Spring 2014 Registration Guide



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2014 Spring Semester Calendar

Mon, Jan 13 First Class Day Mon, Jan 20 MLK–Holiday Thurs, Mar 6 Midterm Mon-Fri, Mar 17-21 Spring Break Mon, May 5 Last Class Day Tues, May 6 Exam Prep Day Wed-Fri, May 7-9 Exams Sat, May 10 <u>Graduation</u>

Registration Dates

Early Registration:	Oct 28 - Nov. 22
Graduates, Seniors, & Approved Groups	October 28@7am
Juniors	October 29@7am
Sophomores	October 30@7am
Freshman	October 31@7am
Early Registration Ends	November 22@11:59PM
Regular Registration	Jan. 9 @5pm-Jan. 13
Late Registration	Jan. 14 –Jan. 17
All registration ends	@1:30pm January 17
TAP Registration	January 9 @5pm-17

Fee Payment Deadline

Early Registration Oct 28 - Nov 22

*invoices ebilled Nov 26 Early Registration fee payment deadline Regular Registration First Day of Classes Late registration fee payment deadline Jan 17 @ 2:30 pm Deadline for Direct Deposit Setup Excess funds Direct Deposit released to Bank Excess funds checks mailed

REGISTRATION

Currently enrolled students may register for courses during the following registration periods:

- Early Registration held approximately six weeks before the term begins. Registration priority is based on student classification in the following order: Graduate students and seniors; juniors; sophomores; freshmen.
- Regular Registration and drop/add held immediately prior to the beginning of classes. Registration is held on a first-come, first-served basis. Fee and course schedules can be obtained at <u>http://www.valdosta.edu/it/eas/sis/</u>.
- > Late Registration and continued drop/add held for approximately three or four days after the term begins.

➤ <u>Advising</u>

Advising is mandatory for undergraduate and graduate students. Students who have not been advised are not eligible to register in any phase of registration. It is highly recommended you check Banner web to verify your advising flag has been lifted and there are no holds preventing you from registering.

Department Locations with Room Numbers:

Accounting/Finance Adult & Career Education African American Studies **AFROTC-Aerospace Studies** Art Astronomy/Physics/Geosciences Biology **Business Administration** Chemistry **Communication Arts Communication Science & Disorders Computer Science/Mathematics** Curriculum Leadership & Technology Early Childhood & Special Education Economics/Marketing English Centralized Advising Center History Interdisciplinary Studies Kinesiology & Physical Education Management Master of Public Administration Mass Media Middle, Secondary, Reading & Deaf Ed. Modern & Classical Languages Music Nursing Philosophy & Religious Studies **Political Science** Psychology & Counseling Adult Degree Completion & Military Program Social Work Sociology/Anthropology/Criminal Justice Women's and Gender Studies

Pound Hall 214 Education Center 2020 Nevins Hall 1107 Barrow Hall, North Campus Fine Arts Bldg. 107 Nevins Hall 2006 **Bailey Science Center 2035** Thaxton Hall 300 Bailev Science Center 3025 Nevins Hall 1011 Special Education Bldg 112 Nevins Hall 2072 Special Education Bldg 201 Education Center 1106 Pound Hall 222 West Hall 207 University Center 1114 Ashley Hall 1001 Ashley Hall 1202 P.E. Complex 165 Pound Hall 206 West Hall 101 Mass Media Bldg Education Center 1051 West Hall 128 Fine Arts Bldg. 2264 Martin Hall Ashley Hall 1202 West Hall 244 Psychology Bldg - Main Campus SRA House Pine Hall University Center 1120 Carswell Hall (Oak Street)

Students with a declared major should contact the Department Head in the appropriate department or discipline for advising. <u>Students who have not chosen a major are classified as Liberal Arts Students (LAS) and are advised through</u> <u>Centralized Advising. Freshmen and sophomores in the Langdale College of Business Administration are advised</u> <u>through the COBA Student Advising Center (SAC). Students with 30 credits or less in the Dewar College of Education</u> <u>are advised through the College of Education's Advising Center.</u>

How To Register for Classes

WARNING: Do not use Back/Forward Buttons. This interrupts access for registration. Use MENU button at the bottom of each screen until ready to Exit. ALSO, do not click repeatedly if system is slow to respond.

