

# Registration Information

## 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 16-17.

All first-year students in the College of Humanities and Sciences, except psychology majors, are advised through the Office of Academic Advising (828-2333). Undeclared students continue to be advised through this office. When they declare a major, their records are transferred to the appropriate department.

Special non-degree-seeking students and prospective adult students are advised through the Office of Community Programs (828-8420).

## Telephone Registration

### ■ Continuing Students

Telephone registration is available for continuing students.

**Continuing degree-seeking** students are those who have been enrolled in at least one VCU class during Summer 1998, Fall 1998 or Spring 1999.

**Continuing special** students are those who are on our Student Information System and have taken a class in any previous term.

### ■ New Students

**New degree-seeking** students must register during In-Person Registration at the Commons (see schedule this page).

**New special** students may 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 telephone registration system.

## Overrides

Override cards are processed at the Student Services Center, 827 W. Franklin St., during normal working hours. Cards must be completed and signed before they are presented. Cards also will be processed at the Commons during In-Person Registration.

## In-Person Registration for New Students

Commons, Commonwealth Ballroom  
Aug. 23-25, 1999

Registration during these dates is for new students only. Continuing students

## Fall Registration 1999

### TELEPHONE REGISTRATION: (804) 828-1495

The system will be available during the following hours:

Monday–Thursday .....	8 am – 7:30 pm
Friday .....	8 am – 5 pm
Saturday .....	9 am – 1 pm

### IN-PERSON REGISTRATION:

Commons, Commonwealth Ballroom. Enter from Main Street at Linden.

#### MONDAY, AUG. 23, 1999

1 – 6 pm ..... New Freshmen Only

#### TUESDAY, AUG. 24, 1999

9 am – 6 pm ..... New Freshmen, Transfer and Readmitted Students Only

#### WEDNESDAY, AUG. 25, 1999

9 am – 1 pm ..... New Transfer and Readmitted Students Only

#### THURSDAY, AUG. 26, 1999

1 – 6 pm ..... New Graduate, Certificate and Continuing Students

#### FRIDAY, AUG. 27, 1999

8 am – 5 pm ..... Continuing Students  
(Registration at Student Services Center)

### IN-PERSON LATE REGISTRATION and ADD/DROP:

MONDAY – THURSDAY, AUG. 30 – SEPT. 2 ..... 3:30 – 6 PM

Commons, Commonwealth Ballroom. Enter from Main Street at Linden.

FRIDAY, SEPT. 3 ..... 8 AM – 5 PM

Late register and Add/Drop at the Student Services Center.

can register by phone or at the Student Services Center on Friday, Sept. 3. Students who have already registered should use the telephone registration system to adjust their schedules, or wait until In-Person Add/Drop.

Before registration, each new student should have met with an adviser.

Placement testing is required for some courses. For more information on placement tests, orientation, advising and registration please call First Year Student Services at 828-3700.

VCU identification photographs will be taken at the VCUCard office, Cabell Library basement.

## 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 may or may not have a financial impact on the student bill.

Students 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 the booklet. See page 4.

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

## Cancellation of Registration

Any student who has registered but has decided not to attend should cancel his/her registration by submitting written notification to

**Records and Registration**  
827 W. Franklin St.  
PO Box 842520  
Richmond VA 23284-2520

Students also may use the telephone registration system through Sept. 3 to drop all their courses. Written notification of cancellation must be postmarked no later than Sept. 3. Failure to drop courses by the deadline could result in a failing grade 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 term in which they are registering.

Changes from credit to audit are not allowed during the add/drop/late registration period. If you have any problems with registration procedures or deadlines, call Records and Registration at 828-1349.

### Withdrawal

Students may withdraw from a course using the telephone system. The code for withdrawal is "I." 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 1999 is Oct. 22.** 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 6) 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 website, at the kiosks, on the telephone registration system, and at the Student Services Centers.

The **academic building codes** (see box on page 21) are used on these printed schedules.

## 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 the next 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 registration request.
  - **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 withdraw or drop the course.
  - 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 (828-8420).

#### ■ 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 those listed below.

**Financial Hold:** Student Accounting and Treasury Services place this hold. Other departments such as Athletics, the Library and Telecommunications may also 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 (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 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 828-8828 and ask to speak to the Immunization Coordinator.

**Suspension Hold:** The University places this hold when you have been suspended for academic deficiency. You may not register until the suspension period has passed and you are readmitted to the University.

**Administrative Holds:** Records and Registration may place other holds on your record at the request of departments, deans or other administrators.

Remember that the computer system monitors *deadlines* and will not let you add, drop or withdraw except at the proper times. If you get confused, or if you lose your place, get a list of your 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) 828-1495.

**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.  
(Your PIN is the month and day of your birth; for example, May 5 = 0505.)
- A TERM CODE (1=Spring, 2=Summer, 3=Fall) followed by the # sign.

**Step 4:**

Enter your registration request at the computer's direction:

Service Code	Five-digit Call No. (First Choice)	Pound Sign	Subject (For your own information)	Call No.	Section	Course Title
___	___   ___   ___   ___   ___	#	_____			
___	___   ___   ___   ___   ___	#	_____			
___	___   ___   ___   ___   ___	#	_____			
___	___   ___   ___   ___   ___	#	_____			
___	___   ___   ___   ___   ___	#	_____			
___	___   ___   ___   ___   ___	#	_____			
___	___   ___   ___   ___   ___	#	_____			
___	___   ___   ___   ___   ___	#	_____			
___	___   ___   ___   ___   ___	#	_____			

**Step 5:**

Exit by entering 9 followed by the # sign.

\* You may change your PIN at a Student Services Center

## Service Codes:

**1 = WITHDRAW**

(Note: 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**

**9 = EXIT**