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 high school graduate or GED holder who has been out of school for at least one year,
• is a transfer student who is eligible to return to the former institution or has been out of school for at least one year,
• 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 and Professional Programs 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 bac- calaureate degrees, may enroll as non-degree-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 and Professional Programs 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.
P.O. Box 840051
Richmond, VA 23284-3051
(804) 828-6916

Senior citizen

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 cit- zens, 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 cit- zens 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

Virginia Commonwealth University

Summer 2002 Financial Aid Application – Academic Campus

I certify the information provided on this form is true and correct, to the best of my knowledge, and:
• I agree to immediately notify the Office of Financial Aid of any changes in my enrollment.
• I agree to keep my address and phone number current with the Office of Records and Registration.
• I understand that if I have already borrowed the maximum annual loan limit for my grade level during fall 2001 and spring 2002, I am ineligible for additional federal loan funding for summer 2002 unless I have progressed in grade level.
• I understand I am not eligible for summer 2002 financial aid unless I am registered and enrolled for at least half-time status.
• I authorize Virginia Commonwealth University to use Federal Title IV funds, and any other assistance including Federal Title VII funds, provided on my behalf to pay any and all university charges including educationally related activities other than current charges for tuition, fees, room and board. Payment of these charges will be made in full prior to any financial aid refund amount being provided to me. This authorization will remain in effect indefinitely until such time that I provide written notification to rescind this authorization.”

Please mail my Summer 2002 Financial Aid Award Letter, Award Acceptance Agreement and Policy Statement to the following address:

Address

City

State

Zip

Student signature

Date

Check this box if you want to make this your permanent address with the Office of Records and Registration.

By signing this application, I acknowledge that I reviewed the summer 2002 financial aid instructions. I agree to abide by those conditions.
maximum of three courses, are enrolled after tuition-pay- 
ing 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.

Regulations
The official policies of the university are stated in full in the university bulletins. Consult the bulletins or call the Office of Community Programs, (804) 828-1831, for more information.

Academic Regulations Appeal Committee
The Academic Regulations Appeal Committee consid- ers petitions for waivers of academic regulations. A spe- cial student desiring to appeal an academic regulation should contact Sue Munro, (804) 828-1831. Degree-seek- ing students should see their advisers or assistant deans.

Attendance
Attendance criteria are the responsibility of each school and may vary from class to class. Students must abide by the requirements announced in each class.

When warranted, an instructor may mail attendance warnings to students faced with being withdrawn for non-attendance. Each student is responsible for keeping a current mailing address on file with the Office of Records and Registration (827 W. Franklin St., Room 104, 804) 828-1349). If mail is returned to the Office of Records and Registration because of an incorrect address, further registration activity will be prohibited until the student provides an address correction.

Change of major
Students who wish to change their majors must file a Change of Major form. These forms are available from the Student Services Center in Founders Hall, Room 104. Change of Major forms submitted during the summer semester will be effective for the fall 2002 semester. The change of major becomes official after the Office of Records and Registration has received the form signed by the dean or chair of the appropriate school or depart- ment. Students are encouraged to have changes to the Office of Records and Registration prior to the first week of classes in the fall semester in order for the school/ department to return approved changes by the end of the add/drop period. A change of major will not occur for the current semester after the add/drop period.

Students currently enrolled in an MCV Campus program who wish to change to a curriculum on the Academic Campus must file a Change of Major form. Such students are subject to the continuity policy of the Academic Campus after the major has been changed. Students currently enrolled in an MCV Campus program who wish to change to another MCV Campus program must go through the admission process outlined in the Graduate and Professional Programs Bulletin.

Credits previously earned at VCU or at another universi- ty may or may not be applicable to the new major.

Continuance
Academic warning. A student is placed on academic warning when his/her cumulative GPA falls below 2.0 (or “C”) at the conclusion of any semester of attendance (fall, spring, summer). Such notification will appear on the student’s grade report. A student remains on academic warning when his/her cumulative GPA falls below 2.0 (or “C”) at the conclusion of any semester of attendance. (Summer is a semester of attendance.) Such notification will appear on the student’s grade report.

Academic probation. A student is placed on academic proba- tion when his/her cumulative GPA is below 2.0 for two successive semesters and the following semes- ter’s GPA is below a 2.0. (Summer is considered a semes- ter.) Notification of suspension will appear on the stu- dent’s grade report; the student also receives a letter from the Office of Records and Registration stating the conditions of the suspension and a notification of suspen- sion is placed on the student’s transcript. Academic sus- pension indicates that the student has a record of contin- ued unsatisfactory progress.

A student on academic suspension may not enroll at the university for two consecutive semesters, including sum- mer (fall and spring, spring and summer, or summer and fall). Students who receive a second suspension will be eli- gible to be considered for re-admission only after a period of separation from the university of at least five years.