1. Go to VSU web site: <u>http://www.valdosta.edu/welcome.php</u>. Click on Banner from the Current Student Tab.

2. Click on LOGIN.

- a. If you've established a Banner password, use that password and go to step 3.
- b. If you've never entered Banner follow these directions.

Enter your user ID (VSU ID 870#). Your default password will be MMMDDYYYY where:

- MMM is replaced by the first three letters of your month of birth
- DD is replaced by the day of your birth
- YYYY is replaced by the year of your birth

(eg. If you were born on June 2, 1978, your default password will be jun021978. After you log in for the first time, you will be prompted to change your password.

Personal Security Question: During your initial entry into Banner, you will be asked to provide a security question. Your security question is your key to resetting your password should you forget it and being able to access Banner if that occurs. IT MUST BE A QUESTION THAT YOU CAN REMEMBER THE ANSWER TO. Asking when is my birthday and responding December is not prudent if 6 months from now when asked the same question you answer Dec 12; December 12; or 12/12/84. All of these answers are correct but none would be acceptable based upon your first response which was simply December. Good questions, which involve a one word answer might be: What is my mother's maiden name? What is my father's middle name? What city was I born in?

- 3. Click on Student and Financial Aid Menu. Click on Registration.
- 4. To begin, click on Look Up Classes to Add. You will be asked to Submit Term. Select the term you are registering for. Next, search for courses by Subject, Time or Course Number then click on class search. Select from open courses by clicking in the box beside the CRN on the course list. When a course is selected, click on Add to Worksheet (or Register) at the bottom of the screen. By clicking on Add to Worksheet you will be taken back to the Add/Drop Classes screen. You can register for each class individually or repeat the search and add additional classes to the worksheet prior to registering. Repeat this process for all classes that you wish to register for. After adding all classes to the worksheet, select Submit Changes.
- 5. Check for error messages like "Closed Section" (class is full), "Time Conflict" (you have scheduled two classes during the same time), etc. after clicking Submit Changes or Register buttons.
- 6. To **DROP** classes, you pull down the **Action Bar** (displays NONE) (on the **Add/Drop Classes** screen) next to the course you want to drop. Choose the **WEBDROP** option and then click **Submit Changes** button on the bottom of the screen.
- 7. Print your schedule by clicking on **Return to MENU** at the top of the screen. Click on **Student Detail Schedule**. Your schedule will be displayed on the screen. Then click on **Print**. While at this screen scroll to the bottom and select **View Fee Assessment** to see your account.
- 8. Exit the system by clicking on the EXIT button at the bottom of the screen.

6 | Registration Guide Registration Error Messages

• "When I tried to register, Banner said that my enrollment status prohibits registration. What does this mean?

The 'enrollment status prohibits registration' message generally refers to the advising flag. The advising flag must be set by the advisor (in the department of your major) before registering for classes.

• "The web will not let me add a class. It says prerequisite error/test score error. What does this mean?"

This message means the student may not have taken the course needed to move on to the course they are trying to add. For example, to take MATH 1113, MATH 1112 is required first. Students will need to contact their advisor for assistance or contact the department the course is offered through for a registration override.

• "When I tried to register for classes the web said I could not register today. What does that mean?

The first 4 days of early registration are prioritized by classification. Remember that classification is based on completed earned hours, not what the student is currently enrolled in. Seniors 90+ hours, Juniors 60-89, Sophomores 30-59 and Freshmen 0-29

• "The web said that my academic standing prohibits registration. What do I need to do?

This message usually means the student is on academic suspension or has not been dismissed from the Graduate School. Undergraduate students will need to complete a readmission form with the Registrar's Office. Graduate students should contact the Graduate School for more information.

PAYMENT OF FEES AT REGISTRATION

Registration is complete only when tuition and fees are paid by the established deadline. Students are responsible for determining account balances and securing payment by the established fee payment deadline. The University's web site is the most up-to date reference for registration and fee payment deadline dates, but notices are also sent to University e-mail accounts. The VSU e-mail is an official means of communication with students.

