



## REGISTRATION/VALIDATION REPORTING SCHEDULE

<b>WEDNESDAY, AUGUST 12, 2009</b>	<b>LAST NAME</b>
08:30 AM – 05:00 PM	VALIDATED STUDENTS
09:00 AM	W, X, Y, Z
10:00 AM	H
10:45 AM	L, S
12:30 PM – 01:30 PM	LUNCH – DOORS CLOSED
01:30 PM	I, J
02:30 PM	P, Q
<b>03:30 PM – 05:00 PM</b>	<b>SPILLOVER</b>
<b>05:00 PM – 07:00 PM</b>	<b>GRADUATE REGISTRATION</b>

<b>THURSDAY, AUGUST 13, 2009</b>	<b>LAST NAME</b>
08:30 AM – 05:00 PM	VALIDATED STUDENTS
09:00 AM	A
09:30 AM	R, D
10:45 AM	T, U, V
12:30 PM – 01:30 PM	LUNCH – DOORS CLOSED
01:30 PM	E, F
02:30 PM	N
<b>03:30 PM – 05:00 PM</b>	<b>SPILLOVER</b>

<b>FRIDAY, AUGUST 14, 2009</b>	<b>LAST NAME</b>
08:30 AM – 05:00 PM	VALIDATED STUDENTS
09:00 AM	B
09:30 AM	K, C
10:45 AM	G
12:30 PM – 01:30 PM	LUNCH – DOORS CLOSED
01:30 PM	M
02:30 PM	O
<b>03:30 PM – 05:00 PM</b>	<b>SPILLOVER</b>



## REGISTRAR'S CALENDAR FALL 2009

### AUGUST

9	Sunday	Residence Halls Open at 8:00 A.M. for New Students Taking care of Business – Daniel Gymnasium
12 – 14	Wed – Fri	Undergraduate Registration – Daniel Gymnasium (9:00 AM – 3:30PM)
17	Monday	<b>UNIVERSITY CLASSES BEGIN</b>
17	Monday	Late Validation Begins (Late Fee Is In Effect, W's will be given to courses withdrawn. Course will remain on schedule/transcript)
17	Monday	Term I, Off Campus Classes Begin
21	Friday	Late Validation Ends
24	Monday	Last Day to Add Courses (All Classes)
25	Tuesday	First day to Withdraw from a course(s) - W's will be given to course(s) withdrawn. Course will remain on schedule/transcript.

### SEPTEMBER

7	Monday	<b>LABOR DAY HOLIDAY (University Closed)</b>
11	Friday	Last Day to file for December Baccalaureate Applications
18	Friday	Last Day to Withdraw from an Eight Week Class (Grade will be registered as a "W")

### OCTOBER

5 – 9	Mon – Fri	Advisory Examination Period (Midterm)
10	Saturday	Term I, Off-Campus 8 Week Classes End
12	Monday	Term II, Off-Campus Eight Week Classes Begin
12 – 13	Mon – Tues	<b>FALL BREAK (No Fall Break for Eight Week Classes)</b>
16	Friday	Advisory Grades are due in System by Faculty – (5:00 P.M.)
16	Friday	Term II, Last Day to Add Courses – (Eight Week Classes)
19	Monday	Early Registration Begins for Spring Semester 2010
23	Friday	Last Day to Withdraw from a on campus class (Grade will be registered as a "W")

### NOVEMBER

13	Friday	Last Day to Withdraw from Term II, Eight Week Classes (Grade will be registered as "W")
13	Friday	Early Registration Ends for Spring Semester 2010
25	Wednesday	No Classes
26 – 29	Thurs – Sun	<b>THANKSGIVING HOLIDAYS (University Closed)</b>

### DECEMBER

4	Monday	<b>University Classes End</b>
7	Tuesday	<b>University Reading Day</b>
8 – 11	Wed – Sat	<b>Final Examination Period</b>
9	Wednesday	Term II, Off-Campus Eight Week Classes End
15	Tuesday	Senior Grades are due in the System by Faculty– (9:00 A.M.)
16	Wednesday	Semester Grades are due in System by Faculty – (5:00 P.M.)
18	Friday	<b>Commencement Activities</b>
19	Saturday	<b>WINTER COMMENCEMENT – 10:00 A.M</b>

# GENERAL INFORMATION

## ACADEMIC ADVISING

Students must meet with their advisor, receive academic counseling and have their courses put in the system.

