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 telephone 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:

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

Students also may use the telephone registration system through Sept. 1 to drop all their courses. Written notification of cancellation must be postmarked no later than Sept. 1. 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 semester 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, 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 fall 2000 is Oct. 20. 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 5) 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 building codes (see Page 10) are used on these printed schedules.

Registration planning

After consultation with your adviser about curriculum requirements, refer to the back cover of this Schedule of Classes for a worksheet to assist you in planning your schedule.

Telephone registration

Continuing students

Telephone registration is available for continuing students.

Continuing degree-seeking students are those who have applied, been accepted to VCU and are enrolled in at least one VCU class during summer 1999, fall 1999 or spring 2000.

Continuing special students are those who are on VCU’s Student Information System and have taken a class in any previous semester.

New students

New special students may come to the Student Services Center to be entered into the student information system. They then may register in-person at the center or use the telephone registration system.

Overrides

Override cards are processed at the Student Services Center, 827 W. Franklin St., during normal working hours. Cards must be completed and signed before they are presented. Cards also will be processed at the Commons during In-Person Registration.

Advising

Advising is an integral and important part of the registration process. All students are encouraged to speak with an adviser prior to registration.

Continuing degree-seeking students are assigned advisers by their schools and departments. A directory of deans and department chairs is included in this publication. See pages 84-85.

All first-year students in the College of Humanities and Sciences, except psychology majors, are advised through the Office of Academic Advising. (804) 828-2333.

Undeclared students continue to be advised through this office. When they declare a major, their records are transferred to the appropriate department.

Special nondegree-seeking students and prospective adult students are advised through the Office of Community Programs, (804) 828-8420.

Index of VCU units and organizations

VCU Telephone Directory

www.vcu.edu/bulletins

Looking for answers

Check out these Web sites:

Academic programs • www.vcu.edu/acadprog
Admissions • www.vcu.edu/admissions
Athletics • www.vcu.edu/vcurams
Bulletins • www.vcu.edu/bulletins
Campus maps • www.vcu.edu/maps/acmap
Financial aid • www.vcu.edu/enroll/finaid
Information for students • www.students.vcu.edu
Index of VCU units and organizations • www.vcu.edu/search/vcuindex.html
Schedule of Classes • www.vcu.edu/schedule
Student accounting • www.vcu.edu/saflweb/studentsacct
VCU Telephone Directory • www.vcu.edu/directory

Virginia Commonwealth University
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 processed. You may register for classes, being careful to follow all five steps listed on the worksheet.

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 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.
     - 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 will indicate one of these problems:
     - Hold on student record. Students must take steps to remove the holds before registration can occur. The system allows students to drop and withdraw from a class regardless of any holds, or you can be transferred to Records and Registration for assistance. Holds that prevent registration include the following.
     - Financial Hold. Student Accounting and Treasury Services place this hold when you have been returned and long distance telephone calls that have not been paid. A hold must be removed by the department who placed it.
     - Address Hold. Records and Registration places this hold when 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. Records and Registration may place other holds on your record at the request of departments, deans or other administrators.
   - If the course is canceled or closed, you will be told and asked to enter your alternate registration request.

4. If the request does not pass checks, the computer will indicate one of these problems:
   - 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 course is canceled or closed, you will be told and asked to enter your alternate registration request.

**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 Semester Code (1=Spring, 2=Summer, 3=Fall) followed by the # sign.
- Time conflicts.
- 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.
- 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.

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

<table>
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<th>Service Code</th>
<th>Five-digit Call No. (First Choice)</th>
<th>Pound Sign</th>
<th>Subject Call No.</th>
<th>Section</th>
<th>Course Title</th>
<th>(For your own information)</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
- 2 = Add
- 3 = Drop
- 4 = Help!
- 5 = List
- 6 = Exit

**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.