A student is placed on academic probation, with the condition of being on academic probation for one semester (fall, spring, summer) of attendance. Such notification will appear on the student’s grade report. A student remains on academic probation when his/her cumulative GPA falls below 2.0 for two successive semesters of attendance. (Summer is a semester of attendance.) Such notification will appear on the student’s grade report.

Academic suspension. A student is placed on aca- demic suspension when the cumulative GPA is below 2.0 for two successive semesters and the following semes- ter’s GPA is below a 2.0. (Summer is considered a semes- ter.) Notification of suspension will appear on the stu- dent’s grade report; the student also receives a letter from the Office of Records and Registration stating the conditions of the suspension and a notification of suspen- sion is placed on the student’s transcript. Academic sus- pension indicates that the student has a record of contin- ued unsatisfactory progress.

A student on academic suspension may not enroll at the university for two consecutive semesters, including sum- mer (fall and spring, spring and summer, or summer and fall). Students who receive a second suspension will be eli- gible to be considered for re-admission only after a period of separation from the university of at least five years.

A student with questions concerning their suspensions are advised to see their advisers or assistant deans. Special students should contact the Office of Community Programs. Students who wish to appeal their suspen- sions to the Academic Regulations Appeal Committee must submit a written request to the assistant deans of their schools or, in the case of special students, to the Office of Community Programs.

Credit Options
College Level Examination Program (CLEP). Degree- seeking students may earn up to a maximum of 54 hours with satisfactory scores on CLEP tests. Students should contact their advisers or call (804) 828-8420.

Independent study. Independent study, readings and research, practicum, internship, thesis and dissertation courses are available in some departments during the summer.

Military Services Education. VCU grants credit for for- mal military service school courses offered by the various branches of the U.S. Armed Services. Call Ron Peterson at (804) 828-8420 for additional information.

Grade Exclusion Policy
Readmitted students who have been completely sepa- rated from VCU for five or more years and who meet additional eligibility criteria may request to have “D” and “F” grades previously earned at VCU excluded from their total credits earned and GPA computation for the purpose of meeting the admission guidelines and graduation re- quirements. For full information, refer to the Undergraduate Bulletin or call (804) 828-1341 or (804) 828-1349.

Grades and marks
Grades and grade points. VCU course work is mea- sured 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 is computed by dividing the number of grade points earned by the number of credits attempted. Only courses taken at VCU are included.

Grade point average. The grade-point average is the total of grade points earned for all courses attempted.

Grades
A Superior 4
B Good 3
C Average 2
D Passing 1
F Failing 0

Marks
AU Audited
CO Continued
CR Credit by Examination
I Incomplete
NC Administrative mark, no credit
NR Temporary mark assigned when no grade is submitted

Graduation application
VCU students who expect to complete degree require- ments by the end of the summer may request graduation applications at 827 W. Franklin St., Room 104 no earlier than May 20, 2002. Completed applications must be sub- mitted to advisers no later than June 28, 2002.

Repeated courses
If a student repeats a course in which a “D” or “F” was earned on the first attempt, the student may request that only the better grade be counted in comput- ing their GPA. This option can be used for the removal of only one grade of “D” or “F” and the subsequent credit hours per course from the computation of the cumula- tive GPA. However, the removed grade will still appear on the student’s academic record but will not influence his/her GPA. This option is not available for graduate courses. An historical repeat form must be submitted to the Student Services Center in order to request the repeat course option.

Re-admission policy
Graduate and Professional Programs Bulletin.

Student progress
Graduate and Professional Programs Bulletin.

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 summer course is designed to give one semes- ter’s work. With careful scheduling, it is possible for stu- dents to earn as many as 15 credits during the summer if course work extends over the full calendar, May 21
through Aug. 17. 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:

1. One 3-week May 20 class 3
2. One 5-week May 20 class 3
3. Two 6-week Jun 17 classes 6
4. One 3-week Jul 29 class 3
2. One 3-week May 20 class 3
Two 8-week evening classes 6
One 8-week Jun 17 class 3
One 3-week Jul 29 class 3
One 3-week May 20 class 3
Two 6-week Jun 17 classes 6
One 3-week Jul 29 class 3
Two 5-week May 20 classes 6
Two 5-week Jun 24 classes 6
One 3-week Jul 29 class 3
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**

Dr. S. Jon Steingass, director
900 Park Ave., Room 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 and freshmen in the college. During the summer, the staff is available to answer all general questions about the college and its programs.

### Academic Success Center

Dr. Xochela James, acting 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. The center provides counselor support, academic planning, tutorial assistance, career planning and a variety of seminars and workshops designed to meet the needs of VCU students. Among its services, the center offers the College Transition Program, Academic Support (counseling and advising) and VCU’s tutorial program for students.