## FINANCIAL AID

Financial Aid is available to students who demonstrate a need. Need is the difference between the cost of education and the amount the student and/or family can be expected to contribute toward educational costs. Both federal and state grants are available to students. To be eligible for financial aid, a student must:

- Have a demonstrated need
- Have been admitted to the university
- Be a US citizen or eligible non-citizen
- Maintain satisfactory academic progress
- Not be in default on a federal student loan
- Submit financial aid transcripts, from other colleges
- Submit the FAFSA on time
- Submit VSU Financial Aid Application

## CANCELLATION OF REGISTRATION

Any student's who has registered during the early registration period but has decided not to attend, should cancel his/her registration by submitting a letter to the Registrar's Office, Post Office Box 9217, Petersburg, Virginia 23806. All cancellations must be postmarked no later than August 21, 2009. Failure to drop courses by the deadline could result in failing grades as well as assessment of tuition and fees.

## DROP VS WITHDRAW

**Drop** - Charges are removed to indicate that the student never attended the class. This is done during the registration period. The student is not eligible for financial aid.

**Withdrawal** – After registration is over if a student wishes to get out of a class, he/she is withdrawn and will receive a grade of “w”. He/she will still be considered a full-time student and payment for course will be required.

## COURSE OVERLOAD

Students may register for up to 18 credit hours. To exceed that limit, permission from the Chairperson and the Dean is required.

## READMISSION

Former students who have not enrolled for 12 months or more and wish to register must submit an application for readmission to the office of admissions.

### **REGISTRATION FOR AUDITING A COURSE**

A student may audit a course on a space available basis. The privileges and responsibilities of the auditor shall be determined by the instructor of the course within the limitations set forth here:

- a. Once the auditing privilege has been extended in a given course, students may not have their status changed back from audit to credit during the semester in question.
- b. The word "audit" must be written on The Registration Form at the time of registration.
- c. The fee for an audit is the same as the fee for regular registration.
- d. Students will not receive grades for the courses that are audited. The instructor's report will include the name(s) of all auditors, the symbol "Z" will be placed in the space provided for the final grade by the Registrar's Office.

**EARLY COURSE REGISTRATION**  
**October 19, 2009 – November 13, 2009**  
**WEB REGISTRATION PROCEDURES**

**Instructions for Course Registration using BANNER**  
**Self-Service**

The first step is to **SEE YOUR ACADEMIC ADVISOR**. It is recommended that you use Microsoft Internet Explorer version 6.0, Netscape 5.0 or higher. Log onto: <http://www.vsu.edu>, *click on TROJANLINK; click on Banner; select Self Service for Students (in orange) ; Select Banner Self Service.*

Then, follow the instructions listed below:

Enter your Student “**V**” **User ID and PIN**.

Click **LOGIN**.

3. Click the **Student and Financial Aid** tab.

4. Click **Registration** link.

5. Click the **Add/Drop Classes** link.

6. Select the term desired, i.e. Spring 2008, then click the **submit** button to confirm your selection.

7. Enter your **Registration PIN**, given to you by your **advisor**, then click **submit**.

8. In the *Add Classes Worksheet*, enter the Course Reference Number (CRN) of the course section into the first available field.

9. Repeat step 8 for each course section until all your courses are listed in the *Add Classes Worksheet*.

10. After you have entered all the CRN numbers, click **Submit Changes** to process your registration.

11. The screen will display your confirmed registration as well as any errors that prevented you from getting into a section. Note any resulting registration errors that may display below your schedule, and adjust your schedule as necessary.

12. From the Registration menu, click on Student Detail Schedule to view your schedule in a calendar format and to view a more comprehensive schedule. After viewing your student schedule, please print a copy for your records.

**Any problems concerning BANNER Self Service, please contact the  
Student Help Desk at 524-5144.**

**ON-SITE REGISTRATION**  
**August 12 – 14, 2009 – DANIEL GYMNASIUM**

**STUDENTS WHO HAVE REGISTERED EARLY**

You will be directed to one of the stations listed below. You should be directed to the next station by each attendant. However, if you are not given instructions, please ask.

**CASHIER** To pay full balance on bill  
**VALIDATION** **STUDENTS WILL BE VALIDATED AT ALL STATIONS.**

**COURSE ENTRY** Will be done in your department or on the web

**HEALTH SERVICES** To submit Immunization Records

**FINANCIAL AID** To sign Promissory Note

**TUITION PAYMENT** To apply for plan

**BOOK VOUCHERS** To receive book checks for the Book Store

**HOUSING** To receive housing and meal assignments and update addresses

**NOTE: IF YOU HAVE A HOLD ON YOUR ACCOUNT, YOU WILL BE STOPPED AT SCREENING AND WILL NOT BE ALLOWED TO COMPLETE REGISTRATION UNTIL THE OBLIGATION IS SATISFIED.**

The various holds are as follows:

**AC-DMSL** – Academic Dismissal – This hold is placed by the Registrar’s Office. If you have questions, contact that office (804) 524-6706.