VSU accepts the following payment forms - all of them may be used to secure registration, but in all cases, full payment is required: cash, personal check, ACH direct payment (online webcheck), money order, traveler's check, online credit card (MasterCard, Discover, or American Express), university short-term loans (separate qualifications required), completed and fully authorized financial aid (meaning all promissory notes have been signed for loans). **Credit card payments are accepted only online through the Student Online Account Center.**

If full payment is not made by the fee payment deadlines, VSU reserves the right to take the following actions and will notify students of such action: cancel registration in progress, hold student records, prevent future registration, and pursue collection of debt.

Mandatory Fees

For more information concerning fee payment, please visit

http://www.valdosta.edu/administration/finance-admin/financial-services/students/policies-and-procedures/mandatory-fees.php.

Late Registration Drop/Add Appeals (paper process)

Students who need to drop or add classes for any reason after the Banner registration period will need to complete the late registration drop/add and appeal process.

While the Registrar's Office will provide the appropriate forms, the approval of adds or drops will be made by the instructor, department heads, deans, and The Office of Academic Affairs as appropriate.

Dr. Douglas Farwell

Deans and Department Heads

College of the Arts

Mr. A Blake Pearce
.Dr. Carl Cates
Fine Arts Bldg
Mr. Michael Schmidt

Music (Interim)

College of Arts and Sciences

Dean..... Dr. Connie Richards

Department Heads

African American Studies	Dr. Shirley Hardin
Biology	Dr. Robert Gannon
Chemistry	Dr. James Baxter
English	Dr. Mark Smith
History	Dr. Paul Riggs
Mathematics & Computer Science	Dr. Greg Harrell
Modern & Classical Languages	Dr. Viki Soady
Interdisciplinary Studies (Interim)	Dr. Fred Downing
Philosophy & Religious Studies	Dr. Fred Downing
Physics, Astronomy & Geosciences	Dr. Edward Chatelain
Political Science	Dr. James Peterson
Sociology, Anthropology & Criminal Justice	Dr. Darrell Ross
Women's and Gender Studies	Dr. Tracy Woodard-Meyers

Langdale College of Business Administration

Dean	. Dr. L. Wayne Plumly
Associate Dean	. Dr. Kent Moore

Department Heads

Accounting & Finance	Dr. Leonard Weld
Management	Dr. Phyllis Holland
Marketing & Economics	Dr. Attila Cseh

Dewar College of Education

Interim Dean	Dr. Brian Gerber
Associate Dean	Dr. Anthony Scheffler
Associate Dean	Dr. Donald Leech

Department Heads

Adult & Career Education	Dr. Reynaldo Martinez
Communication Science & Disorders	Dr. Corine Myers-Jennings
Curriculum, Leadership & Technology	Dr. Leon Pate
Early Childhood & Special Education	Dr. Festus Obiakor
Kinesiology & Physical Education	Dr. Mike Griffin
Middle, Secondary, Reading & Deaf Ed	Dr. Barbara Radcliffe
Psychology & Counseling	Dr. Jackson Rainer

College of Nursing

Dean	. Dr. Anita Hufft
Assistant Dean	. Dr. Brenda Dyal

Division of Social Work

Director (Interim)		Dr.	Mizanur	Miah
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Master of Library & Information Science

Director	Dr.	Wallace Koehler
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Office of Academic Affair

Assistant Vice President	Dr. Sharon Gravett
	Nevins Hall 1060

Withdrawal Policy (New Policy Effective Fall 2010)

Students may withdraw from courses following the drop/add period until midterm online. A grade of "W" will appear in the student's official records if the student has withdrawn five or fewer times per the Limited Withdrawal Policy. For the sixth and each subsequent withdrawal that counts under this policy, students will receive a grade of "WF." In order to receive a refund, students must withdraw from all classes for the semester. The refund percentage will be based on the time of the withdrawal as registered in Banner.

Beginning in fall 2010, undergraduate students are limited to 5 withdrawals over the course of their undergraduate academic career. See withdrawal policy link above for complete information.. Also, students receiving financial aid should be aware that withdrawal from courses may affect continued financial aid eligibility. If students do not pass 67% of attempted classes during the calendar year (attempted classes include those from which students have withdrawn), they could lose their financial aid. Refer to the VSU Catalogue section on Financial Aid Academic Requirements for additional information.

