

# Transfer Guide

Virginia State University



Together we can build a better world







WHAT’S INSIDE

**THE BEGINNING**

Congratulations ..... 3

Memorandum from Dr. W. Weldon Hill .....4

Trojan Introduction Program .....5

History .....6

The Trojan Challenge .....7

The Evening Song.....8

The Alma Mater .....9

**RESIDENCE LIFE**

Housing Terms and Conditions ..... 11

**STUDENT SERVICES**

Health Evaluation Form..... 13

A Quick Checklist..... 14

Meningitis Vaccine Now Required ..... 15

Hepatitis B Vaccine Now Required ..... 16

The University College Letter ..... 17

Students With Disabilities Program..... 19

1 Card Services ..... 20

**FINANCIAL INFORMATION**

Student Accounts .....21

Cashier’s Office Checklist .....23

Family Educational Rights And Privacy Act.....24

Financial Aid Calendar .....26

Questions About Financial Aid.....27

**INFORMATION & FORMS TO BE COMPLETED**

Open House Invitation .....34

Admissions Acceptance Form .....35

College Transcript Request.....37

T.I.P.S Pick a Date .....39

Programs of Study .....41

Health Evaluation Form.....43

Meningitis And Hepatitis B Vaccine Form.....47

Students With Disabilities Form.....49

Application For Financial Assistance .....51

W-9S Form.....53

Non-University Award Form .....55

Direct Plus Loan Application .....57

**CONTACT US**

Do You Have Specific Questions?.....59

Campus Map ..... Inside Back Cover

*Building a Better World...since 1882*



## CONGRATULATIONS!!!

Congratulations on your acceptance to Virginia State University. **This** booklet contains material that must be completed and returned to begin your enrollment at Virginia State University. This booklet will help answer some of the questions that you may have and will direct you to contacts that will help you with the enrollment process. Payment of the initial fees no later than the deadline date will ensure you make a smooth transition and will initiate the enrollment process. As you complete each action, make a copy of the form for your records. We have included a list of the offices you will most likely need to contact. We want you to call if you have concerns. Remember, we are here to help you with this new stage in your life.

### Action

(check (✓) when action is completed)

- ☐ Submit Application for Financial Assistance
- ☐ Submit Admissions Acceptance Form
- ☐ Submit Advanced Enrollment Fee (\$100)\*
- ☐ Submit Orientation Fees (\$75.00)\*
- ☐ Submit Residence Hall and Food Service Agreement (Fall semester) with \$300.00 Fee \*\*
- ☐ Submit Residence Hall and Food Service Agreement (Spring semester) with \$150.00\*
- ☐ Submit Request for Student's or Borrower's Taxpayer Identification Number and Certification
- ☐ Submit Student with Disabilities Program Form (if applicable)
- ☐ College Transcript Form due to VSU
- ☐ Submit Health Evaluation Form

\* **These Fees are non-refundable.**

\*\* **\$150.00 of this \$300.00 fee is refundable.**

\*\* **Prices are subject to change.**



## VIRGINIA STATE UNIVERSITY

PETERSBURG, VIRGINIA 23806

OFFICE OF THE PROVOST/VICE PRESIDENT  
FOR ACADEMIC AFFAIRS  
(804) 524-5997

All Newly Admitted Students:

I am happy to inform you of your admission to Virginia State University and wish for your continued success in your pursuit of academic excellence. On behalf of the administration, faculty, staff and students of **Virginia State University**, I welcome you to the University. It appears that you are well on your way toward being successful by your scholastic record and personal achievements. *Virginia State University* will play a significant role in assisting you to attain your career goals. You are joining a long list of graduates who have been successful leaders in their chosen professions and who continue to make outstanding contributions to society.

Your *Trojan Book* will assist you in making a smooth transition into the University. Therefore, it is of the utmost importance that you make a commitment to meet all requirements outlined in this packet. Be particularly sensitive to deadlines because they can affect your admission status, access to financial aid, availability of scholarships, and housing arrangements. It is important that you do not delay in completing and returning your Admissions Acceptance Form.

Again, congratulations on being admitted to **Virginia State University**!

Sincerely,

W. Weldon Hill, Provost/  
Vice President for Academic Affairs

## **TROJAN INTRODUCTION PROGRAM TIP TO BUILD A BETTER WORLD**

### **FALL SEMESTER 2014 - SPRING SEMESTER 2015**

Virginia State University Orientation is known as the Trojan Introduction Program (TIP) and is designed to introduce you and your family to the Land of Troy. Transfer students with less than 30 credits must attend one TIP Session.

#### **I ATTEND TIP IF I AM A...**

- Transfer student with less than 30 credit hours.
- Parent, Guardian, and/or individual who will be assisting with the financial obligations of the student enrolling.

#### **WHY SHOULD I ATTEND?**

##### *During your sessions you will...*

- Receive your student schedule.
- Take your One-Card Picture.
- Have the opportunity to receive financial counseling.
- Activate your student email and blackboard.
- Interact with T.I.P. Leaders, Administrators, Faculty, and Staff.

#### **WHAT SHOULD I DO NOW?**

##### *Follow these steps to prepare for your TIP Session*

Step 1: Submit Admission Acceptance form.

Step 2: Register For Your TIP Session.

Step 3: Verify that the Transfer Office has received all transcripts.

Step 3: Pay Your \$475 Enrollment Fee. (\$325 for spring students).

Step 4: Complete and submit all forms in this book!!!!

#### **WHAT IF IM ATTENDING IN THE SPRING?**

##### *Students admitted for the spring...*

- Do not attend a summer TIP session. Spring semester freshmen attend TIP in January.
- Pay all fees and submit all documents by the appropriate deadlines.

## HISTORY

Virginia State University was founded on March 6, 1882, when the legislature passed a bill to charter the Virginia Normal and Collegiate Institute. The bill was sponsored by Delegate Alfred W. Harris, a Black attorney whose offices were in Petersburg, but who lived in and represented Dinwiddie County in the General Assembly. A hostile lawsuit delayed opening day for nineteen months until October 1, 1883. In 1902, the legislature revised the charter act to curtail the collegiate program and to change the name to Virginia Normal and Industrial Institute.

In 1920, the land-grant program for Blacks was moved from a private school, Hampton Institute, where it had been since 1872, to Virginia Normal and Industrial Institute. In 1923, the college program was restored, and the name was changed to Virginia State College for Negroes in 1930. The two-year branch in Norfolk was added to the college in 1944; the Norfolk division became a four-year branch in 1956 and gained independence as Norfolk State College in 1969. Meanwhile, the parent school was renamed Virginia State College in 1946. Finally, the legislature passed a law in 1979 to provide the present name, Virginia State University.

In the first academic year, 1883-84, the University had 126 students and seven faculty (all of them Black), one building, 33 acres, a 200-book library, and a \$20,000 budget. By the centennial year of 1982, the university was fully integrated, with a student body of nearly 5,000, a full-time faculty of about 250, a library containing 200,000 books and 360,000 microform and non-print items, a 236-acre campus and 416-acre farm, more than 50 buildings, including 15 dormitories and 16 classroom buildings, and a biennial budget of 31,000,000, exclusive of capital outlay.

The university is situated in Chesterfield County at Ettrick, on a bluff across the Appomattox River from the city of Petersburg. It is accessible via Interstate Highways, 95 and 85, which meet in Petersburg. The university is only two and a half hours away from Washington, DC to the north, the Raleigh-Durham-Chapel Hill area to the southwest, and Charlottesville to the northwest.

Virginia State University has a long history of outstanding faculty and administration. The first person to bear the title of President, John Mercer Langston, was one of the best known blacks of his day. Until 1992, he was the only black elected to the United States Congress from Virginia (elected in 1888), and he was the great uncle of the famed writer Langston Hughes. From 1888 to 1968, four presidents – James H. Johnston, John M. Gandy, Luther H. Foster, and Robert P. Daniel – served an average of 20 years, helping the school to overcome adversity and move forward.

For the next four decades, seven more presidents would lead the University to its current level of excellence including James F. Tucker, Wendell P. Russell, Walker H. Quarles, Jr., Thomas M. Law, Wilbert Greenfield, Wesley Cornelious McClure and Eddie N. Moore, Jr.

On November 30, 2009, the Virginia State University Board of Visitors announced that Keith T. Miller, Ph.D. would become the institution's thirteenth president. Dr. Miller officially took office on July 1, 2010.



## ***The Trojan Challenge***

*As I accept the Trojan challenge I become committed to  
pursuing academic excellence;*

*As I endeavor to pursue this quest for Knowledge, dignity  
and the attainment of personal and professional goals.*

*I will not participate in any activity or dialogue which  
impugns the character, taints the personality, or defames  
the reputation associated with me or this  
institution of higher education.*

*My overall goals are  
to grow, contribute, and build.*

*This is my pledge that I present  
without duress or reservation.*

*As a Trojan, I stand on my honor and on the integrity of  
Virginia State University. I promise to live according to the  
highest standards, moral character, and social  
responsibility associated with Virginia State, its faculty,  
administrators, alumni and student body.*

*I will contribute only to those activities associated with  
the growth, development and furthering of human kind;  
the exploration of all that is life. I make a solemn  
commitment to myself and the University  
that because I am here  
“...the tradition continues”*

***Hail Virginia State!***

## ***The Evening Song***

*Words/Music by Alston Water Burleigh*

*Far above the Appomattox, on it's lofty hill,  
Stand the school we love so dearly, And we always will;  
Though the years may come between us, still what e'er our fate  
We will keep thy song before us, Hail Virginia State.*

### *Refrain:*

*Carry me back to Alma Mater,  
There stand the trees and the temples we adore  
Life's sweetest song we will sing to our Mother,  
Hail to Virginia State, our home forever more.*

*Keep our aim and purpose steadfast, Thru the darkest night,  
Lead us on to full achievement, By thy guiding light;  
Then when we fulfill our mission, Be it small or great  
We will sing thy praise forever, Hail Virginia State.*

## ***The Alma Mater***

*Words by Felicia D. Anderson*

*O, the warm mellow sunlight is shining  
And the trees like great sentinels stand;*

*They are guarding our dear Alma Mater  
The pride of Virginia's land.*

*Alma Mater, O Mother so tender,  
Thy children beloved gather here  
To drink from thy fount clear and sparkling  
And breathe thy pure atmosphere*

*Forth we go to the world to do service  
Thy lofty command to fulfill  
"With thy light go dispel all darkness  
And thus do thy Father's will"*

*Live on, Live on! Alma Mater,  
To thee we shall always be true;  
Our vows we shall pay unto heaven,  
And thee, our Orange and Blue.*

*Chorus:*

*Hail State! Hail State! Hail, Hail, Hail!  
We're loyal sons and daughters true to the Orange and Blue  
Our hearts beat warm with love from Thee  
Though near or far from Thee we be  
Virginia State, Virginia State, Hail, Hail, Hail!*

## NEW STUDENT CAMPUS HOUSING 2014-2015

### Housing Requirements:

- 1. Admitted to the university | 2. Paid required fee | 3. Completed online application**

The Department of Residence Life would like to congratulate and welcome you to the Trojan family! To ensure your housing request is received in a timely fashion, we ask that you utilize our online application. Information on how to complete the online application follows. If at any point you need assistance, please contact our office at [reslife@vsu.edu](mailto:reslife@vsu.edu). Rooms are awarded first come, first serve so abide by all deadlines as they will be strictly enforced. **To be considered for on-campus housing, students must have been admitted to the University, paid all housing fees, AND completed the Housing and Food Service Agreement.** Failure to complete one of the three requirements will delay your housing process.

### **FALL 2014 / SPRING 2015 HOUSING PROCESS**

**STEP 1: Pay required Housing Fees**

**Deadline for Fall 2014 (May 1)**

**Deadline for Spring 2015 (December 1)**

**STEP 2: Complete online Housing and Food Service Agreement**

**Fall 2014 (February 1)**

**Spring 2015 (November 1)**

**\*Payment of the \$100.00 Advanced Enrollment Fee must be paid & posted to the student's Banner Account before access is granted to the online Housing and Food Service Agreement.\***

### Housing Assignments will be issued in the following ways:

1. Visible via BANNER (MYHOUSING)
2. Disbursed at your confirmed Orientation session or
3. Emailed to the email address indicated on your Housing and Food Service Agreement
4. Sent via the United States Postal Service



## NEW STUDENT CAMPUS HOUSING 2014-2015

### How much do I owe and when is it due?

\$300.00 must be posted to your BANNER account by:

May 1 (Fall)  
December 1 (Spring)

### Students new to university housing:

Non-Refundable Room Reservation Fee: \$150.00

Refundable Room Damage Deposit: \$150.00\*

\*(if Housing and Food Service Agreement terms are met)

### Spring admits pay ONLY the Refundable Room Damage Deposit Fee

### Can I apply before I pay the fee?

No, payment of the \$100.00 Advanced Enrollment Fee must be made and posted to the student's BANNER account before access to the online Housing and Food Service Agreement is granted.