**JD-DMSL** – Judicial Dismissal – This hold is placed by the Judicial Affairs Office. To clear this hold, contact that office (804) 524-5866.

**TEL** – This hold is placed when there is an outstanding telephone bill. The bill must be paid and the hold removed by the University Telephone Services Center. For information call (804) 524-5518.

**BUS SCH** – The School of Business places this hold. The student needs to report to Room 105, Singleton Hall before completing registration.

**FINANCIAL HOLD (S)** – The Student Accounting Office place this hold. Contact that office (804) 524-5506 to clear your account. Such holds include, but are not limited to university loans, prior balances, unpaid parking fines, tuition payment plan and collection accounts.

**FINANCIAL AID HOLD** – The Office of Student Financial Aid places holds when the financial aid process has not been completed by the student or Guardian. For information call (800) 823-7214 or (804) 524-5990.

**IMMUNIZATION HOLD** – Student Health Services places this hold when the immunization record is incomplete. For information call (804) 524-5711. Student Health Services must remove this hold.

**MIS-REQ** - This hold is placed by the Office of Admissions. Various documents such as high school transcripts may be needed to complete the student’s file. For information call (804) 524-5902.

## **LATE REGISTRATION/VALIDATION PROCEDURES**

**LATE VALIDATION WILL BEGIN: AUGUST 17, 2009**

VALIDATED STUDENTS  
**PLEASE NOTE:**

**If you paid your fees early and were validated through the mail, you are not late.**

**Report to class. Your ID will be automatically updated. You will not have to report to the gym.**

**STUDENTS WHO COMPLETED COURSE REGISTRATION AND WERE NOT FINANCIALLY CLEARED (VALIDATED): Late registration will begin at 8:30 a.m. on August 17, 2009 in the Daniel Gymnasium. Please report to Daniel Gymnasium – pay fees and be validated. There will be a late validation fee of \$100.00.**

**PLEASE NOTE THE LAST DATE  
FOR COURSE  
SELECTION/VALIDATION:**

AUGUST 24, 2009 – the LAST day for course selection, add/drops, or other schedule adjustments.

# **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

## **I. POLICY STATEMENT CONCERNING THE CONFIDENTIALITY OF STUDENT RECORDS**

Students attending, or who have attended, Virginia State University are afforded certain rights concerning their education records under the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. 1232g), and regulations of the United States Department of Education (34 C.F.R. Part 99).

It is the policy of Virginia State University not to release education records or personally identifiable information contained therein, other than directory information, without the student's written consent. Such prohibition against release generally does not extend to record requests from other school officials at the University with a legitimate educational or administrative interest, other schools to which a student is transferring, State and Federal education authorities, accrediting organizations, appropriate officials in cases involving health and safety, organizations conducting studies on behalf of the University, and education record requests pursuant to judicial orders or lawfully issued subpoenas. Questions concerning this Policy may be referred to the Office of the University Registrar.

Directory information under this policy includes:

- student's name
- address(es)
- telephone number(s)
- electronic e-mail address(es)
- photographs
- date and place of birth
- major field of study
- whether a student is currently enrolled
- enrollment status (full-time, half-time, etc.)
- class
- academic level
- anticipated date of graduation
- certification that the student has applied for a degree
- dates of attendance
- degree(s) earned, including date and level of distinction
- honors and awards received
- participation in officially recognized activities and sports
- weight and height of members of athletic teams

The University may disclose personally identifiable information designated as directory information from a student's records without a student's prior written consent unless the student informs University officials, including the University Registrar, that specified categories of directory information are not to be released. Requests to withhold directory information from campus directories and other University publications must be submitted to the Registrar's Office no later than 5 p.m. on Friday of the second week of classes for the fall semester.

## **II. NOTIFICATION OF RIGHTS UNDER FERPA FOR POST SECONDARY INSTITUTIONS**

**FERPA affords students certain rights with respect to their education records. These rights include:**

**The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.** Students must submit to the Office of the University Registrar written or electronic requests with their electronic signatures that identify the record (s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

**The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.** Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write or send an electronic message with their electronic signatures to the University official responsible for the record, clearly identify the part of the record they want changed, and specify what it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisor, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Visitors or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by Virginia State University to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

### **III. PARENTAL ACCESS TO STUDENT EDUCATION RECORDS**

Under FERPA, the word “student” refers to an individual who has reached the age of eighteen or is attending an institution of post-secondary education. The word “parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. At the post-secondary or collegiate level, FERPA provides that parents have no inherent rights to inspect a student’s education records. Normally the right to inspect education records at the University is limited solely to the student. FERPA does, however, authorize the University to release education records and personally identifiable information to parents as defined above, where one of the following conditions have been met: (1) the student has given written consent to the release of records to the parents; or (2) the parents produce sufficient documentary evidence that they (or either of them) declared the student as a dependent on their most recent federal income tax return as authorized by the federal income tax laws. See Section 152, Title 26 of the United States Code, for definition of “dependent” for income tax purposes.

