

# Registration information

## Registration schedule

### Web registration

Go to <http://iserver.adm.vcu.edu/students>. Web registration will be available during the following hours:

Mon – Fri	7 a.m. – midnight
Sat	7 a.m. – 9 p.m.
Sun	Noon – midnight

This site may be unavailable for short periods so that maintenance can be performed.

### Classification time table

Students may register online on or after the date indicated.

Graduate students	Oct 27
Post-baccalaureate certificate students	Oct 29
Seniors	Oct 29
Juniors	Nov 3
Sophomores	Nov 10
Freshmen	Nov 17
Special students (nondegree-seeking)	Nov 24

## 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 83-85.

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 1014 W. Franklin 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 1014 W. Franklin St., (804) 828-8420.

## Web registration

### Continuing students

Web 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 spring 2003 or fall 2003.

**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 Web registration system.

## Overrides

Overrides are processed at the Student Services Center, 827 W. Franklin St., during normal working hours.

## 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 2004 ends on Monday, Jan. 26. 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. 26 to drop all their courses. Written notification of cancellation must be postmarked no later than Jan. 26. 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 2004 is March 26. 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 4) 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 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

Grade reports are no longer being mailed, but can be obtained from VCU's Web site: <http://iserver.adm.vcu.edu/students>. Grade reports also may be obtained at the student services centers in Founders Hall and Sanger Hall.

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

