Registration information

Add/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 2005 ends on Monday, Jan. 24. After the add/drop 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 add/drop period.

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
Office of Records and Registration
827 W. Franklin St.
P.O. Box 842520
Richmond, VA 23284-2520

Students also may use the Web registration system through Jan. 24 to drop all their courses. Written notification of cancellation must be postmarked no later than Jan. 24. Failure to drop courses by the deadline could result in failing grades 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.

Withdrawal

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 2005 is March 25. 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 8) for details.

Individual student schedules

To ensure that your schedule is accurate and up-to-date, schedules 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 10, are used on these 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.

Forms

Students may download and print Records and Registration forms from the Web: http://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.

Grade reports

After grades have been processed, students may use the Web to access them. Go to http://iserver.adm.vcu.edu/students.