### Where do I make payments?

In person @ the Cashiers Office  
Room 112 Virginia Hall - Campus Box 9125 Virginia State University, VA 23806

Charge by Phone: (804) 524-5150

Online: <http://www.vsu.edu/student-accounts/online-payments.php>

(Allow 7-10 business days for payment to post to the student's Banner account)

### I am a transfer student, what do I do?

Transfer students looking to reside on-campus should complete the VSU housing process. Transfer students looking to reside at University Apartments at Ettrick (UAE) should apply and pay all fees directly to the University Apartments at Ettrick at (804) 524-5153.

### How do I apply?

1. Go to [www.vsu.edu](http://www.vsu.edu)
2. Click Trojan Link (top of page)
3. Click Banner
4. Click self-service for students
5. Login with your V# and PIN# (Pin default is student's date of birth: mmddyy)
6. Click Student Tab
7. Click MyHousing
8. Click Login under ApplyOnline and complete the online Housing and Food Service Agreement

### When will I know where I am housed?

June 1st for Fall and December 20th for Spring

### Where can I view my housing assignment?

1. Go to [www.vsu.edu](http://www.vsu.edu)
2. Go to Trojan Link (top of page)
3. Go to BA
4. Click self-service for students
5. Login with your V# and PIN# (Pin default is student's date of birth: mmddyy)
6. Click Student Tab
7. Click MyHousing
8. Click Login under MyHousing and select Housing Overview

### Can I pick a roommate?

First time students cannot make roommate or hall requests. First time students are assigned randomly by the housing office.

### When do I move in?

Please refer to our website, <http://www.vsu.edu/student-life/residential-living/moving-in/move-in-weekend.php> for the Fall 2014 and Spring 2015 move in dates.

## NEW STUDENT CAMPUS HOUSING 2014-2015

### RECOMMENDED ITEMS TO BRING

- 2 or 3 Way Cable Splitter
- Alarm Clock
- Area Rug
- Bathrobe
- Broom and Dustpan
- Cleaning Supplies
- Comforter Set
- Computer or laptop
- Desk Lamp
- Desktop Printer
- Fan
- Flashlight/Batteries/Cellular phone
- First Aid Kit
- Formal/Semi-Formal/Professional Attire
- Iron
- Ironing Board
- Laundry Supplies (HIGH EFFICIENCY)
- Mattress Cover
- Portable Battery Operated Radio
- Portable Personal Size Safe
- Pillow
- Printer Paper
- Sewing Kit
- Sheet Set (Twin Extra-long)
- Shower Shoes
- Surge Protector
- Small Refrigerator (2.5 - 3.6 Cubic Feet)
- Toiletries
- Towels
- Trash Bags
- Winter Coat, Hat, Scarf, Gloves, Boots
- Television no larger than 24 inches
- VCR / DVD Player
- Waste Basket

### ITEMS NOT TO BRING

- Air Conditioner
- Bed-risers/bricks
- Candles and incense
- Coffee Pot
- Cooking Appliances
- Exercise Equipment
- Extension Cords  
(Heavy duty /lightweight)
- George Foreman Grill
- Hot Plates
- Hotpot
- Large Stereo Equipment
- Microwave
- Multi-Plug Adapters
- Scented Plug-Ins with Socket Extensions
- Toaster
- Toaster Oven

### LIVING IN A COMMUNITY ENVIRONMENT:

As a member of a residence hall community, you assume the responsibility of working with your roommate and neighbors to develop and maintain a safe, comfortable, and stimulating environment. Residence hall staff members are available to help you adjust to the new environment and encourage you to become involved with people and activities. Residence halls offer a number of amenities for the comfort and convenience of students, featuring common areas such as lounges, study rooms, reception lobbies, and recreation rooms. Soda, snack machine, a microwave, and a laundry room are located in each residence hall. Because each hall is a community, residents are responsible for maintaining cleanliness in their rooms and surrounding areas.

### Have questions about housing?

Call Housing: 804-524- 6852/5007/6713 or 1-877-291-9596

Having problems remembering your Banner pin or password? Call IT: 877-394-8535

Visit: <http://www.vsu.edu/student-life/residential-living/index.php> for more information

Need a paper application? Please send an email request to [reslife@vsu.edu](mailto:reslife@vsu.edu).

## HEALTH EVALUATION FORM

### To all full-time students entering Virginia State University:

The state of Virginia law requires that all **full-time** students who are enrolling for the first time in a four-year public institution to provide a health history and an official immunization record. Virginia State University further requires that each **full-time** student to provide documentation of a physical examination performed within the twelve months preceding his/her initial enrollment. Previously enrolled students who are returning as **full-time** students after an absence from campus greater than one year must submit a new history and physical examination.

The Health Evaluation Form contains four parts, one section to be completed by you and three sections to be completed by your licensed health care provider. **You are responsible for returning your COMPLETED health evaluation form directly to the Department of Student Health Services. ALL information must be on this form.** Students who do not provide all required information will not be allowed to occupy a dormitory room and will not be permitted to register for a second semester at Virginia State University.

### Information about your immunization records:

1. Proof of appropriate immunization is required for rubeola measles, mumps, rubella, tetanus, diphtheria, polio, Tdap Hepatitis B and Meningitis.
2. Month, day and year must be documented on all vaccinations.
3. Persons born **before** 1957 are considered immune to rubeola and mumps. However, proof of appropriate immunization must be provided for the remainder of the diseases mentioned above.
4. Immunization records will not be accepted with “**white out**” corrections, unsigned corrections, or notations in pencil.
5. All immunization records must be signed by a physician or verified with an official stamp from a physician’s office or health department.
6. If official documentation of appropriate vaccination is not available, it will be necessary to repeat the vaccine(s). Laboratory evidence of immunity to rubella and rubeola is acceptable.
7. If you must request immunization records from sources other than your own physician’s office, you are responsible for making sure that these records are received by Student Health Services.

**REMEMBER: THE DEADLINE FOR RETURNING YOUR COMPLETED HEALTH EVALUATION FORM IS AUGUST 1 FOR FALL ENTRY AND DECEMBER 1 FOR SPRING.**

## HEALTH EVALUATION FORM CHECKLIST

Please be sure the following information is complete **before submitting the Health Evaluation form**. This is required of all full-time students; including transfer students regardless of classification.

### (SECTION I)

- ☐ Emergency Contact Information.
- ☐ Is every section of the Health Record completed, including: (page 2)
- ☐ Social Security Numbers.
- ☐ Yes/No to all questions.
- ☐ Allergies and Medications.
- ☐ Did you sign and date your form?

### (SECTION II)

- ☐ Has your physician/clinician completed every item on the Health Evaluation form?  
(Including diagnosis and recommendation for physical activity)
- ☐ Is photocopy of immunization records attached?
- ☐ Signature of physician/clinician, address, phone number and date of physical.

### (SECTION III)

- ☐ Are all immunization dates documented?
- ☐ 1st and 2nd MMR – both dates are required.
- ☐ Tetanus Diphtheria or tdap – within ten (10) years.
- ☐ Polio (OPV) AND DIPHTHERIA/TETANUS/PERTUSSIS (DTP) – date of last in series.
- ☐ Hepatitis B – Vaccine or waiver required.
- ☐ Meningitis – Vaccine or waiver required.
- ☐ TB Screening or TB skin test

Medical Insurance Information: Please provide a photocopy of insurance I.D. card or other information that would assist the student in processing a claim.

**We ask that the health record be returned on the original form. You may fax additional information for the health record. (FAX: 804-524-5026). If you fax the health record, please send the original in the mail.**

Again, it is important for you to answer each section of the health record completely. Unanswered questions may result in a delay in your registration process. If you have questions regarding the completion of these forms, please call Student Health Services at (804) 524-5711 fax (804) 524-5026, Monday – Friday 8:00 a.m. – 5:00 p.m.

### **Return original completed health form to:**

Virginia State University  
Student Health Service  
P.O. Box 9082  
Petersburg, VA 23806

Student Health Services / P.O. Box 9082 / Petersburg, Virginia 23806 / (804) 524-5711 / Fax (804) 524-5026



## MENINGITIS VACCINE NOW REQUIRED

### REQUIREMENT:

Vaccination against meningococcal disease is required for all incoming full-time students enrolled for the first time in a four-year, public institution of higher education in the Commonwealth of Virginia.

### MANDATED BY:

The General Assembly of the State of Virginia law was approved, March 20, 2001 requires that all new incoming students be provided information about the risks of Meningococcal disease and the availability and effectiveness of vaccine.

### ABOUT THE DISEASE:

Meningococcal disease is a bacterial infection commonly referred to as meningitis. Initial symptoms are flu like and therefore, make diagnosis difficult. If not treated early, the disease can lead to brain damage, vital organ failure, permanent disability and even death. Although rare, cases of meningococcal disease among teens and young adults 15 to 24 years of age have more than doubled since 1991. Recent studies indicate that college students living in dormitories, particularly freshmen dormitory residents are at increase risk of infection. An estimated 100 to 125 cases of meningococcal disease occur on college campuses each year and of those students infected, as many as 15 may die.

### ABOUT THE VACCINE:

The meningococcal vaccine is considered safe and is well tolerated with the most common side effect being soreness at the injection site. It provides protection against four of the five strains of the bacteria that cause meningococcal disease (strains A, C, Y, and W-135) for approximately 3 to 5 years. It is estimated that vaccination would prevent approximately two thirds of all cases of meningococcal disease in college students and up to 88% of deaths. *(Note: The Haemophilus influenza type b (Hib) vaccine given to infants and young children is often referred to as a "meningitis vaccine" but, it does not protect against meningococcal disease and does not meet the vaccination requirement.)*

### FAILURE TO COMPLY:

Will result in inability to register for a second semester.

### EXCEPTIONS:

The legislation does allow any student, or parent or legal representative of any student under age 18, to sign a written waiver stating that he or she has received and reviewed information on meningococcal disease including the availability and effectiveness of the meningococcal vaccine, and has chosen not to be vaccinated (*Virginia State University assumes no liability for individuals electing not to be vaccinated*).

Additional information can be obtained on the following websites:

Centers for Disease Control and Prevention (CDC) <http://www.cdc.gov/health/disease.html> (select meningococcal disease)

American College Health Association <http://www.acha.org>.

## HEPATITIS B VACCINE NOW REQUIRED

### REQUIREMENT:

Vaccination against Hepatitis B disease is required for all incoming full-time students enrolled for the first time in a four-year, public institution of higher education in the Commonwealth of Virginia.

### MANDATED BY:

The General Assembly of the State of Virginia law was approved, March 20, 2005 requires that all new incoming students be provided information about the risks of *Hepatitis B* infection and the availability and effectiveness of vaccine.

### ABOUT THE DISEASE:

Hepatitis B is caused by a virus that attacks the liver. The virus, which is called hepatitis B virus (HBV), can cause lifelong infection, cirrhosis (scarring) of the liver, liver cancer, liver failure, and death.

HBV is spread when blood or body fluids from an infected person enters the body of a person who is not infected. For example, HBV is spread through having sex with an infected person without using a condom (the efficacy of latex condoms in preventing infection with HBV is unknown, but their proper use might reduce transmission), by sharing drugs, needles, or “works” when “shooting” drugs, through needlesticks or sharps exposures on the job, or from an infected mother to her baby during birth.

Hepatitis B is not spread through food or water, sharing eating utensils, breastfeeding, hugging, kissing, coughing, sneezing or by casual contact.

### ABOUT THE VACCINE:

The vaccine is 80% to 100% effective in preventing infection or clinical hepatitis in those who receive the complete course of vaccine.

### FAILURE TO COMPLY:

Will result in inability to register for a second semester.

### EXCEPTIONS:

The legislation does allow any student, or parent or legal representative of any student under age 18, to sign a written waiver stating that he or she has received and reviewed information on Hepatitis B including the availability and effectiveness of the Hepatitis B vaccine, and has chosen not to be vaccinated (*Virginia State University assumes no liability for individuals electing not to be vaccinated*).

Additional information can be obtained on the following websites:

Centers for Disease Control and Prevention (CDC) <http://www.cdc.gov/health/disease.htm>  
(select Hepatitis B disease)

American College Health Association <http://www.acha.org>.

## VIRGINIA STATE UNIVERSITY

Division of Academic Affairs

The University College

1 Hayden Drive, P.O. Box 9006  
Virginia State University, VA 23806  
[universitycollege@vsu.edu](mailto:universitycollege@vsu.edu)

Phone: (804) 524-6755

Fax: (804) 524-5466

Dear Future Trojan,

Welcome to the University College of Virginia State University and to the Land of Troy!!! We are excited about your decision to attend Virginia State University and to become a part of an academic community that is saturated with knowledge, filled with excitement and designed especially with you in mind.

As you embark on this new academic and social experience, the University College will provide you with support and enhance services to assist you in making your time spent at VSU successful. We are the only centralized location on campus that will provide you with encouragement, academic enhancement, personal coaching and an inviting student commons atmosphere.