# BUILDING CODE AND COURSE LEGEND

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DAV - Davis Hall	GEMA - General Education - Math
DG - Daniel Gymnasium	GEMU - General Education - Music and Art
FB - Fauntleroy Building	GEOG - General Education - Geography
FH - Foster Hall	GEOL - General Education - Geology
FL - Fort Lee	GEPE - General Education - Physical Education
GH - Gandy Hall	GEPH - General Education - Physics
HH - Harris Hall	GEPI - General Education - Philosophy
HM - Hunter McDaniel	GEPO - General Education - Political Science
JBB - Jessie Bolling Building	GEPS - General Education - Psychology
MH - Memorial Hall	GESO - General Education - Social Science
OH - Owens Hall	GUID - Guidance/Counseling
SNB - Singleton Hall	HPER - Health, Physical Education and Recreation
ENG - New Engineering Bldg	HIST - History
ACCT - Accounting	HRIM - Hotel, Restaurant Management
AGEC - Agriculture Economics	IEDU - Industrial Education
AGED - Agriculture Education	INTC - Industrial Technology
ANSC - Animal Science	MAED - Mathematics Education
AQSC - Aquatic Science	MATH - Mathematics
ARTS - Art	MCET - Mechanical Engineering Technology
ASYM - Administrative Systems Management	MCOM - Mass Communications
BIOL - Biology	MGMT - Management
CTST - Career Technical Studies	MILS - Military Science
CHEM - Chemistry	MKTG - Marketing
CISY - Computer Information Systems	MUSI - Music
CJUS - Criminal Justice	PADM - Public Administration
CNED - Continuing Education	PHIL - Philosophy
CSCI - Computer Science	PHYS - Physics
DIET - Diet	PLSC - Plant Science
DRAM - Drama	PSYC - Psychology
DRFT - Drafting Technology	RECR - Recreation
EDAS - Education Administration and Supervision	SOCI - Sociology
EDUC - Education	SOSC - Social Science
ELED - Educational Leadership	SOWK - Social Work
ELET - Electronics Technology	SPAN - Spanish
ECON - Economics	SPED - Special Education
ENED - English Education	SPEE - Speech
ENGL - English	STAT - Statistics
ENGT - Engineering Technology	TAMM - Textiles
FCCS - Family Child and Community Services	VCAD - Visual Communication Art and Design
FINC - Finance	
FMKT - Food Marketing	
FREN - French	
GEBI - General Education - Biology	
GECH - General Education - Chemistry	
GEEN - General Education - English	
GEES - General Education - Earth Science	
GEHE - General Education - Health	
GEHI - General Education - History	

# WITHDRAWAL OF REGISTRATION

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If you have selected courses for **Fall 2009**, been awarded financial aid, and/or assigned on-campus housing, please return this form to the Registrar's Office if you decide not to return to VSU. **THIS FORM CAN NOT BE USED ONCE YOU ARE VALIDATED.** You must go through the Counseling Center to withdraw after you have officially enrolled by being validated.

**MAIL TO: Office of the Registrar  
Virginia State University  
P. O. Box 9217  
Petersburg VA 23806**

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NAME \_\_\_\_\_

V-NUMBER \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER (    ) \_\_\_\_\_

PLEASE CHECK BELOW:

\_\_\_\_\_ I was assigned on-campus housing

\_\_\_\_\_ I was awarded Financial Aid

\_\_\_\_\_ I will return to VSU at a later date; expected term: \_\_\_\_\_

Reason for not returning to VSU this term: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

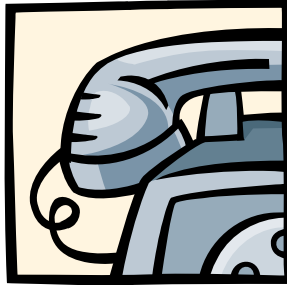
Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**Virginia State University  
Registrar's Office**

**119 Gandy Hall  
University Boulevard  
Petersburg, VA 23806**



**IMPORTANT CONTACTS**

<b>Admissions</b>	<b>(804) 524-5902</b>
<b>Continuing Education</b>	<b>(804) 524-5377</b>
<b>Financial Aid</b>	<b>(804) 524-9990 1800 823-7214</b>
<b>Graduate Office</b>	<b>(804) 524-5985</b>
<b>Registrar's Office</b>	<b>(804) 524-5275</b>
<b>Student Accounts</b>	<b>(804) 524-5506</b>