### College Transition Program

This program provides an alternative admissions process for students who marginally meet or fall below the university’s requirements for admissions as full-time degree-seeking students. Students who are accepted into the College Transition Program have demonstrated potential for academic achievement that is not always indicated by their SAT scores. Admitted students may be required to attend a developmental program including courses in mathematics, English, reading/study skills and orientation to the university during the summer before their university enrollment. This summer experience allows students to ease into the rigorous demands of university life by improving basic academic skills and personal confidence.

During the academic year, participants maintain close contact with the program and counselors. For information about College Transition Program write to the Academic Success Center, Virginia Commonwealth University, P.O. Box 842500, Richmond, VA 23284-2500, or call (804) 828-1650.

### 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 freshman and sophomore level classes that are required in General Education or by a variety of majors.

If a student has academic concerns, wishes to make an appointment with a counselor or needs a qualified person to talk to about negotiating with VCU, he/she should stop by the Academic Success Center for assistance.

### Academic Campus e2 Bookstore

1111 W. Broad St., (804) 828-1678

Required textbooks, trade books, art supplies, school supplies, and imprinted gifts and apparel can be purchased at the Academic Campus bookstore. Computers and software are available at Online@VCU in the University Student Commons.

**Regular summer hours: e2 Bookstore**
May 20 – Aug 16 8 a.m. – 5 p.m., Monday – Friday 10 a.m. – 5 p.m., Saturday noon – 5 p.m., Sunday

Students should attend the first class before purchasing textbooks.

**Regular summer hours: Online@VCU**
May 20 – Aug 16 9 a.m. – 4:30 p.m., Monday – Friday

### Career Center

Cheryl Melton, interim director
University Student Commons, 1st Floor. (804) 828-1645
Monday – Thursday 8 a.m. – 6 p.m.
Friday 8 a.m. – 4:30 p.m.

The Career Center assists VCU students in identifying and achieving career goals. Staff members help students discover their talents, explore career options, make career choices and achieve career/educational goals.

The Career Center offers a variety of programs, ranging from counseling and advising to workshops on career and job search strategies. An on-campus interview program brings nearly 100 employers a year to campus. The center maintains a database of current students and alumni seeking career opportunities in various fields.

Through the center’s computer lab, students can access various career strategy and job search links. The center also maintains current listings of vacant work-study jobs, part-time and full-time jobs, and internships. Bring your career questions to the Career Center. Feel free to give us a call or stop by during the hours listed above.

### University Counseling Services

Academic Campus
907 Floyd Ave., Room 225. (804) 828-6200
Monday – Friday 8 a.m. – 4:30 p.m.

MCV Campus
323 N. 12th St., 3rd floor. (804) 828-3964
Monday – Friday 8 a.m. – 4:30 p.m.

University Counseling Services provides a wide range of personal, vocational and educational services that promote positive student growth and self-understanding, as well as assist students who are experiencing stress or crisis in their daily living. Services are free except for a small fee for selected testing. All contacts and information are strictly confidential.

The Academic Success Program has been created by UCs to assist new, returning and already enrolled students with their academic success needs. Computerized assessments and interventions, workshops, video series and consultations are available to provide assistance to students. Call UCS for more information or to preregister, (804) 828-6200.

### Dining Services

On the Academic Campus, the University Student Commons Park Place is open for breakfast and lunch, Monday through Friday, featuring Chick-fil-A favorites, Montague’s Deli sandwiches and subs, World’s Fare salads and wraps and Mexican treats at the Border Cantina. While on the MCV Campus, visit Alpine Bagel Cafe Monday through Saturday and McDonald’s seven days a week in the new Gateway Building, and Hunter’s Cafe Express, in Hunter Hall, Monday through Friday.

Twenty-five meal packages are available for unlimited serving meals at Hibbs Dining Center on the Academic Campus. Service will begin in July at Larrick Dining Center on the MCV Campus. The dining centers are open for breakfast, lunch and pre-ordered carry out for dinner, Monday through Friday based on customer participation and subject to change. Hours to be announced. For further information, contact Dining Services by phone at (804) 828-1148, via e-mail at dinning@vcu.edu, or visit Dining Services’ Web site: www.bsv.vcu/VCUfood.

### Disabilities Support Services

Joseph Edwards Jr. (804) 828-2253 (VCU-ABLE)

VCU is committed to providing students with disabilities an equal opportunity to benefit from all programs, services and activities. VCU complies with the requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973.

The university does not discriminate against qualified disabled students in admissions or program accessibility. The Office of Disabilities Support Services determine appropriate academic adjustments such as program and exam modifications, classroom accommodations and auxiliary aids. Students with disabilities are responsible for providing self-identification prior to requesting services and may do so at any time by contacting the campus coordinator and presenting documentation.