While our goal is to assist you in graduating in four years, we recognize that your time at VSU should be the most rewarding of your educational career. You are our business and we take this charge of responsibility very seriously. Therefore, we have devised three very relevant teams to help you in your educational endeavor:

*University College 101* – A Freshman Orientation course designed to address your transition to college life and to introduce you to strategic measures that will make the transition successful.

*Student Enhancement and Support* – Student services offered to assist you in succeeding academically, socially, culturally and personally.

*University Advising* – Academic and Personal counseling services along with advisement on class selections during registration. “Big or small, University Advisors do it all”.

These teams were specifically created to provide you with an experience that will prepare you to become a proud Trojan graduate.

As you embrace your first year at Virginia State University, we look forward to sharing this extraordinary experience with you. Again, welcome to the University College of Virginia State University!!!!

Sincerely,

Evelina McIntire Davis, Ph.D.  
Executive Director  
The University College of Virginia State University

**VIRGINIA STATE UNIVERSITY**

**Division of Academic Affairs**

**The University College**

1 Hayden Drive, P.O. Box 9006  
Virginia State University, VA 23806  
[universitycollege@vsu.edu](mailto:universitycollege@vsu.edu)

***The Mission***

*The Mission of the University College (VSUC), in partnership with the Virginia State University Community, is to provide a centralized guidance program to assist each student to reach his/her potential, and to prepare students to be responsible and productive coed’s in the Virginia State University Community and in a Global society.*

***The University College Promise***

*The VSUC will provide an atmosphere where academic and moral excellence are inspired, where respect for the rights and opinions of others is practiced and a sense of integrity and fairness prevail.*

*The VSUC will provide opportunities for each student to develop a sense of dignity, a positive self-concept, a focused self-direction, and a functional skill set in an effort to mold he/she to be a constructive member and a positive reflection of Virginia State University.*

STUDENT SERVICES



## UNIVERSITY COUNSELING CENTER STUDENTS WITH DISABILITIES PROGRAM

Virginia State University recognizes its responsibility to provide qualified individuals with disabilities an equal opportunity to participate in its quality academic programs while maintaining the standards that are integral with the pursuit of academic excellence.

**The mission of the Students with Disabilities Program is to provide an integrated and cohesive set of support programs, services and activities for students with disabilities. Assistance in identifying and arranging reasonable accommodations and other services are available based on individual need.**

### SERVICES INCLUDE:

- Reasonable academic accommodations
- Learning strategies and workshops
- Personal, academic and career counseling
- Referrals
- Learning Resource Center (includes Assistive technology/Adaptive equipment)
- Physical access to programs and services

### SELF-IDENTIFICATION IS STRICTLY VOLUNTARY

For additional information, contact:

Students with Disabilities Program, Memorial Hall, Room 101, (804) 524-5061  
Dr. Rosezelia W. Roy, Coordinator

Substance Abuse & Sexual Assault Prevention Program, Memorial Hall, Rooms 101 and 409 (804) 524-5939 and (804) 524-5061  
Dr. Evelyn V. Whitehead, LPC, Coordinator

Mental Health Counseling Services, Memorial Hall, Rooms 101 and 409, (804) 524-5939  
and (804) 524-5061

Visit website at: <http://www.vsu.edu/student-life/support-and-resources/students-with-disabilities/index.php>

## 1 CARD SERVICES

### What is the VSU 1Card?

The Virginia State University 1Card is the official identification and security card for all VSU students, faculty and staff. New students are issued their cards during Registration, while returning students will have their cards activated before the Fall semester. The 1Card is needed to obtain various services such as:

- Attending Athletic events
- Using various Library services
- Eating at any VSU Dining Services facility
- Entering your dormitory
- Purchasing items at the VSU Bookstore

### Why the 1Card?

The VSU 1Card offers several advantages to students at the University.

- 1.It eliminates the need to carry cash.
- 2.It offers parents a means of controlling expenses and ensuring that students have money for specific needs.
- 3.It is safe, as you will need a PIN number for some purchases.
- 4.It makes the University safer as only residents can enter their assigned residence halls with this card.

### What if I lose my 1Card?

A quick call to the Department of Police and Public Safety will deactivate your card.

### What can I do with my 1Card?

Your VSU 1Card can be used at the following locations:

**Dining Dollars** - Once fully implemented, you will be able to use your dining dollars to purchase ala carte items at any dining facility other than in Jones Dining Hall.

**Copier/Printing Dollars** - Copier/Printing Dollars or Trojan Dollars are required in order to use the microfiche printers, copiers, or any of the computer printers in Johnston Memorial Library.

**Laundry Dollars** - All residence halls have laundry rooms equipped with modern washers and dryers. You may use your Laundry Dollars or Trojan Dollars on any of the machines and avoid the need to have change.

**Bookstore Dollars** - You will need your 1Card in order to obtain a Book Voucher during registration. In addition, you will be able to use Bookstore Dollars or Trojan Dollars to purchase any item in the Bookstore.

**Trojan Dollars** - These are general purpose dollars that may be used for any of the above listed items. In addition, Trojan Dollars may be used on vending machines equipped with card readers.

**Security** - Card readers are installed on the main door to all residence halls. Your 1Card is needed to enter your assigned residence hall.

### How do I put money on my 1Card?

VSU students have the capability to deposit money on their 1Card via Automatic Deposit Machines (ADM). These can be found at the following locations:

- Johnston Memorial Library
- Jones Dining Hall
- Foster Hall

## STUDENT ACCOUNTS

Dear Parent/Student:

As you prepare for the next tax-filing deadline, please be aware of the educational tax benefits available to help families recoup some of the cost associated in paying for post-secondary education. Earlier this year, we notified students of these new tax credits entitled, **The Hope Scholarship Credit and the Lifetime Learning Credit**. These new tax credits on your tax return can directly reduce the amount of federal income tax owed. To help you with filing one of these credits on your tax return, we will be mailing you a form 1098-T, Tuition Payment statement by January 31, in the upcoming year.

As we prepare to assemble the demographic and financial information of students who attended Virginia State University during the calendar year, we request that you complete the attached form **W9-S, Request for Student's or Borrower's Social Security Number and Certification**. This form will report and certify the correct social security number of the taxpayer. The taxpayer, the student of the person who can claim you as a dependent, may be eligible to file the Hope Scholarship Credit or the Lifetime Learning Credit, to reduce their Federal income tax liability.

We ask that you please return the attached form to the following address:

Virginia State University  
Registrar's Office  
P.O. Box 9217  
Petersburg, VA 23806

If you should have any questions regarding this request for information, call the Student Accounts Office at (804) 524-5506, between the hours of 8:30 a.m. to 4:30 p.m. Eastern Standard Time. Since we do not offer tax advice, we recommend that you seek the assistance of a qualified tax professional. Additional information related to the Hope Scholarship and Lifetime Learning credits can be found in the official **IRS publication 970, Tax Benefits for Higher Education**.

Please realize that failure to furnish your correct Social Security Number to us, will subject you to an IRS penalty of \$50.00. This penalty will be imposed unless your failure to provide requested information is due to reasonable cause and not to willful neglect. Please be reminded that it is your responsibility to submit a corrected W-9 form to the University when changes occur in your filing status. Thank you in advance for completing and returning the attached Form W-9S. We look forward to you having a prosperous academic career here at Virginia State University.

Sincerely,

Tim Tetreault  
Bursar



VIRGINIA STATE UNIVERSITY  
Office of Student Accounts  
P. O. Box 9025  
PETERSBURG, VIRGINIA 23806  
(804) 524-5506

Dear Parent/Student:

Every semester at Virginia State University starts with the Validation process. The Offices of Student Accounting and Cashiering are responsible for this activity. The short version is Validation means the student is financially cleared to attend Virginia State University. The longer version is that the student either: has enough in Aid/Loans to cover the total due for Tuition, Fee, Room and Board (i.e. balance due) or; the balance due not covered by Aid/Loans has been placed on a payment plan with Tuition Management Services (TMS) with the first payment made.

If you are unsure what your balance due is, log into Banner Self Service for Student. There you can check the status of your financial aid and view your total Semester charges. If you have a balance due, once you deduct the projected aid, you can submit payment, in full, via the web through the University's on-line payment option or enroll in a monthly payment plan, with TMS, at [www.vsu.edu](http://www.vsu.edu) - TrojanLink. If you are not sure if you are validated, you can check your validation status by viewing the hold section of Banner Self Service for Student. If you have a "V" hold you are validated for that semester.

If the amount of aid you are receiving exceeds the amount of charges you can use up to \$700 of the projected overage to purchase their textbooks. Go to [www.virginiastatebookstore.com](http://www.virginiastatebookstore.com) and, using your class schedule, price the cost of your books. Once you know how much you need send an email, from your VSU student email to [Bookvoucher@vsu.edu](mailto:Bookvoucher@vsu.edu) requesting a bookvoucher. Be sure to include your name and V number and the amount you want on the bookvoucher. If you still have an overage you can include in the same email a request that up to \$150.00 be placed on your 1Card in the form of Trojan Dollars. See the VSU website for more information.

By taking care of business before you start the new term, you evade the registration lines and can concentrate on beginning your education at Virginia State University.

Sincerely,

Tim Tetreault  
Bursar  
Virginia State University



## CASHIER'S OFFICE CHECKLIST

The helpful hints, listed below will assist you when mailing or making payments to Virginia State University.

- ✓ Payments using credit cards and direct bank account debit may be made via the web at [www.vsu.edu](http://www.vsu.edu). Click on the Trojan Link, and follow the links to the payment portal. There is no cost for this service.
  - ✓ The Cashier's Office accepts cash, money orders, and checks, VISA, Master Card, American Express and Discover.
  - ✓ We also accept bank-to-bank wire payments. When wiring money to VSU, please contact the VSU Cashier's Office at (804) 524-5150 for wiring instructions.
  - ✓ All checks (no starter checks) must have the following information pertaining to the payer:
    - Name imprinted by check manufacturer.
    - Current living address & phone number, hand written if not imprinted.
    - Must be dated with current date (No post-dated checks will be accepted).
    - Signature reasonably corresponds to imprinted name on check.
  - ✓ A fee of \$50.00 will be charged for all returned checks and future payment by check will not be accepted.
  - ✓ Always write the check purpose and VNumber on your check or money order.
  - ✓ Please Mail **Money Orders and Checks** to the following address. (**Do NOT forward cash**):
  - ✓ Mail in payments should be sent to the Cashier's Office to ensure proper crediting.
- Virginia State University  
Cashier's Office  
P.O. Box 9125  
Petersburg, VA 23806
- ✓ Cash payments may be made in person at the Cashier's Office located in Room 112 in Virginia Hall.
  - ✓ Office hours for the Cashier's Office are: Monday-Friday 8:30a.m.- 4:30p.m.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

### 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.

Questions concerning this Policy may be referred to the Office of the University Registrar, 804-524-5275.

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

Questions concerning this Policy may be referred to the Office of the University Registrar, 804-524-5275.

## FINANCIAL AID CALENDAR 2014-2015

### JANUARY

- Submit the Free Application for Federal Student Aid (FAFSA) for 2014-2015 to the Federal government after January 1st. Login at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Obtain parents income taxes to assist you in completing the FAFSA. Virginia State University school code is required **003764**.

### FEBRUARY

- Annual Financial Aid Expo – **MANDATORY** attendance is required for current VSU students.
- If you have not completed the Free Application for Federal Student Aid (FAFSA) for 2014-2015 to the Federal government, please do so at this time. The priority-funding deadline is March 31st.

### MARCH

- It can take up to 2 weeks to process your FAFSA electronically. You should receive a Student Aid Report from the Federal processing center. If you do not receive your Student Aid Report (SAR) with the results from your FAFSA after 4 weeks you may wish to contact the processing center at (800) 4 FED-AID or (800) 433-3243.
- March 31st is Virginia State University's priority deadline filing date. Be aware that results from your FAFSA received after March 31st may reduce your chances of receiving certain federal and state grants or work-study. All financial aid is awarded on a first-come first-serve basis.

### APRIL

- It is **IMPORTANT** to respond to any financial aid request(s) for supporting documentation as requested by your financial aid administrator. (To obtain VSU forms electronically, please visit [www.vsu.edu](http://www.vsu.edu), select "Financial Aid" tab, and then click on "Documents & Forms").
- Notify Virginia State University's Admissions Office of your decision to attend VSU at (800) 871-7611.

### MAY

- You should receive your Award Notification (via mail and/or e-mail). Please follow steps provided to accept your award(s).

### JUNE

- Make preparations to pay for college if financial aid does not cover your total tuition. All tuition and fees are due prior to official enrollment.

- If you do not have enough funds to pay for tuition, you may want to contact Tuition Management System at (800) 722-4867.
- If you are applying for the Parent (PLUS) Loan, you must submit your Application and/or Pre-Approval Information to the Office of Student Financial Aid by June 1st.

### JULY

- Attend one (1) New Student Orientation Session; refer to your Trojan Odyssey Book for dates.
- Undergraduate registration begins this month for students who have been admitted to the University.
- If entering on the Tuition Management System, your first payment is due this month.

