Summer registration

Registration for Summer Studies begins March 18. Currently enrolled students are encouraged to register online at http://iserver.adm.vcu.edu/students or to use the telephone registration system. Students new to VCU must register in person at the Student Services Center in Room 104, 827 W. Franklin St., anytime during normal working hours. Please register as early as possible. It is best to register for all classes at one time even if they are in different sessions.

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 61-62.

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 Humanities and Sciences students continue to be advised through this office until they declare a major, when their records are transferred to the appropriate department.

Bachelor of Interdisciplinary Studies students are advised through the College of Humanities and Sciences’ Interdisciplinary Studies Office at 310 N. Shafer St., (804) 828-8420.

Special nondegree-seeking students and prospective adult students are advised through the College of Humanities and Sciences’ Special Student Advising Office at 310 N. Shafer St., (804) 828-8420.

Web registration

Web registration at http://iserver.adm.vcu.edu/students is available for continuing students during the following hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tr>
<td>Monday – Saturday</td>
<td>7:30 a.m. – 10 p.m.</td>
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<tr>
<td>Sunday</td>
<td>noon – 10 p.m.</td>
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This site may be unavailable for short periods so that maintenance can be performed.

Telephone registration

Telephone registration at (804) 828-1495 is available for continuing students during the following hours:

<table>
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<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
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Continuing degree-seeking students are those students who have applied, been accepted to VCU and are enrolled in at least one VCU class during summer 2001, fall 2001 or spring 2002.

Continuing special students are those students who are on VCU’s student information system and have taken a class in any previous semester.

New students

New special students must 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 Web or telephone registration systems.

Overrides

Overrides are processed at the Student Services Center, 827 W. Franklin St., during normal working hours.

Course load/overload

Each summer 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 20 – Aug. 16. Students who wish to take more than 15 hours must receive permission for an overload. Please contact the Summer Studies Office, (804) 828-1831, for help in seeking overload approval.

Add/drop

Add/drop deadlines are published in the calendar on Page 3. During the summer, the add/drop deadline is the day following the first day of a given class. (This rule applies even if the class does not meet on two consecutive days — evening classes, for example.) Because these deadlines are strictly observed and because there are no partial refunds in summer, it is very important for students to add or drop classes before the established deadlines. To add or drop a class using the telephone registration system, see the worksheet on Page 5 of this book. Adds or drops also may be made online at http://iserver.adm.vcu.edu/students or to use the Web or telephone registration systems. They then may register in-person at the center or use the Web or telephone registration systems.

Cancellation of registration

Students who wish to cancel their entire summer registration may do so before the first class meeting by using the Web or telephone registration systems, by dropping all courses in person or by sending a letter postmarked before the start of the first class to: VCU, Records and Registration, P.O. Box 842520, Richmond, VA 23284-2520.

Grades

After grades have been processed, students may use the Web or telephone registration systems to access them. When using the telephone system use the service code “L”; any grades posted will be spoken as part of the list.

Payment

Students will be billed for tuition and appropriate fees and payment is due at the start of the semester. There is no installment plan for summer. Check or money order payable to VCU, Visa, MasterCard, American Express or Discover Card are accepted. Because many students have their tuition and/or fees paid by outside agencies or businesses, the university will accept, at the start of the semester, a letter stating that these charges are unconditionally guaranteed. Should the third party default for any reason, the student is financially responsible for the charges.

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.

Withdrawal

Withdrawal from a given class is based upon the deadlines outlined in the calendar on Page 3. After the last day to add/drop a class, students may withdraw from a class using the Web or by using the telephone registration worksheet on Page 5 of this booklet. When using the telephone system please note that the proper code for withdrawal is “1” (NOT “W”). Students also may withdraw in person at 827 W. Franklin St., Room 104. There are no refunds in the summer for withdrawals.

Final withdrawal dates for classes and workshops which meet outside the regular sessions are on file at 827 W. Franklin St., Room 104. Students are responsible for meeting these deadlines.

Individual student schedules

To ensure that your schedule is accurate and up to date, schedules are no longer being mailed, but can be obtained from the kiosks located in Founders Hall, University Student Commons and the Business Building lobby, at the Student Services Center in Founders Hall or on VCU’s Web site: http://iserver.adm.vcu.edu/students. You may request a schedule by calling (804) 828-1349 and leaving a detailed address and telephone number. The building codes, printed on Page 15, are used on these schedules.
Welcome to VCU’s touch-tone registration system. Continuing 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) 828-1496 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 then asked to enter your alternate registration request.
4. **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 add, withdraw or drop the course.
5. 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.
   - **Unauthorized overload.** Undergraduate students may register for up to 15 credit hours by telephone. To exceed that limit, written permission from the summer studies 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) 828-1831.
   - **Hold on student record.** Students must take steps to remove any holds before registration can occur. The system allows students to drop and withdraw from a class regardless of any holds, or to be transferred to the Office of 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 the Student Accounting Department, (804) 828-2228, to learn how to clear your account.
     - **Address Hold.** The Office of Records and Registration places this hold and it will be removed as soon as they are provided 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 an 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 a student has been suspended for academic deficiency. Students may not register until the suspension period has passed and they are readmitted to the university.
     - **Administrative Holds.** The Office of Records and Registration may place other holds on a student’s record at the request of departments, deans or other administrators.
   - Remember that the computer system monitors deadlines and will not allow adds, drops or withdrawals except at the proper times. Students may get a list of their classes by pressing “5” and the # sign.

### Telephone registration worksheet

**Step 1:** Complete this registration worksheet.

**Step 2:** Using a touch-tone telephone, call (804) 828-1496.

**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
- Your Social Security Number followed by the # sign
- Your 4-digit PIN* followed by the # sign
  - PIN is the month and day of birth; for example, May 5 = 0505
- A semester code (1=Spring, 2=Summer, 3=Fall) followed by the # sign

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

<table>
<thead>
<tr>
<th>Service Code</th>
<th>Five-digit Call No. (First choice)</th>
<th>Pound sign</th>
<th>Subject</th>
<th>Course No.</th>
<th>Section</th>
<th>Course title</th>
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**Step 5:** Exit by entering 9 followed by the # sign. *Students may change their PIN at a student services center.

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