a member of a community of learning. All members of this unique community, including faculty, students and admin-

Second floor is administrative offices for the University Student Commons and Activities, the University Counseling Center and Health Promotion also are located on the second floor of the commons as well as lounge space, meeting rooms, the Commonwealth Ballroom and the Capital Ballroom. The Center for Multicultural Activities offers programs to promote and diversify the VCU.

Summer Studies Administration

827 W. Franklin St., Room 204, (804) 828-1831

Summer studies is administered through the Office of University Outreach. Summer students are encouraged to call or stop by with summer questions or concerns.

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