### AUGUST

- Undergraduate registration continues this month.
- Virginia State University dorms will open this month. Please refer to our website, [www.vsu.edu](http://www.vsu.edu) for the Fall 2014 and Spring 2015 move in dates.
- If you have been awarded a Federal Direct Stafford student loan, you must complete the electronic promissory note and entrance counseling. Please visit [www.vsu.edu](http://www.vsu.edu) and select "Financial Aid" tab and then "Direct Loans" tab and follow the instructions.
- If participating on the Tuition Management Plan, your second payment is due this month.
- Virginia State University classes begin.
- You must be validated before you can begin classes. Validated means you have completed all of your financial obligations. (Financial Aid, Tuition Management System Plan, Cash Payments, etc.)

### SEPTEMBER

- If you were awarded College Work Study, job placement begins this month. Contact your Financial Aid Office for details of the scheduled **MANDATORY** workshop this month.
- The Office of Student Financial Aid will begin posting financial aid proceeds to your account.

### OCTOBER

- Midterms and Fall Break.

### NOVEMBER

- Course registration for Spring 2015 begins.

### DECEMBER

- Prepare for Fall 2014 final exams.

## QUESTIONS ABOUT FINANCIAL AID

Student Financial Aid Programs are very competitive, the single most important thing that you can do to maximum your chances of receiving adequate financial assistance, is to apply early and ensure you submit any requested information in a timely manner. Adhering to published deadlines is critical to your financial aid success. Our mission is to remove any obstacles that may hamper you in receiving “The Education of your Life.”

### How do I Initiate the Financial Aid Process?

1. You should first review and complete the Free Application for Federal Student Aid (FAFSA). It is highly recommended that you complete and submit the FAFSA on-line by going to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (please request and maintain your Personal Identification Number (PIN). Your PIN will be used throughout your enrollment period at Virginia State University for various activities. **Reminder:** Virginia State University school code is: **003764** and the priority filing deadline date is **March 31st**.
2. Please ensure that the information you are reporting on your FAFSA is as accurate as possible. After you have submitted your FAFSA data, print and retain a copy of your submission confirmation for your records.

### What do I need to do next?

**Wait!** You should wait approximately 5 to 7 days to obtain the results of your submitted FAFSA. You will receive in the mail your Student Aid Reports (SAR). The SAR will give you your Expected Family Contribution (EFC), which is used to determine in most cases, the types of financial assistance you will be eligible to receive. If you have indicated VSU as a school you will be attending, the Office of Student Financial Aid will also receive your results electronically.

If you are selected for a process called Verification, the Office of Student Financial Aid Programs will instruct you to submit additional information that will be required to complete the application process. Documents such as IRS Transcripts, W-2's, any schedules filed with your tax return, the verification worksheet and other related materials could be required.

If you are not selected for the Verification Process, you should receive an Official Award Notification (via postcard or e-mail) within 10 to 14 days. **Reminder:** Please ensure that you have been admitted to the University. The Office of Student Financial Aid cannot begin the Awarding Process until you have been officially admitted by the Office of Admissions.

### Once I receive my Award Notification, then what's next?

Once you receive your Award Notification (via mail or e-mail), you must follow the required steps to accept your award offer. If you accept the Federal Direct Stafford loan, and you are a first-time student to the University, you must complete the *Entrance Counseling and electronically sign the Master Promissory Note*. Visit our Financial Aid website [www.vsu.edu](http://www.vsu.edu) and select the tab for “Financial Aid,” click on “Loan Counseling” and the “Federal Direct Stafford Loan Process” for further instructions.

### How do I find out what scholarships are available, and if I am eligible to apply?

Student may visit our Financial Aid website [www.vsu.edu](http://www.vsu.edu) and select the tab for “Financial Aid”, or call our Enrollment Services Call Center at 800-823-7214/804-524-5990. Our website will have information regarding scholarship website links, and it provides eligibility information for VSU scholarships.

### **What if I receive scholarships and other state grants that are not listed on my Award Letter?**

If you are the recipient of other scholarships and grants that are **not** listed on your award letter, you must photocopy the letter from the scholarship or grant donor and forward it to us, along with the Scholarship Notification Addendum Form that will be included in the award packet. The U. S. Department of Education requires you to notify the Office of Student Financial Aid of all scholarships and grants you will be receiving for educational purposes.

Note: Free money for college is available from a variety of private sources and can be in the form of scholarships, grants and military aid. Scholarships are an attractive way to pay for college because you do not need to repay the money.

Not all scholarships are based on academic performance. In fact, some are based on financial need, religious affiliations, and/or minority status. Community organizations, the church you attend, labor unions, and private charities or foundation also offer scholarships. Be creative, think about what makes you different, and find the group that values that difference.

For more information on available scholarships, visit our website at [www.vsu.edu](http://www.vsu.edu) and select “Financial Aid” tab.

### **What if I am interested in applying for a student loan?**

Federal Direct Stafford Loans (Stafford Subsidized and Unsubsidized) are automatically offered to you as part of your financial aid package.

If this is the first time you have borrowed a Federal Direct Stafford Loan, you must complete an Entrance Counseling and Electronic Master Promissory Note. Please visit our website at [www.vsu.edu](http://www.vsu.edu) and select “Financial Aid” tab; “Loan Counseling” tab then select “Federal Direct Stafford Loans” tab.

### **What if the award programs don’t cover all my expenses?**

You should review the cost of attendance for the University and your award notification letter to determine if you have sufficient funds to cover your educational expenses.

**If not, you** may explore these options:

#### **Federal Direct Parent (Plus) Loan Program**

The Federal Direct Parent (PLUS) Loan is a low-interest federally funded loan for parents of undergraduate dependent students. With the Plus Loan, parents can borrow up to the total cost of education, minus any financial aid you have received. PLUS loans are available regardless of income or assets, and no collateral is required. Parents do not have to prove financial need; however, credit-worthiness and a credit check are required. Visit our website at [www.vsu.edu](http://www.vsu.edu) and select “Financial Aid” tab and then “Documents and Forms” tab and print the application and submit to our office for processing.

**Reminder: Priority deadline for Parent PLUS Loan Application is June 1st.**

#### **Tuition Management System Payment Plan**

Virginia State University (VSU) offers a no interest three, four and five-month payment plan through Tuition Management System to all students who have an outstanding balance greater than \$200.00. Students have the opportunity to pay their total account balance monthly. Payments are made directly to Tuition Management System and posted to individual student accounts. You must re-enroll in the plan for each semester and the enrollment fee is required for each semester. If you have additional questions, please contact Tuition Management System (800) 722-4867.

Office of Student Financial Aid / P.O. Box 9031 / Petersburg, Virginia 23806



### How and When Will I Receive My Financial Aid?

- For grants, most scholarships, Federal Direct Stafford Loan funds, and Federal Direct PLUS Loan funds, our office reviews your enrollment and other eligibility criteria and authorizes payment to your student account.
- Your awards may increase, decrease, or be canceled, depending on eligibility reviews. If your aid is canceled for any reason, you are responsible for paying all tuition, fees, and book charges you have incurred. Credited funds are applied to your unpaid balance, including any charges you may have for books.
- For grants, scholarships, and processed loans for repeat borrowers, funds are credited to students' accounts approximately one week after the end of the add/drop period.
- If your credited aid exceeds your VSU charges, VSU will send you a refund check to use toward personal and living expenses within 14 days after your aid is credited. If your charges exceed your credited aid, you must pay the balance.

### How Do I Pay For My Books?

Eligible enrolled students whose grant, scholarship, and/or certified loan funds exceed their charges may be eligible to use Book Vouchers to charge their books against their pending aid. For more information regarding Book Vouchers, please contact the Student Accounts Office at (804) 524-5506. (*Books are generally an out-of-pocket expense*).

### How Many Credits Do I Need to Take?

Most awards cannot be disbursed until you have registered for at least 12 credit hours. If you fall below these minimum credit requirements by dropping or withdrawing from classes, your awards may be canceled or reduced.

- Pell, FSEOG, and certain state awards vary based on credits. See your award letter for specifics.
- Direct Stafford Loans, Direct PLUS Loans, and many private loans require 6 credit hours per semester.
- Scholarships require that you be enrolled in at least 12 credit hours. Review your scholarship award notice.

### What Else Do I Have To Do To Receive and Keep My Aid?

#### • **Enroll in Degree or Certificate Program**

For all Federal, State and University aid programs and many scholarship programs, you must be enrolled in an associate, bachelor, and master's or doctorate degree program and must be taking courses toward that program.

#### • **Satisfactory Academic Progress (SAP)**

To remain eligible for Federal and State aid you must meet the **Financial Aid** academic progress standards. These SAP standards are different from the college's general Academic Standing Policy. SAP standards include a 2.0 cumulative G.P.A., completing 12 credit hours each semester, completing 80% of all attempted credits if enrolled part-time and completing your program before you exceed attempted credit limits. Withdrawals can cause SAP suspensions. Please refer to the Student Guide for Tuition & Fees for more information.

#### • **Annual Reapplication Requirement**

For Federal, State and University aid programs, **you must reapply every year** by submitting a Free Application for Federal Student Aid (FAFSA). To apply online, go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). **For the best award package, submit your FAFSA by March 31st.**

What Happens If I Drop, Withdraw, or Change Grading Method to Audit?

- Your award letter lists the amount of financial aid you will receive for various levels of enrollment. You can not receive aid for *Dropped* or *Audited* courses.
- A course is considered “dropped” if you drop before the 100% tuition refund deadline. There are no charges or SAP penalties for dropped courses.
- If you withdraw from a course after the tuition refund date, it is a “withdrawal.” You will be charged for “withdrawn” courses, and **withdrawals can lead to violations of the Financial Aid SAP Policy.**
- If you withdraw below the full-time status (less than 12 credit hours) and received Pell Grant, the Pell Grant will be adjusted based on remaining hours of enrollment.
- If you withdraw from all your courses or stop attending them before completing more than 60% of the semester, you may have to repay all or a portion of the financial aid that you received.
- Please refer to the Student Guide for Tuition & Fees for more information.

How Is Financial Need Determined?

- **Financial Need** is defined as the difference between our Cost of Attendance as determined by the University and your Expected Family Contribution (EFC).
- The **Cost of Attendance** includes tuition, fees, books, supplies, transportation and living expense estimates determined by the Office of Student Financial Programs.
- The U.S. Department of Education calculates your **Expected Family Contribution (EFC)** based on the financial information from your Free Application For Federal Student Aid (FAFSA). They compare your income and assets against standard cost of living allowances for the number of people in your household.

Cost of Attendance
– Expected Family Contribution (EFC)
= Financial Need

What If My Financial Situation Has Changed?

If your family experiences an extreme change in its finances due to circumstances such as illness, disability, divorce, or unemployment, you can have your eligibility reevaluated based on your new family financial circumstances. Request a “Professional Judgment” form and submit all of the requested documentation to our office. We will review your request and notify you of the results.

Award Descriptions and Requirements (Visit our website for a complete list of award programs)

- **Federal Direct Stafford Loans**  
*Federal Direct Subsidized Stafford Loans* are available to students who demonstrate financial need. The Federal government pays all of the interest on these loans until six months after the student graduates or stops attending college at least half time (6 credits). *Federal Direct Unsubsidized Stafford Loans* are available to students who are not eligible for subsidized loans, and to independent students who wish to borrow more than their maximum subsidized amount. The student is responsible for paying all the interest on Unsubsidized Stafford Loans.
- **Stafford Loan Borrowing Limits**  
Your award letter lists your estimated loan eligibility. Your annual Federal Direct Stafford Loans cannot exceed Federal annual limits or your remaining financial need, whichever is lower. Annual limits vary based on financial need, dependency status, and number of completed credits. Dependent students can only borrow a base amount of \$3,500, \$4,500 or \$5,500. Independent students can borrow the same base amounts plus an additional \$4,000 or \$5,000 based on grade level.

• **Additional Federal Direct Unsubsidized Loan**

The Department of Education approved an additional Unsubsidized Loan in the amount of \$2,000 for undergraduate students. All students are required to have a completed FAFSA on file to be eligible to receive the additional loan funds.

**Undergraduate Students:**

	<b>Subsidized Federal Direct Stafford Dependent Students</b>		<b>Unsubsidized Federal Direct Stafford (Independent or Direct Parent PLUS Loan Denied)</b>	
<b>Classification/Cumulative Completed Credits:</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Maximum</b>	<b>Combined Total</b>
<b>Freshman ( 1– 29 Credit Hours Earned)</b>	\$200	\$3,500	\$4,000	\$7,500
<b>Sophomore (30 – 59 Credit Hours Earned)</b>	\$200	\$4,500	\$4,000	\$8,500
<b>Junior (60 – 89 Credit Hours Earned)</b>	\$200	\$5,500	\$5,000	\$10,500
<b>Senior ( 90 – higher Credit Hours Earned)</b>	\$200	\$5,500	\$5,000	\$10,500

<b>Additional Federal Unsubsidized Loan</b>	<b>Freshman</b>	<b>Sophomore</b>	<b>Junior</b>	<b>Senior</b>
<b>Amount for Academic Year</b>	\$2,000	\$2,000	\$2,000	\$2,000

**Graduate Students:**

	<b>Subsidized Stafford</b>		<b>Unsubsidized Stafford</b>	
<b>Master’s Candidates Completed Credits:</b>	\$200	\$8,500	\$12,000	\$20,500
<b>Doctorate’s Candidate</b>	\$200	\$8,500	\$12,000	\$20,500

There are other loan options beyond those listed above and the Direct Parent (PLUS) Loan. The Private Alternative Loans are also available. To explore these options further, please visit our website at [www.vsu.edu](http://www.vsu.edu) and select “Financial Aid” tab, then “Apply for Loans” tab and click on Alternative (Private) Loan link.