Students officially withdrawing from Valdosta State University after paying fees for the term will be issued a 100% refund for tuition, mandatory fees, campus housing and meal plans, **provided the offical withdrawal occurs no later than the last offical day of drop/add for refunds.**

Students officially withdrawing from all classes after the official drop/add day will receive a refund based upon the following board of regents refund policy:

The refund amount shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount earned equals 60%.

Students that withdraw when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

It is the student's responsibility to withdraw officially in accordance with university regulations that are set out in this schedule. Students receiving financial aid monies will have their refunds restored to the following programs in this precise order: outstanding balances on Federal non- subsidized loans, Federal subsidized loans, PLUS loans, Pell, SEOG, other Title IV student assistance programs (including LEAP), HOPE, private scholarships and finally, to the student.

Refunds due to the student will be ordered first to the original method of payment (cash, check or credit card) and then directly to the student (if necessary). If multiple credit cards are used, we will process refunds on a first in – first out basis (based on transaction amounts).

The refund policy, as stated above, applies to Fall and Spring Semesters. Please contact the Office of Student Accounts in the Bursary for Summer Refund information.

Medical and Hardship Withdrawals after Midterm

http://www.valdosta.edu/academics/academic-affairs/vp-office/medical-withdrawals.php

http://www.valdosta.edu/academics/academic-affairs/vp-office/hardship-withdrawals.php

Important Campus Phone Numbers

Academic Affairs	333-5950	Health Services	333-5886
<u>Admissions</u>	333-5791	Housing	333-5920
<u>Bookstore</u>	333-5666	Library	333-5869
Campus Police		One Card Services	259-2593
Office	333-7816	Parking and Transportation	293-7275
Emergency	259-5555	Registrar	333-5727
Cashiers/Bursary	333-5718	Student Affairs	333-5941
eLearning	245-6490	Graduate School	333-5694
Financial Aid	333-5935		

VSU Online

What is an online course?

An online course is one in which the students are geographically separated from the instructor for 95% or more of class time. (Some online courses may require attendance for one or two face-to-face meetings; proctored examinations at an approved testing site may also be required.) Although online courses may not meet in a classroom, the web-based format allows students to interact with the instructor and other students through email, chat rooms, and online discussion boards. Course content,notes, assignment, projects, and grades are often posted on web pages.

What are some of the advantages of online courses?

Online courses allow you to be more flexible with your time. Although these classes do have scheduled assignments just as face-to-face classes do, they generally do not have regular meeting times, so you can complete these assignments at times (and places) best suited to your schedule.

In Banner, how can a student tell if a course is online?

All VSU online courses are designated on the Banner course registration system with an "I" in the section code, "IA", "IB," etc., and the campus building code is marked as "ONLINE". eCore courses will be designated as 01G, 02G, etc. while GOML (Georgia OnMyLine) courses are designated Y01, Y02, etc.

What are the special requirements for online courses?

Appropriate equipment and computer experience: To take an online course, you must have a computer with Internet access or be willing to travel to utilize a computer in the campus computer labs.

Computer: You will need access to a Windows PC or Apple computer. PC computers will need the Windows 2000, XP, or Windows Vista operating system. Apple computers will need the MacOS X 10.3.9 or higher.

Internet Service Provider (ISP): A connection to the Internet is required to use BlazeVIEW. A high-speed Internet connection (cable modem, DSL, or LAN) is strongly recommended. Performance may suffer over dialup, especially for those courses with audio and/or video components.

Browser: In order for your online experience to be successful, your Internet browser must be approved for use with BlazeVIEW and configured properly.

To test your computer's ability to run BlazeVIEW, go to http://www.valdosta.edu/vista/GettingStarted.shtml and use the Browser Checker.

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You will need some experience navigating and using the Internet. Knowing how to attach document files to email and word processing skills are important in an online course environment. While previous experience with distance learning is not required, it is recommended that you view the BlazeVIEW tutorials, before you start your first online course. To access the tutorials, login to BlazeVIEW and click the link for BlazeVIEW Tutorials for Students.

What is eTuition?

The decision to take an online course where more than 95% of instruction time occurs via the Internet will affect your tuition rate. These courses have a different tuition rate known as eTuition.