### English Language Program

(804) 828-2551

English Language Program (ELP) offers intensive English for non-native speakers who wish to improve their English language skills for undergraduate/graduate study at an American university, or for professional or personal purposes. Courses are offered in eight week sessions at the following levels: everyday English; pre-intermediate; intermediate; high-intermediate and advanced.

Admission to the English Language Program may be recommended, based on TOEFL scores, by the Office of Undergraduate Admissions at the time of university application review. Students who desire English language courses only may apply directly to the English Language Program.

Information describing classes, placement testing, courses and admission requirements are available in the ELP office at the Office of International Programs 916 W. Franklin St., Room 208, or by calling an ELP advisor at (804) 828-2551.

Degree-seeking students desiring admission to the university, should contact International Admissions, (804) 828-6016.
Students may check-in from 9 a.m. to 3:30 p.m. during tuition. No partial or weekly payments will be accepted so that the bill will reflect accurately summer rent and MCV Campus (804) 828-1800 Academic Campus (804) 828-7666

Residence Hall Facilities
Academic Campus (804) 828-7666
MCV Campus (804) 828-1800

Only students enrolled in summer classes are eligible for summer residence hall housing. Double occupancy rooms are available at the cost of $51.50 per week. Summer rent may be paid at check-in or included on the university bill. Please sign up for the entire length of stay, so that the bill will reflect accurately summer rent and tuition. No partial or weekly payments will be accepted. Students may check-in from 9 a.m. to 3:30 p.m. during the week or on the Sunday before their classes begin. No Saturday check-ins. Summer residents are required to check out within 24 hours after their final class.

Questions? Contact University Housing, Central Office, Gladding Residence Center #159, 711 W. Main St., P.O. Box 842517, Richmond, VA 23284-2517, (804) 828-7666 or, on the MCV Campus, Bear Hall Housing, Residence Education Office, 10th and Leigh streets, P.O. Box 980243, Richmond, VA 23298-0243, (804) 828-1800.

University Student Commons
907 Floyd Ave., (804) 828-1961

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. The Information Center, located on the first floor, is staffed by students who can provide information about activities, events and services on campus. For answers to any university-related question, stop by, call (804) 828-1961 or see the Information Center Web page: www.students.vcu.edu/commons/infcntr.html.

Lower level. The lower level of the commons, also known as the "Underground," has computers, games and resources. Web browsers, a large screen TV and study space are available in the Common Ground which can double as a space for dances and programs during the regular year. Next to the Common Ground is a computer lab, which is open to VCU students. Break Point, the commons game room with billiards, arcade games, table tennis and darts, is located down the ramp in the Underground. The Student Activities Center, across from Break Point, includes the offices of the student organizations and information about getting involved at VCU.

First floor. First Year Student Services provides support for students just starting the VCU experience. The VCUCard office located at the Main and Cherry streets entrance, allows students to replace a lost ID or add funds to a debit account. The Career Center can assist students in finding part-time employment while in school and help in clarifying career options. Located next to the Information Center, the technology store, Online@VCU, carries a variety of computer software, accessories and hardware for both IBM PC compatible and Macintosh 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 chicken sandwiches and fries from Chick-fil-A or bagels and coffee from the Commons Cafe, 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, refrigerators, 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. The 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 embrace and promote the diversity of VCU.

Commons summer hours
- May 11 – Jun 16
  - Monday – Thursday 8 a.m. – 6 p.m.
  - Friday 8 a.m. – 5:30 p.m.
- May 18
  - 10 a.m. – 8 p.m.
- May 27, Memorial Day Closed
- Jun 17 – Jun 23
  - Monday – Wednesday 7 a.m. – 7 p.m.
  - Thursday 7 a.m. – 9:30 p.m.
  - Friday 7 a.m. – 6 p.m.
- Jun 24 – Jul 21
  - Monday – Thursday 7 a.m. – 9:30 p.m.
  - Friday 7 a.m. – 6 p.m.
- Jul 4, Independence Day Closed
- Jul 22 – Aug 16
  - Monday – Thursday 7 a.m. – 7 p.m.
  - Friday 7 a.m. – 6 p.m.
- Saturday – Sunday Closed

Hours are subject to change. Refer to the Commons Web site: www.students.vcu.edu/commons.

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

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

Office of Veterans Affairs
James Chambliss, certifying official
901 W. Franklin St., Room 113, (804) 828-6166

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 G.I. Bill, Vocational Rehabilitation (disabled), Selected Reserve Educational Assistance Program, or a dependent whose father was killed in action, held hostage, received 100 percent service-connected disability or died of a service-connected disability should contact the Office of Veterans Affairs.