**What are the Satisfactory Academic Progress (SAP) Standards?**

To remain eligible to take classes at VSU, you must comply with the college-wide **Academic Standing Policy**. In addition to these standards, to remain eligible to receive financial aid, you must meet the **VSU Financial Aid** standards for **Satisfactory Academic Progress (SAP)**. To comply with these Financial Aid SAP standards, you must meet all of the following requirements:

1. **Cumulative Grade Point Average**

You must maintain a cumulative grade point average of 2.0 or better.

2. **Cumulative Course Completion Rate (Avoid Excessive Withdrawals!)**

You must complete at least 80 percent of all attempted credits including: withdrawn, failed, incomplete, repeated, and completed courses; transfer courses; and all credits attempted during periods when you did not receive financial aid. A class is considered “completed” if you have earned a grade of “D” or better.

**Withdrawn courses count as unsuccessful attempts.**

### 3. Complete Degree Before Exceeding Attempted Credit Limit

You must complete your program of study within 150 percent of the published number of credits. For example, if your degree program requires 120 credits, you must complete your program before you have attempted more than 150 credits. Transfer credits count against your 150% limit. If you complete the requirements for one degree or certificate, you may be able to receive aid for additional programs of study.

Satisfactory Academic Progress will be evaluated at least once each semester for students enrolled in the associate, Bachelor, master and doctorate degree programs. Students who are not meeting the SAP standards will be placed on SAP Warning or Cancellation. Students placed on **Cancellation** are **ineligible** for all Federal, State, and University aid programs.

## GENERAL FINANCIAL AID INFORMATION

### VSU Office of Student Financial Programs:

Phone:	804-524-5990	8:00 am to 5:00pm
Toll Free Number:	1-800-823-7214	(Monday through Friday)
E-Mail:	finaid@VSU.edu	
Fax:	804-524-6818	
Web Site:	www.vsu.edu (select "Financial Aid" Tab)	
Office Hours:	Monday through Friday	8:00 am to 5:00 pm

### Other Phone Numbers:

VSU Cashier's Office	804-524-5150
VSU Records and Registration	804-524-5275
VSU Admissions	804-524-5901
VSU Residence Life	804-524-5011 or 1-877-291-9596
VSU Office of Student Accounts	804-524-5506
VSU New Student Orientation & Advisement	804-524-5356
VSU Graduate Studies	804-524-5985
VSU One Card Office	804-524-5282
Federal Student Aid Information Center (FAFSA Information & Student Aid Report Changes)	800-4FED-AID (800-433-3243)
Federal Student Aid TTD#:	800-730-8913
Department of Veterans' Affairs	888-442-4551
Internal Revenue Service	800-829-1040

### Other Financial Aid Web Sites:

Free Scholarship Search	<a href="http://www.fastweb.com">www.fastweb.com</a>
Wired Scholar (Scholarship Info)	<a href="http://www.wiredscholar.com">www.wiredscholar.com</a>
General Financial Aid Information:	<a href="http://www.finaid.org">www.finaid.org</a>
College Board Scholarship Search	<a href="http://www.collegeboard.org/fundfinder/">www.collegeboard.org/fundfinder/</a>
FAFSA Online & FAFSA Help:	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>
FAFSA PIN	<a href="http://www.PIN.ed.gov">www.PIN.ed.gov</a>
Minority Scholarships	<a href="http://www.bkscholars.csfa.org">www.bkscholars.csfa.org</a>
NCAA Scholarship Information	<a href="http://www.ncaa.org/about/scholarships">www.ncaa.org/about/scholarships</a>
Scholarship & Financial Aid Help	<a href="http://www.blackexcel.org/fin-sch">www.blackexcel.org/fin-sch.</a>
Scholarship Information	<a href="http://www.scholarships.com">www.scholarships.com</a>
Veterans' Benefits:	<a href="http://www.gibill.va.gov">www.gibill.va.gov</a>
Register for Selective Service	<a href="http://www.sss.gov">www.sss.gov</a>
State of Virginia Financial Aid Information	<a href="http://www.SCHEV.edu/student/">www.SCHEV.edu/student/</a>

# OPEN HOUSE

## 2014

### YOU ARE INVITED!!

We are pleased to announce that we will be hosting three Open House programs which will be held on Saturday, February 15, Saturday, March 22\*, and Wednesday, April 16 from 10:00 a.m. to 2:00 p.m. at Virginia Hall. We understand that you will need an opportunity to visit us before making that final decision.

Dates

Deadlines

February 15, 2014-	University Expo	February 13, 2014
March 22, 2014-	Senior Open House* (Admitted Student Day)	March 20, 2014
April 16, 2014-	Open House	April 14, 2014

You will have the opportunity to meet and greet with the different colleges about their “Programs of Study”, as well as, meet faculty members, staff, and students. You will also be able to obtain information about Admissions and Financial Aid. Our Student Ambassadors will be available to provide a full detailed walking tour of the campus.

Please refer to our website for check-in times. Early reservations are encouraged. If you have any questions about the Open House programs or need special accommodations due to a disability, please contact Jessica Washington, Admissions Counselor at [jwashington@vsu.edu](mailto:jwashington@vsu.edu) at least two weeks before the Open House.

We look forward to seeing you and encourage you to become a part of the legacy of Building a Better World.

In the Trojan Spirit,

The Admissions Staff



ADMISSIONS ACCEPTANCE FORM

We invite you to join the Virginia State University family. Please indicate your response below and **return this invitation to Transfer Admissions, P.O. Box 9054, Petersburg, VA 23806 or fax (804)524-6981**. It is important that we receive this form from you to start the enrollment process. After acceptance of the invitation, the next step is to pay your Deposits.

Please Print Legible

Name \_\_\_\_\_  
Last First M.I.

Mailing Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
Street Address, Apt # (Area Code) Number

\_\_\_\_\_ Gender ☐ Female ☐ Male  
City State Zip Code

Email Address \_\_\_\_\_ V# \_\_\_\_\_

Major \_\_\_\_\_

- ☐ Yes, I will attend Virginia State University in Fall 2014
- ☐ Yes, I will attend Virginia State University in Spring 2015
- ☐ No, I will not attend Virginia State University. I will be attending \_\_\_\_\_.

DEPOSITS

Deposits are due the beginning of the Spring semester if you are attending Virginia State in August 2013; and in the beginning of the Fall semester if you are attending in January 2015. Fees are listed below. Deposits are not waived and are out of pocket fees.

Term/Fee	Admissions Enrollment	Orientation	Housing	Housing	Total
Fall 2014 on campus	\$100*	\$75*	\$150*	\$150**	\$475
Fall 2014 off campus	\$100*	\$75*	0	0	\$175
Spring 2015 on campus	\$100*	\$75*	0	\$150**	\$325
Spring 2015 off campus	\$100*	\$75*	0	0	\$175

\* Nonrefundable \*\*\$150 Refundable  
\* Prices are subject to change.  
\* Students transferring in with more than 30 credits DO NOT have to pay the orientation fee.

**Admissions questions?**  
Contact the Transfer Admissions by email at [transferadmissions@vsu.edu](mailto:transferadmissions@vsu.edu), (804)524-5888, or visit us at 20716 4th Ave, VSU, Virginia 23806.

FORMS TO BE COMPLETED





COLLEGE TRANSCRIPT REQUEST

Dear Admitted Student:

You must submit your **OFFICIAL** college transcript, which shows your official college seal and the original signature of the authorized school official. Please fill in the spaces below and **give this form to your Registrar's Office**.

Student's Name:\_\_\_\_\_

Student Identification Number:\_\_\_\_\_

\*\*\*\*\*

Dear Registrar's:

The student named above has been admitted to Virginia State University. In order to complete the admission's process, the student is required to provide the **OFFICIAL** college transcript. **All transcripts must be submitted with the college seal and original signature of the authorized school official.** Students not complying with this requirement can not be enrolled at the University.

Send the college transcript to the following address:

Virginia State University  
Transfer Admissions  
P.O. Box 9054  
Petersburg, VA 23806

Thank you very much for your cooperation and assistance.

Will Travis  
Transfer Coordinator

FORMS TO BE COMPLETED





TROJAN INTRODUCTION PROGRAM  
2014 TIP Pick-A-Date Registration Form

To register, verify the information below. Select your preferred TIP session, and then return to the Office of Orientation, P.O. Box 9421, Virginia State University, VA 23806 or fax 804-524-6943. **Please do not make any non-refundable travel arrangements until you complete the TIP registration process and receive confirmation of your assigned TIP session.**

Name \_\_\_\_\_  
First M.I. Last Name

V# \_\_\_\_\_ Phone No. \_\_\_\_\_

Major: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fall Semester 2014

\_\_\_ Session I- Thursday, July 17, 2014

\_\_\_ Session II- Friday, July 18, 2014

**Please Remember That:**

- Your admission offer is based on submission of all official transcripts.
- Your offer is subject to re-evaluation should you submit transcripts that were not included with your initial application.
- Virginia State University reserves the right to rescind your offer if you fall below the minimum requirements.
- Virginia State University is under no obligation to transfer credits from an institution not listed on your application.

FORMS TO BE COMPLETED





PROGRAMS OF STUDY

REGINALD F. LEWIS  
COLLEGE OF BUSINESS

*Accounting (B.S.)*

MANAGEMENT (B.S.)

*Human Resources Management*

MARKETING (B.S.)

MANAGEMENT INFORMATION  
SYSTEMS

COLLEGE OF HUMANITIES AND  
SOCIAL SCIENCES

CRIMINAL JUSTICE (B.S.)

ECONOMICS (B.S.)

ENGLISH (B.A.)

HISTORY (B. A.)

MASS COMMUNICATIONS (B.A.)

*Print Media Option*

*Radio and Television Option*

*Public Relations Option*

MUSIC (B.M. /B.A.)

*Instrumental Performance*

*Keyboard Performance*

*Sound Recording Technology*

VOCAL PERFORMANCE

POLITICAL SCIENCE (B.A.)

SOCIAL WORK (B.S.W)

SOCIOLOGY (B.A.)

VISUAL COMMUNICATION, ART &  
DESIGN (B.F.A)

*Studio Art Concentration*

*Animation Concentration*

*Graphic Design Concentration*

*Web Design Concentration*

COLLEGE OF NATURAL AND  
HEALTH SCIENCES

*Biology (B. S.)*

*Chemistry (B.S.)*

*Biochemistry/Pre-Professional*

*Forensics Chemistry*

*Psychology (B.S.)*

COLLEGE OF  
ENGINEERING AND  
TECHNOLOGY

COMPUTER ENGINEERING (B.S.)

COMPUTER SCIENCE (B.S.)

ELECTRICAL AND ELECTRONIC  
ENGINEERING TECHNOLOGY (B.S.)

INDUSTRIAL & LOGISTICS  
TECHNOLOGY (B.S.)

MANUFACTURING ENGINEERING (B.S.)

MATHEMATICS (B.S.)

*Mathematics/ Statistics*

*Actuarial Mathematics*

*Mechanical Engineering Technology (B.S.)*

COLLEGE OF EDUCATION

INTERDISCIPLINARY STUDIES (B.S.)

*Community Based Education*

*Teaching Endorsement – Elementary Education  
(PreK-6)*

*Teaching Endorsement – Special Education*

HEALTH & PHYSICAL EDUCATION (B.S.)

COLLEGE OF AGRICULTURE

AGRICULTURE (B.S.)

*Agriculture Business & Economics*

*Animal Science/Pre Veterinary Medicine*

*Plant, Soil and Environmental Science*

FAMILY & CONSUMER SCIENCES (B.S.)

*Dietetics*

*Family, Child, and Community Services*

*Family and Consumer Sciences Education (6-12)*

*Textiles, Apparel and Merchandising  
Management*

HOSPITALITY MANAGEMENT (B.S.)

(Concentrations are in Italics)

A.S. – Associate of Science

B.S. – Bachelor of Science

B.A. – Bachelor of Arts

B.M. – Bachelor of Music

B.F.A. – Bachelor of Fine Arts

B.S.W. – Bachelor of Social Work



HEALTH EVALUATION FORM

**I. HEALTH HISTORY-** To be completed by the STUDENT (Required of all full-time students)  
Please answer all questions. Information requested in this form is strictly for the use of the Health Center in providing medical care and will not be released without your consent. Information gathered will not affect your status in any way.

