

# Summer registration

Registration for Summer Studies begins March 13. Currently enrolled students are encouraged 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. Students continue to be advised through this office until they declare a major. At that time their records are transferred to the appropriate department.

Special nondegree-seeking students and prospective adult students are advised through academic advisers at (804) 828-8420.

## Telephone registration

### Continuing students

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

Monday – Thursday	8 a.m. – 7:30 p.m.
Friday	8 a.m. – 5 p.m.
Saturday	9 a.m. – 1 p.m.

**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 1999, fall 1999 or spring 2000.

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

### New students

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.

## Course load

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 22 – Aug. 18. 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 in person at 827 W. Franklin St., Room 104, during regular office hours.

## Cancellation of registration

Students who wish to cancel their entire summer registration may do so before the first class meeting by using the telephone registration system, 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

Grades will be mailed in August. After grades have been processed by the records office, students may use the telephone registration system to access them. Use the service code "L;" any grades posted will be spoken as part of the list. If you have questions concerning your grades, contact the Grading Coordinator at (804) 828-1919.

## Payment

Students will be billed for tuition and appropriate fees. Payment is due at the start of the term. There is no installment plan for summer. Check or money order (payable to VCU), Visa, MasterCard 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 term, 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 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 (804) 828-1349.

## 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 course using the telephone registration worksheet on Page 5 of this booklet. **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.**

When a student officially withdraws from a class, the mark of "W" is recorded. Failure to withdraw by the established deadlines may result in the assignment of a failing grade in the class.

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

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 Web site, at the kiosks, on the telephone registration system and at the student services centers.

The academic building codes (see Page 14) are used on these printed schedules.

# Telephone registration

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) 828-1495 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 alternate 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 add, 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.
    - 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) 828-8420.
    - 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 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

## 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 our registration request at the computer's direction:

Service Code	Five-digit Call No. (First choice)	Pound sign	Subject	Call No. (For you information)	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  
(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
  - 6 = Exit

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, (804) 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 update 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 (804) 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.