

# Summer registration

Registration for Summer Studies begins March 21. Currently enrolled students are encouraged to register online at <https://iserver.adm.vcu.edu/students>. 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 44 – 46.

All first-year students in the College of Humanities and Sciences are advised through the Office of Academic Advising, (804) 828-2333. Undeclared students continue to be advised through this office. Until they declare a major and 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 1000 W. Franklin St., (804) 828-8420.

Special nondegree-seeking students and prospective adult students are advised through the College Success Program at 109 N. Harrison St., (804) 828-1650.

## Web registration

Web registration at <https://iserver.adm.vcu.edu/students> is available for continuing students during the following hours:

Monday – Friday	7 a.m. – midnight
Saturday	7 a.m. – 9 p.m.
Sunday	noon – midnight

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

**Continuing degree-seeking students** are those students who have applied, been accepted to VCU and are enrolled in at least one VCU class during fall 2004 or spring 2005.

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

**New special students** must 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.

## Course load/overload

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 23 through Aug. 12. Students who wish to take more than 15 hours must receive permission for an overload. Please contact the Summer Studies Office, (804) 828-8799, 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.** Adds or drops may be made on the Web or 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 Web 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

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

## Payment

Students will be billed for tuition and appropriate fees, and payment is due at the start of the semester. There is no installment plan for summer. Check or money order (payable to VCU), Visa, MasterCard, American Express or Discover Card are accepted. Some students have their tuition and/or fees paid by outside agencies or businesses; the university will accept, at the start of the semester, 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 semester in which they are registering. Changes from credit to audit are not allowed during the add/drop/late registration period.

## 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 class using the Web. 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 that 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

To ensure that student schedules are accurate and up to date, schedules can be obtained at the Student Services Center in Founders Hall or VCU's Web site: <https://iserver.adm.vcu.edu/students>.

Schedules also may be requested by calling (804) 828-1349 and leaving a detailed address and telephone number. The building codes, printed on Page 13, are used on these schedules.