Name \_\_\_\_\_ Age \_\_\_\_\_ Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex \_\_\_\_\_  
Last First MI  
Student ID V# \_\_\_\_\_ Sports \_\_\_\_\_

Home Address \_\_\_\_\_  
Street Apt City State Zip Code  
Home phone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_

Name of parent(s) or guardian: \_\_\_\_\_

Anticipated entry date: Spring \_\_\_\_\_ Fall \_\_\_\_\_ Previously enrolled: Yes \_\_\_\_\_ No \_\_\_\_\_

Admission Status First-Year ☐ Transfer ☐ Readmission ☐ Graduate ☐

In Case of Emergency, notify: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt City State Zip Code

Name of insurance company: \_\_\_\_\_ Subscriber: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Address: \_\_\_\_\_

PERSONAL HISTORY

Significant Medical Conditions (dates and diagnoses): \_\_\_\_\_

Hospitalizations (dates and diagnoses): \_\_\_\_\_

Please circle to indicate whether you have (or had in the past) these problems.

Allergies	Hearing impairment	Migraine headache	Sexually transmitted disease
Anemia	Heart Disease	Pneumonia	Substance/alcohol abuse
Asthma	Heart murmur	Psychological problems	Thyroid disorder
Bleeding disorder	Hepatitis or liver disease	Rheumatoid arthritis	Tuberculosis or positive TB test
Cancer or malignancy	High blood pressure	Rheumatic fever	Visual impairment
Chickenpox	HIV	Sickle Cell Trait	Other
Diabetes	Kidney infection or stone	Sickle Cell Disease	
Gastrointestinal Disorder	Lung disease	Seizure disorder	

**FAMILY HISTORY:** Check if condition exists in your family (immediate family, grandparents, aunts, uncles, and cousins).

Allergies	Cancer	High Blood Pressure	Sudden death
Anemia	Diabetes	Lung Disease	Tuberculosis
Asthma	Eye disorder	Psychiatric disorder	Ulcer
Bleeding disorder	Heart disease	Stroke	Other

FOR SIGNATURE OF PARENTS/LEGAL GUARDIANS OR STUDENTS 18 YEARS OF AGE OR OLDER

Virginia law requires parental permission in order to provide medical or surgical care to minors. Parents/legal guardian must sign the following consent statement to ensure medical care is carried out promptly without unnecessary delays.

**RELEASE OF MEDICAL RECORDS:** I authorize the release of all medical records to Virginia State University Student Health Center. I hereby authorize the physicians, clinicians, and staff nurses of Virginia State University Student Health Center to examine, interview, test, and if necessary, treat my son/daughter/myself, as deem advisable.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Parent, guardian or student

**IMPORTANT NOTICE:** Failure to comply with the Commonwealth of Virginia Immunization laws will result in a Student Health HOLD being placed on your registration for the upcoming semester.

Student Health Services / P.O. Box 9082 / Petersburg, Virginia 23806 / (804) 524-5711 / Fax (804) 524-5026

HEALTH EVALUATION FORM

II. **PHYSICAL EXAMINATION:** To be completed by THE LICENSED HEALTH PROFESSIONAL (M.D., P.A., N.P.) PERFORMING THE EVALUATION. Please review the student's history (Part I), and provide additional details as needed. Please complete the physical exam and comment on all positive findings.

Name \_\_\_\_\_ SID V# \_\_\_\_\_  
Last First Middle

HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ lbs. BP \_\_\_\_\_ Pulse \_\_\_\_\_ Vision R 20/ \_\_\_\_\_ L 20/ \_\_\_\_\_

Please record findings below. If abnormal please elaborate.

Examination findings	Normal	Abnormal	Examination findings	Normal	Abnormal
Head, Ear, Nose, Throat			Genitourinary		
Eyes			Back		
Respirator			Extremities		
Cardiovascular			Skin		
Breasts			Surgical scars		
Gastrointestinal			Metabolic/Endocrine		
Hernia			Neuropsychiatric		

Abnormal findings: \_\_\_\_\_

\_\_\_\_\_ Hct or Hgb: \_\_\_\_\_ Sickle Cell test (if indicated): \_\_\_\_\_ Urine: Alb. \_\_\_\_\_ Glu. \_\_\_\_\_ Micro. \_\_\_\_\_

REQUIRED (Please check)

DIAGNOSIS: Excellent health with no chronic medical problems ☐ OR

Other diagnosis and recommendation-Please list ☐ \_\_\_\_\_

REQUIRED (Please check)

PHYSICAL ACTIVITY: Unlimited: ☐ Limited (explain): ☐ \_\_\_\_\_

Allergies to Medications: \_\_\_\_\_

Current Medications and Doses: \_\_\_\_\_

Examiners Signature: \_\_\_\_\_ Date of Exam: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

PHONE: (OFFICE) (\_\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_\_) \_\_\_\_\_

**IMPORTANT NOTICE:** Failure to comply with the Commonwealth of Virginia Immunization laws will result in a Student Health HOLD being placed on your registration for the upcoming semester.

Student Health Services / P.O. Box 9082 / Petersburg, Virginia 23806 / (804) 524-5711 / Fax (804) 524-5026

HEALTH EVALUATION FORM

III. IMMUNIZATION RECORD – To be completed and signed by THE HEALTH CARE PROVIDER.

Name \_\_\_\_\_ SID V# \_\_\_\_\_  
Last First Middle

Please attach copy of immunization records(s)      Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

		Month	Day	Year
Required by law	Polio series completed yes no Last booster			
Required by law	Diphtheria/Tetanus/Pertussis completed primary series			
Required by law	Tetanus toxoid/diphtheria or Tdap (within ten years)			
Required by law: on or after first birthday	MMR (dose 1)			
Unless born prior to 1957	OR			
	Measles vaccine (dose 1)			
	Mumps			
	Rubella			
	AND			
Required by law	MMR (dose 2) (given at least one month after dose 1)			
	OR			
	Measles vaccine (dose 2)			
	OR			
	Titer: Please provide copy of report.			
Required by law	Hepatitis B: Completion date.			
Required by law	Meningococcal vaccine: Within 5 years (not HIB)			

PLEASE ATTACH COPY OF IMMUNIZATION RECORD(S). All information must be in English.

\_\_\_\_ To the best of my knowledge, this person received the above immunizations.

OR

\_\_\_\_ The physical condition of the above named individual is such that immunization could endanger life or health.

Signature of Health Professional: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Fax:(\_\_\_\_) \_\_\_\_\_

**IMPORTANT NOTICE:** Failure to comply with the Commonwealth of Virginia Immunization laws will result in a Student Health HOLD being placed on your registration for the upcoming semester.

Student Health Services / P.O. Box 9082 / Petersburg, Virginia 23806 / (804) 524-5711 / Fax (804) 524-5026

FORMS TO BE COMPLETED

HEALTH EVALUATION FORM

IV. TUBERCULOSIS SCREENING – TO BE COMPLETED AND SIGNED BY THE LICENSED HEALTH PROFESSIONALS (MD., PA., NP., RN) PERFORMING THIS EVALUATION.

The following are the revised tuberculosis screening requirements at Virginia State University. These are revised to reflect the updated recommendations published by the Centers for Disease Control in the MMWR, Vol. 49, June 9, 2000. Please answer all questions and sign below.

Name \_\_\_\_\_ SID V# \_\_\_\_\_  
Last First Middle

All answers must be indicated on this form before it is considered complete, incomplete forms will be returned.

- 1. Traveled to Asia, Africa, Latin America, Eastern Europe, or Russia within the last 5 years?  
Yes:\_\_\_\_\_ No:\_\_\_\_\_
- 2. Has the student had close contact with persons known or suspected of having tuberculosis?  
Yes:\_\_\_\_\_ No:\_\_\_\_\_
- 3. Volunteered, been employed or been a resident of a correctional institution, nursing home, mental institution, homeless shelter or other long-term care facility serving high-risk clients?  
Yes:\_\_\_\_\_ No:\_\_\_\_\_
- 4. Has the student been exposed to a household contact that meets any of the criteria numbers 2-5?  
Yes:\_\_\_\_\_ No:\_\_\_\_\_
- 5. Was the student born outside of the United States?  
Yes:\_\_\_\_\_ No:\_\_\_\_\_

Date of PPD \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of reading \_\_\_\_/\_\_\_\_/\_\_\_\_ Result: \_\_\_\_\_mm (provide actual size in mm, not just positive/negative) (Within last 12 months)

- If PPD, past or present, is positive-Chest x-ray is REQUIRED within the last 12 months:
- Result: \_\_\_\_\_
- Treatment (medication prescribed and duration of treatment) \_\_\_\_\_
- Any follow-up recommendations? \_\_\_\_\_

Examiner’s Signature \_\_\_\_\_

Date \_\_\_\_\_

PPD IS REQUIRED IF ANY OF THE FOLLOWING RESPONSES ARE YES.

ALL SECTIONS OF THIS FORM (I, II, III, AND IV) MUST BE COMPLETED AND RETURNED TO THE STUDENT HEALTH SERVICE. INCOMPLETE FORMS WILL BE RETURNED.

**IMPORTANT NOTICE:** Failure to comply with the Commonwealth of Virginia Immunization laws will result in a Student Health HOLD being placed on your registration for the upcoming semester.

FORMS TO BE COMPLETED



HEALTH EVALUATION FORM

Meningitis & Hepatitis B Vaccine Information Form

Name

Last

First

Middle

SID V#

Date of birth: / /

Meningitis

Meningitis is an infection of the fluid of the spinal cord and brain, caused by a virus or bacteria and usually spread through exchange of respiratory and throat secretions (i.e., coughing, kissing). Bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability. A vaccine is currently available that effectively provides immunity for most types of bacterial meningitis, the more serious form, but there is no vaccine for viral type.

Waiver of Liability:

I have received and read the information pertaining to meningitis. Despite the fact that I understand the risks involved, I refuse to receive the meningitis vaccine.

Signature of Student (or parent/legal guardian, if under 18 years of age)

Date: / /

Signature of Witness

Date: / /

Hepatitis B

Hepatitis B is a viral infection of the liver caused primarily by contact with blood and other body fluids from infected persons. Hepatitis B vaccine can provide immunity against hepatitis B infection for persons at significant risk, including people who have received blood products containing the virus through transfusions, drug use, tattoos, or body piercing; people who have sex with multiple partners or with someone who is infected with the virus; and health care workers and people exposed to biomedical waste.

Waiver of Liability:

I have received and read the information pertaining to hepatitis B. Despite the fact that I understand the risks involved, I refuse to receive the hepatitis B vaccine.

Signature of Student (or parent/legal guardian, if under 18 years of age)

Date: / /

Signature of Witness

Date: / /

Note: Virginia State University assumes no liability for individuals electing not to be vaccinated for Meningitis or Hepatitis B.

IMPORTANT NOTICE: Failure to comply with the Commonwealth of Virginia Immunization laws will result in a Student Health HOLD being placed on your registration for the upcoming semester.



FORMS TO BE COMPLETED

UNIVERSITY COUNSELING CENTER  
STUDENTS WITH DISABILITIES PROGRAM

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities in programs and activities that receive Federal financial assistance. The Students with Disabilities Program is available to provide support services to Virginia State University students with disabilities. The responses we receive will help us in preparing for specific accommodations that students may require during the academic year. Students are encouraged to visit the Students with Disabilities Program, Memorial Hall, Room 101, call (804) 524-5061 or e-mail at rroy@vsu.edu or cbogle-dessuit@vsu.edu before your arrival on campus.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

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

PHONE \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

SSN \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

(Directions: For question 1a, write the number of the category that best describes your primary disability. If you have other disabilities, up to three may be entered for 1b.)

1a. \_\_\_\_Primary Disability  
1b. \_\_\_\_, \_\_\_\_, \_\_\_\_Other Disabilities

- 01 Cerebral Palsy

02 Spinal Cord Injury

03 Cystic Fibrosis

04 Emotional Disorder

05 Head Injury

06 Deafness/Hearing Impairment

07 Arthritis

08 Multiple Sclerosis

09 Muscular Dystrophy

10 Specific Learning Disability

11 Post-polio
- 12 Speech/Language Impairment

13 Spina Bifida

14 Spinal Cord Injury

15 Blindness/Visual Impairment

16 Other: Neurological Impairment

Specify: \_\_\_\_\_

17 Other: Physical Impairment

Specify: \_\_\_\_\_

18 Other: Chronic Health Problems

Specify: \_\_\_\_\_

19:Other: \_\_\_\_\_

FORMS TO BE COMPLETED

Please indicate below the accommodations you feel that you will need in order to pursue your academic career at Virginia State University.

\_\_\_\_ FACULTY NOTIFICATION FOR CLASSROOM ACCOMMODATIONS/DISABILITY

\_\_\_\_ TAPED TEXTBOOKS (If you checked this box, are you registered with Recordings for the Blind?)

