Registration information

A dd/drop and late registration
Students registered for classes may make adjustments to their schedules during the first week of school (commonly called the add/drop period). The add/drop period for spring 2003 ends on Friday, Jan. 17. 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 Web registration system to adjust their schedules during the add/drop period (see grey box at left).

Students not yet registered may late register during the first week of classes.

W ithdrawal
Students may withdraw from a course using the Web. 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 spring 2003 is March 21. 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.

I ndividual student schedules
To ensure that your schedule is accurate and up-to-date, schedules are no longer being mailed, but can be obtained at the Student Services Center in Founders Hall or on VCU's Web site: http://iserver.adm.vcu.edu/students.

You also may request a schedule by calling (804) 828-1349 and leaving a detailed address and telephone number. The building codes, printed on Page 11, are used on these schedules.

R egistration 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.

F orms
Students may download and print Records and Registration forms from the Web: www.vcu.edu/enroll/forms. Forms must be filled out completely and returned to the Student Services Center in Founders Hall, Room 104 for processing.

G rades reports
Grade reports are no longer being mailed, but can be obtained from VCU's Web site: http://iserver.adm.vcu.edu/students. Grade reports may also be obtained at the Student Services Centers in Founders Hall and Sanger Hall.

V irginia C ommonwealth U niversity

Looking for answers

Check out these Web sites:

Academic programs • www.vcu.edu/acadprog
Admissions • www.vcu.edu/vcu/prospective.html
Athletics • www.vcu.edu/vcu/athletics.html
Bulletins • www.vcu.edu/bulletins
Campus maps • www.vcu.edu/maps
Financial aid • www.vcu.edu/enroll/financialaid
Information for students • www.vcu.edu/vcu/current.html
Index of VCU units and organizations • www.vcu.edu/search/v2z.html
Schedule of Classes • www.vcu.edu/schedule
Student accounting • www.vcu.edu/enroll/ssa
VCU Telephone Directory • www.vcu.edu/directory