This eTuition rate is the same whether you are an in-state or out-of-state student. eTuition rates are not part of the "fixed for four" guaranteed tuition rate. In addition, there is no maximum tuition cap for fully online courses. However, these courses are still competitively priced with other available online courses. eTuition rate charges are covered by the HOPE scholarship and by financial aid.

eTuition and Online Courses For Undergraduates

VSU offers a number of <u>online undergraduate courses</u>. These courses are taught by VSU faculty and offered through VSU departments. VSU students also have the option to take most core courses online through <u>eCore</u> (Georgia's Core Curriculum Online). These courses must be accessed through the <u>Georgia OnMyLine</u> website and are taught by faculty from across the university system; therefore, an eCore faculty member may not necessarily be on the VSU campus.

You may register for any combination of online and on-campus courses that fit the requirements of your program of study.

Students who register for online courses only (no on-campus courses are taken) should be exempt from most student fees; however, Technology fees, Access Card fees, and any Special Institutional Fees set by the University System of Georgia still apply.

Students who opt to take one or more online courses in conjunction with on-campus courses will

still be responsible for all relevant fees. Additionally, the eTuition rate will be assessed for each online course for which you are registered, no matter how many courses you are taking.

Undergraduate eTuition Rate: \$250 per credit hour (for VSU online and eMajor classes) and \$189 for eCore per credit hour.

eTuition and Online Courses For Graduate Students

VSU offers both a number of institutional online graduate degree programs as well as individual online graduate courses that may be part of an on-campus program.

You may register for any combination of online and on-campus courses that fit the requirements of your program of study.

Students who register for online courses only (no on-campus courses are taken) are exempt from most student fees; however, Technology fees, Access Card fees, and any Special Institutional Fees set by the University System of Georgia still apply.

Students who opt to take one or more online courses in conjunction with on-campus courses will still be responsible for all relevant fees. The eTuition rate will be assessed for each online course for which you are registered.

Graduate students enrolled in USG Collaborative programs – Georgia ONmyLINE or the WebMBA– will continue at the tuition rates specific to those programs.

Graduate eTuition Rate: \$255 per credit hour, \$765 per three hour course.

Complete tuition information is available at <u>http://www.valdosta.</u> edu/finadmin/financial/feeschedules.shtml

Spring 2014 Final Exam Schedule

Wednesday, May 7, 2014

Class Days	Class Time	Final Exam Time
Monday/Wednesday/Friday	8:00/8:30am	8:00am-10:00am
Tuesday/Thursday	8:00am	10:15am-12:15pm
Monday/Wednesday	2:00/2:30pm	12:30pm-2:30pm
Tuesday/Thursday	2:00pm	2:45pm-4:45pm
Monday/Wednesday	6:30pm	5:00pm-7:00pm
Tuesday/Thursday	8:00pm	7:15pm-9:15pm
Monday/Wednesday	9:30pm	9:30pm-11:30pm

Thursday, May 8, 2014

Class Days	Class Time	Final Exam Time
Monday/Wednesday/Friday	9:00/9:30am	8:00am-10:00am
Tuesday/Thursday	9:30am	10:15am-12:15pm
Monday/Wednesday/Friday	12:00/12:30pm	12:30pm-2:30pm
Tuesday/Thursday	12:30pm	2:45pm-4:45pm
Tuesday/Thursday	3:30pm	5:00pm-7:00pm
Tuesday/Thursday	5:00pm	7:15pm-9:15pm
Tuesday/Thursday	6:30pm	9:30pm-11:30pm

Friday, May 9, 2014

Class Days	Class Time	Final Exam Time
Monday/Wednesday/Friday	10:00/10:30am	8:00am-10:00am
Tuesday/Thursday	11:00am	10:15am-12:15pm
Monday/Wednesday/Friday	11:00/11:30am	12:30pm-2:30pm
Monday/Wednesday/Friday	1:00/1:30pm	2:45pm-4:45pm
Monday/Wednesday	3:30pm	5:00pm-7:00pm
Monday/Wednesday	5:00pm	7:15pm-9:15pm
Monday/Wednesday	8:00pm	9:30pm-11:30pm
Tuesday/Thursday	9:30pm	9:30pm-11:30pm

Examination time conflicts will be resolved by the Dean(s) of the colleges in which the course(s) are taught. Class instructor will set the final exam time for courses that meet one day/night a week. Exam Prep Day is Tuesday, May 6th.