YES \_\_\_\_ NO \_\_\_\_ If yes, RFB Number \_\_\_\_\_

\_\_\_\_ LARGE PRINT TEXT

\_\_\_\_ NOTE TAKERS

\_\_\_\_ ORIENTATION/MOBILITY TRAINING

\_\_\_\_ INTERPRETERS

\_\_\_\_ ALTERNATIVE TESTING (If you check this service, you must check "Faculty Notification" above. Faculty must be notified in order to provide testing accommodations.)

\_\_\_\_ EXTENDED TEST TIME

\_\_\_\_ ORAL TESTING

\_\_\_\_ OTHER (Specify) \_\_\_\_\_

\_\_\_\_\_

OTHER NEEDS (PLEASE SPECIFY BELOW)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

YOUR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**NOTE: Your signature gives Students with Disabilities Program permission to confidentially provide information on the need to know bases to University personnel. No other persons will be notified unless you specify otherwise. To meet your accommodation needs in a timely manner, it is requested that the documentation be received six week prior to semester enrollment.**

**Note: Visit Students with Disabilities Program's website at  
<http://www.vsu.edu/student-life/support-and-resources/students-with-disabilities/index.php>**

**PLEASE RETURN THIS QUESTIONNAIRE TO:**

UNIVERSITY COUNSELING CENTER  
STUDENTS WITH DISABILITIES PROGRAM  
VIRGINIA STATE UNIVERSITY  
1 HAYDEN DRIVE  
BOX 9030  
PETERSBURG, VIRGINIA 23806

Phone: (804) 524-5061  
TTY: (804) 524-5838, VA Relay: (711)  
Fax: (804) 524-5978

Website: <http://www.vsu.edu/student-life/support-and-resources/students-with-disabilities/index.php>

APPLICATION FOR FINANCIAL ASSISTANCE

Definition of Student Financial Aid

Financial aid gives the student the opportunity to help meet the difference between what he or she can afford to pay and the actual cost for them to attend college. The University’s student aid funds/programs are administered in conjunction with Federal and State regulations and the VSU Philosophy of Awarding Financial Aid for Education. The basis of this philosophy is the belief that parents and students are the primary source for meeting educational cost.

Deadline: The priority deadline filing date is March 31st for the upcoming academic award year.

Name: \_\_\_\_\_ SSN (Last 4 Digits): \_\_\_\_\_ Generated ID #: \_\_\_\_\_  
Last Name, First MI

Date of Birth: (Month/Day/Year): \_\_\_\_\_ Sex: ☐ M ☐ F

I will live: ☐ On Campus ☐ Off Campus ☐ Off campus with parents

Permanent Address: \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Street City State Zip

What is your preference for us to contact you? ☐ VSU E-mail ☐ Postcard to Home Address ☐ Home Phone Number  
☐ Cell Phone Number ( ) \_\_\_\_\_ - \_\_\_\_\_

Indicate your legal State of Residence: ☐ Virginia Resident ☐ Non-Virginia Resident (indicate state): \_\_\_\_\_

Are you a citizen of the US? ☐ Yes ☐ No

Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced Number of dependent(s): \_\_\_\_\_

Statement of Registration Status

- ☐ I certify that I am registered with Selective Service
- ☐ I certify that I am not required to be registered with Selective Service because (check one):
  - ☐ I am female ☐ I have not reached my 18th birthday
  - ☐ I am in the armed services on active duty
  - ☐ I am a permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands

Notice: To receive Title IV financial aid, you must be registered with Selective Service (if required to register). If you purposely give false information on this form, you may be subject to fine or imprisonment or both.

Grants and Scholarship Information

Many of our Federal, State and University Grants require that a student be full-time, with a cumulative GPA of 2.00 or higher. If a student is not enrolled full-time, or does not meet the GPA requirement, the grant will be cancelled and/or the credit may be removed from the Student’s account.

Students must notify the Office of Student Financial aid of all Scholarship Awards. Scholarships must be considered as a resource in determining your total financial aid package. If you have been selected to receive a scholarship for the academic year, please submit a copy of the scholarship letter from your sponsor indicating the total amount of scholarship awarded with a complete return address.

Anti-Drug Abuse Act Certification

I certify that, as a condition of my Federal Financial Aid, I will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by my Financial Aid. Such action may lead to cancellation of Financial Aid.

Statement of Default

I certify that I do not owe a refund on any grant, am not in default on any loan, and have not borrowed in excess of the loan limits, under the Title IV programs, at any institution. I will use all Title IV money only for expenses related to my study at Virginia State University.

Debt Management

Many students must borrow to pay for their college education and student loans are serious business. **When you accept a Direct Subsidized Loan, Direct Unsubsidized Loan, Federal Perkins Loan, or a Federal Parent (PLUS) loan, you sign an agreement that you will repay this loan.** That agreement is called a Promissory Note. Be a smart borrower and spend loan money on educational costs and living necessities. If you blow it you still owe it.

Office of Student Financial Aid / P.O. Box 9031 / Petersburg, Virginia 23806 / Phone (804) 524-5990 or (800) 823-7214

If you do not repay the loan, you will go into **DEFAULT**. The school, lender, state and federal government all may take action against you to recover this money. **Remember, once you borrow one of these loans, you must repay it – even if you decide not to complete your college education.** Students should know their lender and must keep them informed of any changes in status (address change, withdrawal, transfer, etc.). A default on your credit history report is hard to erase.

**Use Caution: Do Not Default!!**

**Statement of Satisfactory Academic Progress for Maintaining Financial Aid Eligibility**

Virginia State University is required by Federal Regulations to adhere to minimum standards of Satisfactory Academic Progress (SAP) that relate to a student’s eligibility for federally funded financial aid programs, state and institutional grants, scholarships, employment and loan programs.

Students must meet the minimum satisfactory academic progress standards in order to initially receive and maintain eligibility for Title IV funds. The satisfactory academic progress standards apply to all students in degree-seeking programs of study who wish to be considered for financial assistance.

No undergraduate will be eligible to receive financial assistance for more than ten (10) semesters or the equivalent of completing a four-year degree program in a five-year time frame.

**Undergraduate Students** (All full-time student’s must earn 12 credit hours each semester and maintain the required GPA.)

An undergraduate student is considered to have made satisfactory academic progress for maintaining financial aid eligibility if the following is maintained:

- 1. Undergraduate students must earn at least 67% of their overall attempted hours at VSU. (transfer credits are not included)
- 2. Undergraduate students have **not** attempted more than 150% of the hours required for their degree program (including transfer credits)
- 3. Undergraduate students does **not** withdraw from his/her last two semesters.
- 4. Undergraduate students cumulative GPA must be at least 1.5 if attempting up to 29 hours (including transfer credit hours)
- 5. Undergraduate students cumulative GPA must be at least 2.0 if attempting 30 or more hours (including transfer credit hours)

**Graduate Students**

A graduate student is considered to have made satisfactory academic progress for maintaining financial aid eligibility if the following is maintained:

- 1. Graduate students must earn at least 80 percent of the semester graduate-level course work that has been attempted.
- 2. Graduate students must earn at least 67% of their overall attempted hours at VSU (transfer credits are not included)
- 3. Graduate student does not withdraw from his/her last two consecutive semesters.
- 4. Graduate student’s cumulative GPA must be at least a 3.0.

Financial Aid Status Explanation	
<b>Good</b> —Student is in good academic standing,	<b>Warning</b> —Student is alerted their financial aid is in jeopardy
<b>Cancellation</b> —Student is informed by letter that their financial aid has been cancelled	
<b>Over</b> —Student attempted 150 credit hours or more (Undergraduate) 54 hours or more (Graduate)	

**Note:** Withdrawal(s) may adversely affect your eligibility to receive financial aid.

**Direct Loan Requirements**

If you have been awarded a Federal Direct (Subsidized/Unsubsidized) Loan, you are now required to complete the following:

*Electronic Entrance Counseling Session and Master Promissory Note*

Step 1: Log on to [www.vsu.edu](http://www.vsu.edu)

Step 2: Click on the “Financial Aid” tab

Step 3: Click on the “Document & forms” tab

Step 4: Click on the “Fillable Forms” tab

Scroll down and Select:

Step 5: “Entrance Counseling & Master Promissory Guide & Follow Instructions

**Note: You must complete both the “Direct Master Promissory Note” and the “Direct Entrance Counseling” process.**

**Certification:**

I have read and understand the requirements of applying for and receiving financial assistance at Virginia State University. I understand that any financial aid awarded may be adjusted when necessary to be in compliance with assigned program regulations.

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

FORMS TO BE COMPLETED



Form <b>W-9S</b> (Rev. March 2008) Department of the Treasury Internal Revenue Service	<b>Request for Student's or Borrower's Taxpayer Identification Number and Certification</b>	Give form to the requester. Do not send to the IRS.
---	---	---

<b>Part I Student or Borrower Identification (All must complete.)</b>		
Print or type	Name of student or borrower (see instructions)	Taxpayer identification number
	Address (number, street, and apt. or suite no.)	
	City, state, and ZIP code	

<b>Part II Student Loan Certification (Complete for student loans only.)</b>	
I certify that <b>all</b> of the loan proceeds are solely to pay for qualified higher education expenses.	
Sign Here	Signature of borrower ► Date ►

<b>Part III Requester Information (Optional)</b>	
Requester's name and address	Tuition account number
	Loan account number

General Instructions

**Purpose of form.** An eligible educational institution, such as a college or university, or a lender of a student loan must get your correct identifying number to file certain information returns with the IRS and to furnish a statement to you. For students, this will be your social security number (SSN) or, if you are not eligible to obtain an SSN, your individual taxpayer identification number (ITIN). The returns they must file contain information about qualified tuition and related expenses (Form 1098-T, Tuition Statement) and student loan interest (Form 1098-E, Student Loan Interest Statement). The information about your tuition will help to determine whether you, or the person who can claim you as a dependent, may take either the tuition and fees deduction or claim an education credit to reduce federal income tax. The information about your student loan interest will help to determine your deduction for such interest. For more information, see Pub. 970, Tax Benefits for Education.

Use Form W-9S to give your correct SSN or ITIN to the person requesting it and, if applicable, to certify that the proceeds of a loan are being used, or will be used, solely to pay for qualified higher education expenses (defined on page 2). You are required to provide the requested information.

**Note.** The educational institution or lender may request your SSN or ITIN and certification on paper or electronically.

Specific Instructions

Part I. Student or Borrower Identification

You must complete this part.

**Name and address.** Enter the name and mailing address of the student if the request for the student's SSN or ITIN is being made because of tuition payments. Enter the name

and mailing address of the borrower if the request for the borrower's SSN or ITIN is being made because of a student loan.

**Note.** If you pay tuition to and have a student loan from the same educational institution and the student is not the loan borrower (for example, the borrower is the student's parent), complete two Forms W-9S, one for the student and one for the loan borrower.

**Taxpayer's identifying number.** Enter your SSN or ITIN. If you do not have an SSN or ITIN and you have applied for one or you intend to apply for one soon, write "Applied For" in the space provided.

**How to get an SSN or ITIN.** To apply for an SSN, use Form SS-5, Application for a Social Security Card, that you can get from your local Social Security Administration office or get this form online at [www.ssa.gov/online](http://www.ssa.gov/online). You may also get this form by calling 1-800-772-1213.

To apply for an ITIN because you are not eligible to get an SSN, use Form W-7, Application for IRS Individual Taxpayer Identification Number, that you can get from the IRS website at [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

Part II. Student Loan Certification

If your loan is a student loan incurred solely to pay for qualified higher education expenses, sign the certification in Part II. If you do not sign the certification, the lender may not issue or file Form 1098-E for student loan interest on your behalf. Do not sign the certification for a mixed use loan because such a loan is not used solely for qualified higher education expenses. However, you may sign the certification for a revolving line of credit or similar loan if you use the line of credit solely to pay for qualified higher education expenses.

FORMS TO BE COMPLETED



**Qualified higher education expenses.** These expenses are the costs of attending an eligible educational institution, including graduate school, on at least a half-time basis. Generally, these costs include tuition and certain related expenses. See Pub. 970 for more information.

Part III. Requester Information

This part is not required to be completed. It is provided for the convenience of the requester to help identify the account to which this Form W-9S relates. The requester may enter its name and address and a tuition or loan account number.

**Note.** For information about electronic submission of Forms W-9S, see the Instructions for Forms 1098-E and 1098-T.

Penalties

**Failure to furnish correct SSN or ITIN.** If you fail to furnish your correct SSN or ITIN to the requester, you are subject to a penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect.

**Misuse of SSN or ITIN.** If the requester discloses or uses your SSN or ITIN in violation of federal law, the requester may be subject to civil and criminal penalties.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, taxpayer identification number (TIN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your TIN to receive a refund.

