Registration information

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.

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 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.

Registration for audit
An audited course is counted as part of a student’s course load. Students who audit pay regular tuition and fees. Students who audit pay regular tuition and fees. Enrollment in audited courses could result in failing grades as well as assessment of tuition and fees.

Withdrawal
Students may withdraw from a course using the telephone system. The code for withdrawal is “W.” 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 class(es). 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 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

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 enroll in classes that have overlapping meeting times will have to come to the Student Services Center to withdraw or drop the course. The telephone registration system will not allow you to withdraw or drop a class with a time conflict.
- 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 19 credit hours by telephone. To exceed that limit, written permission from your dean’s office is required. Graduate students may register for up to 15 credit hours by telephone. To exceed that limit, a Special Action Form from the School of Graduate Studies is required.
  - **Special undergraduate students may register for up to 11 credit hours by telephone. To exceed that limit, a waiver from the Academic Regulations Appeals Committee is required.**
  - **Students on academic probation may register for up to 12 credit hours by telephone. To exceed that limit, a waiver from the Academic Regulations Appeals Committee is required.**
  - Credits beyond the number allowed must be added at the Student Services Center after permission has been granted. To appeal to the Academic Regulations Appeals Committee, contact the assistant dean in your school; special students should contact Sue Munro in the Office of Community Programs, (804) 828-8240.

**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. Other departments such as Athletics, VCU Libraries 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. Contact Student Accounting, (804) 828-2228, to learn how to clear your account.
- **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) 828-8829 and ask to speak to the immunization coordinator.

**Telephone registration worksheet**

### Step 1:
Complete this registration worksheet.

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

<table>
<thead>
<tr>
<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>
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### Step 3:
Listen to the computer's instructions and, using the telephone key pad, provide the following information:

- A Semester Code (1=Spring, 2=Summer, 3=Fall) followed by the # sign.
- Your 4-Digit PIN* followed by the # sign.
- Your Social Security Number followed by the # sign.
- A Service Code (7) followed by the # sign.

Your PIN is the month and day of your birth; for example, May 5 = 0505.

- Your 4-Digit PIN* followed by the # sign.
- A Semester Code (1=Spring, 2=Summer, 3=Fall) followed by the # sign.

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

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<th>Service Code</th>
<th>Five-digit Call No. (First Choice)</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

Virginia Commonwealth University