

# Registration information

## Registration schedule

### Telephone registration (804) 828-1495

Telephone registration will be available during the following hours:

Mon – Thu	8 a.m. – 7:30 p.m.
Fri	8 a.m. – 5 p.m.
Sat	9 a.m. – 1 p.m.

### Classification time table

Students may call on or after the date indicated.

Graduate students	Apr 2
Post-baccalaureate certificate students	Apr 4
Seniors	Apr 4
Juniors	Apr 9
Sophomores	Apr 16
Freshmen	Apr 23
Special students (nondegree-seeking)	Apr 30

## 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 84-85.

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 students continue to be advised through this office. When they declare a major, 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' Interdisciplinary Studies Office at 310 N. Shafer St., (804) 828-8420.

## Telephone registration

### Continuing students

Telephone registration is available for continuing students.

**Continuing degree-seeking students** are those who have applied, been accepted to VCU and are enrolled in at least one VCU class during fall 2000, spring 2001 or summer 2001.

**Continuing special students** are those who are on VCU's Student Information System and have taken a class in any previous semester.

### 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. Cards also will be processed at the Commons during In-person Registration.

## 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 fall 2001 ends on Friday, Aug. 31. 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 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 this schedule on 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:

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 telephone registration system through Aug. 31 to drop all their courses. Written notification of cancellation must be postmarked no later than Aug. 31. 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 reg-

ister 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 telephone system. The code for withdrawal is "1." 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 2001 is Oct. 19. 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.

## 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, Sanger Hall, University Student Commons and the Business Building lobby, at the Student Services Centers in Founders and Sanger halls or on VCU's Web site. --- [www.atsreports.adm.vcu.edu/students](http://www.atsreports.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.

## 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.

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

# Looking for answers

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Check out these Web sites:

- Academic programs** • [www.vcu.edu/acadprog](http://www.vcu.edu/acadprog)
- Admissions** • [www.vcu.edu/vcu/prospective.html](http://www.vcu.edu/vcu/prospective.html)
- Athletics** • [www.vcu.edu/vcu/athletics.html](http://www.vcu.edu/vcu/athletics.html)
- Bulletins** • [www.vcu.edu/bulletins](http://www.vcu.edu/bulletins)
- Campus maps** • [www.vcu.edu/maps](http://www.vcu.edu/maps)
- Financial aid** • [www.vcu.edu/enroll/finaid](http://www.vcu.edu/enroll/finaid)
- Information for students** • [www.vcu.edu/vcu/current.html](http://www.vcu.edu/vcu/current.html)
- Index of VCU units and organizations** • [www.vcu.edu/search/a2z.html](http://www.vcu.edu/search/a2z.html)
- Schedule of Classes** • [www.vcu.edu/schedule](http://www.vcu.edu/schedule)
- Student accounting** • [www.vcu.edu/enroll/sa](http://www.vcu.edu/enroll/sa)
- VCU Telephone Directory** • [www.vcu.edu/directory](http://www.vcu.edu/directory)



# 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 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 enroll in classes that have overlapping meeting times will have to come to the Student Services Center to withdraw or drop the course. The telephone registration system will not allow you to withdraw or drop a class with a time conflict.
  - 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, (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 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 infor-

mation, 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.** The Office of 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.

## Virginia Commonwealth University

### 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 Semester 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	Course No. (For your own information)	Section	Course Title
<input type="text"/>	<input type="text"/>	#				
<input type="text"/>	<input type="text"/>	#				
<input type="text"/>	<input type="text"/>	#				
<input type="text"/>	<input type="text"/>	#				
<input type="text"/>	<input type="text"/>	#				
<input type="text"/>	<input type="text"/>	#				
<input type="text"/>	<input type="text"/>	#				
<input type="text"/>	<input type="text"/>	#				

#### 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