To reduce your risk:

- Protect your TIN,
- Ensure the requester is protecting your TIN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit the IRS website at [www.irs.gov](http://www.irs.gov) to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct SSN or ITIN to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

Mail Form to:

Office of Registrar  
Virginia State University  
P.O. Box 9217  
Petersburg, VA 23806



2014- 2015 NON-UNIVERSITY AWARD NOTIFICATION LETTER

Office of Student Financial Aid  
2014-2015  
P.O. Box 9031  
Virginia State University, VA 23806  
Fax: (804) 524-6818

Student’s Name: \_\_\_\_\_ V#: \_\_\_\_\_

Non-University awards include all scholarships and grants that are awarded by agencies other than the Office of Student Financial Aid. Examples would include: Churches, High Schools, Civic Clubs or Fraternities/Sororities, National Merit, National Achievement, ROTC, etc.

I (the student) have been awarded the following Non-University award(s):

PLEASE NOTE: DO NOT LIST AWARDS THAT HAVE BEEN OFFERED TO YOU AS INDICATED ON YOUR 2014-2015 AWARD NOTIFICATION LETTER.

<u>AWARDING SPONSOR (S)</u>	<u>COMPLETE MAILING ADDRESS</u>	<u>AMOUNT</u>
1.		\$
2.		\$
3.		\$

Note: It is the student’s responsibility to request verification of enrollment from the University’s Registrar’s Office and provide it to the scholarship donor if required. Please contact the Registrar’s Office at (804) 524-5275 (Gandy Hall).

Please inform the awarding agency to make the check(s) payable to Virginia State University and forward to:

VIRGINIA STATE UNIVERSITY  
OFFICE OF STUDENT FINANCIAL AID  
P.O. BOX 9031  
PETERSBURG, VA 23806  
ATTENTION: SCHOLARSHIP COORDINATOR

Receiving a Non-University award may reduce the amount of financial aid that you have been awarded by Virginia State University. However, failure to notify the Office of Student Financial Aid of a Non-University award may also result in a cancellation of other previously received financial aid. You are responsible for immediate payment of the balance created as a result of the cancellation.

Please return this form to the Office of Student Financial Aid as soon as you are notified of a Non-University award. In addition, **please attach a copy of the 2014-2015 Scholarship Letter received from the Donor of the scholarship.** You may photocopy this form as needed.

Office of Student Financial Aid / P.O. Box 9031 / Petersburg, Virginia 23806 / Phone (804) 524-5990 or (800) 823-7214

FORMS TO BE COMPLETED



FORMS TO BE COMPLETED

## VIRGINIA STATE UNIVERSITY 2014-2015 DIRECT PLUS LOAN APPLICATION

**Return To:**

Office of Student Financial Aid  
P.O. Box 9031  
Virginia State University, VA 23806  
Fax: (804) 524-6818  
Phone: (800) 823-7214

**Student Information**

Last Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Generated ID Number: V \_\_\_\_\_

**Note:** Parents of a dependent student may be eligible to borrow a Federal Direct Plus loan. **The application is to be completed by a biological or adoptive parent.** The parent must be a U.S. Citizen or eligible non-Citizen. **\*\*This form must be completed each academic year that you wish to apply for the PLUS loan.\*\***

**Parent PLUS Loan Refund Authorization**

Federal law requires that any excess Parent PLUS Loan funds to be returned to the parent borrower unless authorized (in writing) by parent borrower to be released to the student.

**THIS SECTION TO BE COMPLETED BY THE PARENT BORROWER ONLY:** By completing the section below, you are stating your option for the refund on your student's account which resulted from your Parent PLUS Loan disbursement.

**Please check the appropriate action:**

☐ Refund to Student

☐ Refund to Parent (Borrower)

**Please note: Credit Check is valid for 90 days. You may complete this application on or after June 1, 2014.**

**PARENT INFORMATION (PLEASE PRINT CLEARLY — PROVIDE COMPLETE INFORMATION FOR ONE PARENT ONLY)**

1. Loan Amount Requested : ☐ Maximum Allowed - Or - \$ \_\_\_\_\_

2. Relationship to Student: ☐ Biological Mother/Father ☐ Adoptive Mother/Father

**\*\*You must fall under one of the above categories unless you are a step parent and your information was included on the FAFSA\*\***

3. Loan Period Requested: ☐ Academic Year 2014-15 ☐ Fall only ☐ Spring only ☐ Summer

4. Name of Parent/Borrower: \_\_\_\_\_  
Last First M

5. Parent's Date of Birth: \_\_\_\_\_ Parent's Social Security # \_\_\_\_\_

6. Parent's Home Address: \_\_\_\_\_  
Street Address

City State Zip

7. Parent's Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

8. US Citizenship (check one) ☐ a. Citizen/National ☐ b. Eligible Non Citizen # \_\_\_\_\_

**BORROWER STATEMENT AND SIGNATURE**

I agree to apply for the Federal Direct PLUS loan. I authorize the Secretary of the U.S. Department of Education to investigate my credit record and report information concerning my credit to the proper persons and organizations. My signature certifies that I have read, understood and agree to the authorization stated on this form.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**FOR SCHOOL USE ONLY**

☐ Approved Conditionally  
☐ Denied  
☐ Pending Review

Date: \_\_\_\_\_  
FA Representative: \_\_\_\_\_

**FORMS TO BE COMPLETED**



## DO YOU HAVE SPECIFIC QUESTIONS?

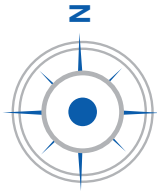
### CONTACT US.

Name Area Code (804)	Telephone	Fax Number	Email
Switchboard	524-5000		
Admissions	524-5901	524-5055	<a href="mailto:admiss@vsu.edu">admiss@vsu.edu</a>
Orientation	524-5356	524-6943	<a href="mailto:orientation@vsu.edu">orientation@vsu.edu</a>
Financial Aid	524-5990	524-6818	<a href="mailto:finaid@vsu.edu">finaid@vsu.edu</a>
Registrars'	524-5275	524-6758	<a href="mailto:dbonner@vsu.edu">dbonner@vsu.edu</a>
Transfer Office	524-5888	524-6981	<a href="mailto:wtravis@vsu.edu">wtravis@vsu.edu</a>
University College	524-6755	524-5466	<a href="mailto:universitycollege@vsu.edu">universitycollege@vsu.edu</a>
Athletics	524-5031	524-5763	<a href="mailto:dmallory@vsu.edu">dmallory@vsu.edu</a>
Campus Police	524-5360	524-5309	<a href="mailto:mwallace@vsu.edu">mwallace@vsu.edu</a>
Career Planning and Placement	524-5211	524-5212	<a href="mailto:ycrewe@vsu.edu">ycrewe@vsu.edu</a>
Cashier	524-5150	524-5349	<a href="mailto:bursar@vsu.edu">bursar@vsu.edu</a>
Cooperative Education	524-5961	524-5967	<a href="mailto:fjackson@vsu.edu">fjackson@vsu.edu</a>
Enrollment Management (Transfer Office)	524-5888	524-6981	<a href="mailto:wtravis@vsu.edu">wtravis@vsu.edu</a>
Foreign Student Advisement	524-5928	524-5466	<a href="mailto:fmarshall@vsu.edu">fmarshall@vsu.edu</a>
Honors House	524-6709	524-6844	<a href="mailto:honors@vsu.edu">honors@vsu.edu</a>
Library	524-5040	524-6959	<a href="mailto:estephens@vsu.edu">estephens@vsu.edu</a>
Provost/Vice President for Academic Affairs	524-5997	524-5738	<a href="mailto:provost@vsu.edu">provost@vsu.edu</a>
Residence Life	524-5011 or 1-877-291-9596	524-5663	<a href="mailto:reslife@vsu.edu">reslife@vsu.edu</a>
ROTC (Military Science)	524-5216	524-5884	<a href="mailto:rote@vsu.edu">rote@vsu.edu</a>
Student Accounts	524-5506	524-6764	<a href="mailto:bursar@vsu.edu">bursar@vsu.edu</a>
Student Activities	524-5701	524-5091	<a href="mailto:studentactivities@vsu.edu">studentactivities@vsu.edu</a>
Students' w/Disabilities Program	524-5061	524-5978	<a href="mailto:rroy@vsu.edu">rroy@vsu.edu</a>
Student Health Services	524-5711	524-5026	<a href="mailto:rbgriffi@vsu.edu">rbgriffi@vsu.edu</a>
TDD	524-5838, VA Relay (711)	524-5978	<a href="mailto:rroy@vsu.edu">rroy@vsu.edu</a>
University Bookstore	524-5691	524-5790	<a href="mailto:vsu@bkstr.com">vsu@bkstr.com</a>
University Information	524-5000	524-5012	
Upward Bound	524-5811	524-5142	<a href="mailto:rbarnett@vsu.edu">rbarnett@vsu.edu</a>
Veterans Affairs	524-5928	524-5861	<a href="mailto:fmarshall@vsu.edu">fmarshall@vsu.edu</a>
Vice President for Administration and Finance	524-5995	524-5347	<a href="mailto:pbullock@vsu.edu">pbullock@vsu.edu</a>
ACADEMIC COLLEGES			
College of Agriculture	524-5961	524-5967	<a href="mailto:jhairston@vsu.edu">jhairston@vsu.edu</a>
Reginald F. Lewis College of Business	524-5166	524-5110	<a href="mailto:mmartin@vsu.edu">mmartin@vsu.edu</a>
College of Engineering & Technology	524-5285	524-6949	<a href="mailto:kwilliamson@vsu.edu">kwilliamson@vsu.edu</a>
College of Education	524-5742	524-5757	<a href="mailto:dgreene@vsu.edu">dgreene@vsu.edu</a>
College of Humanities & Social Science	524-5930	524-5406	<a href="mailto:akanu@vsu.edu">akanu@vsu.edu</a>
College of Natural & Health Sciences	524-1162	524-6949	<a href="mailto:lbrown@vsu.edu">lbrown@vsu.edu</a>
College of Graduate Studies	524-5997	524-5738	<a href="mailto:jhunter@vsu.edu">jhunter@vsu.edu</a>

NOTES







CAMPUS DIRECTORY

- |                                 |                      |
|---------------------------------|----------------------|
| 13 Agriculture Engineering Shop | 23 Jones Dining Hall |
| 14 Agriculture Center           | 24 Jones Dining Hall |
| 15 Agriculture Center           | 25 Jones Dining Hall |
| 16 Agriculture Center           | 26 Jones Dining Hall |
| 17 Agriculture Center           | 27 Jones Dining Hall |
| 18 Agriculture Center           | 28 Jones Dining Hall |
| 19 Agriculture Center           | 29 Jones Dining Hall |
| 20 Agriculture Center           | 30 Jones Dining Hall |
| 21 Agriculture Center           | 31 Jones Dining Hall |
| 22 Agriculture Center           | 32 Jones Dining Hall |
| 23 Agriculture Center           | 33 Jones Dining Hall |
| 24 Agriculture Center           | 34 Jones Dining Hall |
| 25 Agriculture Center           | 35 Jones Dining Hall |
| 26 Agriculture Center           | 36 Jones Dining Hall |
| 27 Agriculture Center           | 37 Jones Dining Hall |
| 28 Agriculture Center           | 38 Jones Dining Hall |
| 29 Agriculture Center           | 39 Jones Dining Hall |
| 30 Agriculture Center           | 40 Jones Dining Hall |
| 31 Agriculture Center           | 41 Jones Dining Hall |
| 32 Agriculture Center           | 42 Jones Dining Hall |
| 33 Agriculture Center           | 43 Jones Dining Hall |
| 34 Agriculture Center           | 44 Jones Dining Hall |
| 35 Agriculture Center           | 45 Jones Dining Hall |
| 36 Agriculture Center           | 46 Jones Dining Hall |
| 37 Agriculture Center           | 47 Jones Dining Hall |
| 38 Agriculture Center           | 48 Jones Dining Hall |
| 39 Agriculture Center           | 49 Jones Dining Hall |
| 40 Agriculture Center           | 50 Jones Dining Hall |
| 41 Agriculture Center           | 51 Jones Dining Hall |
| 42 Agriculture Center           | 52 Jones Dining Hall |
| 43 Agriculture Center           | 53 Jones Dining Hall |
| 44 Agriculture Center           | 54 Jones Dining Hall |
| 45 Agriculture Center           | 55 Jones Dining Hall |
| 46 Agriculture Center           | 56 Jones Dining Hall |
| 47 Agriculture Center           | 57 Jones Dining Hall |
| 48 Agriculture Center           | 58 Jones Dining Hall |
| 49 Agriculture Center           | 59 Jones Dining Hall |
| 50 Agriculture Center           | 60 Jones Dining Hall |
| 51 Agriculture Center           | 61 Jones Dining Hall |
| 52 Agriculture Center           | 62 Jones Dining Hall |
| 53 Agriculture Center           | 63 Jones Dining Hall |
| 54 Agriculture Center           | 64 Jones Dining Hall |
| 55 Agriculture Center           | 65 Jones Dining Hall |

ACADEMIC

ADMINISTRATIVE

ATHLETIC

STUDENT SERVICES

DORMITORY

PARKING LOTS

IN CASE OF EMERGENCY

PLEASE CALL

CAMPUS POLICE

334-5411