

New Faculty Orientation

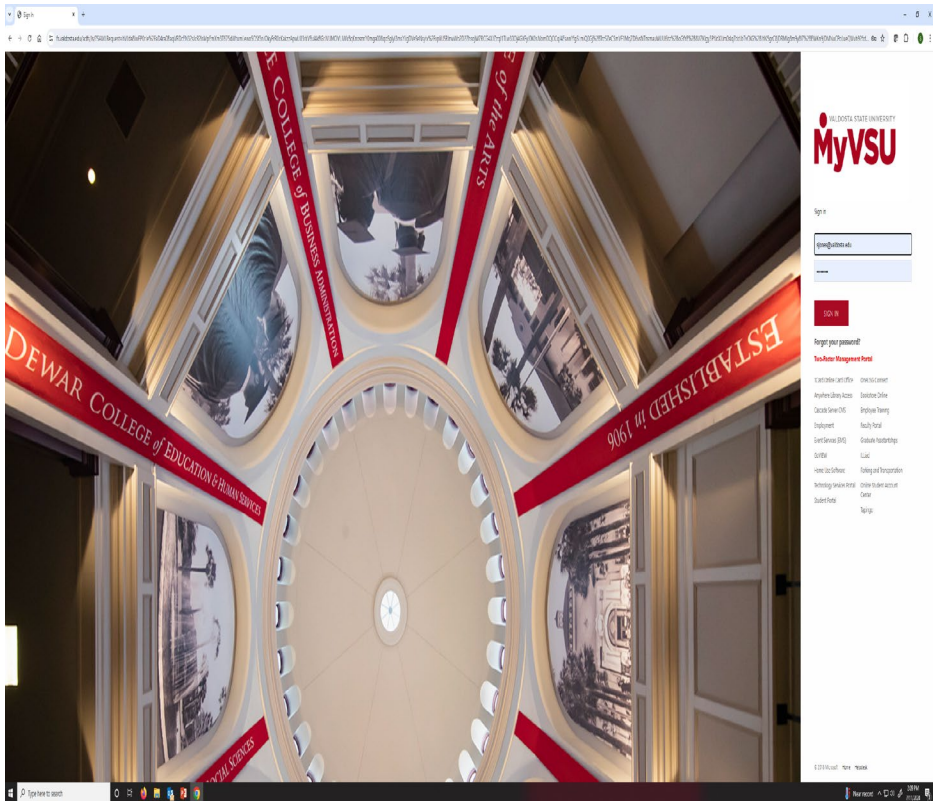
Registrar Information Session

Session Overview

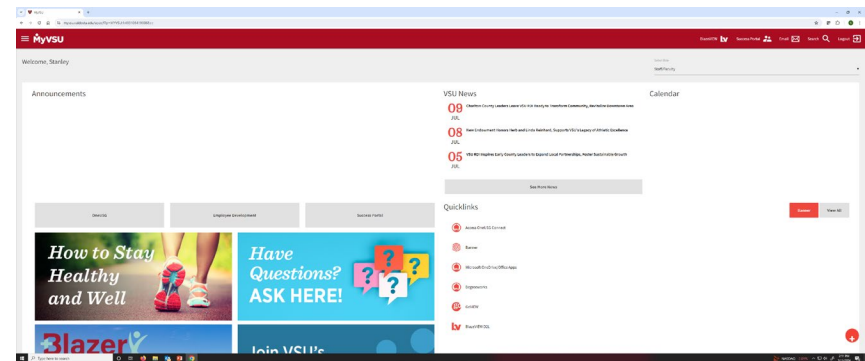
- Banner
 - Faculty Class List
 - Attendance Verification
 - Midterm Grades
 - Final Grades
- Incomplete Procedures
- Grade Changes
- Drop vs. Withdrawal
- FERPA

Accessing Banner

MyVSU



MyVSU Main Menu



Faculty Main Menu

The screenshot displays the MyVSU Faculty Main Menu interface. At the top, a red navigation bar contains the MyVSU logo and links for BlazerVIEW, Success Portal, Email, Search, and Logout. Below this, a horizontal menu lists various categories: STUDENT MAIN MENU, GENERAL MENU, STUDENT ACCOUNTS MENU, REGISTRATION MENU, FINANCIAL AID APPLICATION MENU, FACULTY MAIN MENU (which is currently selected), and ADVISOR MENU. The main content area is titled "Faculty Main Menu" and is organized into a grid of eight tiles, each representing a different faculty function. Each tile includes a title, a brief description, a "Faculty Page" button, and a colored icon in the bottom right corner. The tiles are: Advising Student Profile (blue icon), Attendance Verification (blue icon), Class List (blue icon), Faculty Grade Entry (green icon), Live Text User-Name Add/Edit (green icon), View Entry into Psychology Major Information (yellow icon), Success Portal Schedule of Classes (yellow icon), Teacher Education Admission Information (orange icon), Track Attendance (red icon), View Entry into Profession (for American Sign Language majors only) (pink icon), and Student Academic Review (pink icon). The bottom of the screen features a dark footer with copyright information for Valdosta State University and a small red plus icon in the bottom right corner.

Application Navigator x | Banner Dashboard x | MyVSU x | Banner Dashboard x | +

https://myvsu.valdosta.edu/open?Ty=MYVSU212155594316257%3BAPP_SESSION...

BlazerVIEW Success Portal Email Search Logout

STUDENT MAIN MENU GENERAL MENU STUDENT ACCOUNTS MENU REGISTRATION MENU FINANCIAL AID APPLICATION MENU FACULTY MAIN MENU ADVISOR MENU

Faculty Main Menu

Advising Student Profile
View a student's profile page
Faculty Page

Attendance Verification
Verify student attendance
Faculty Page

Class List
A list of courses and course rosters.
Faculty Page

Faculty Grade Entry
Enter grades
Faculty Page

Live Text User-Name Add/Edit
Look up live text user names
Faculty Page

View Entry into Psychology Major Information
View information on Psychology entry
Faculty Page

Success Portal Schedule of Classes
Navigate to the Success Portal Schedule of Classes.
Faculty Page

Teacher Education Admission Information
View information about admission to teacher education
Faculty Page

Track Attendance
Track attendance in a class.
Faculty Page

View Entry into Profession (for American Sign Language majors only)
View ASL entry information
Faculty Page

Student Academic Review
Search for a student and review their academic record.
Faculty Page

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Please fill out our survey!

9:47 AM 7/26/2019

Class List

FileEditViewHistoryBookmarksToolsHelp

CRN Listing

https://bamw64.valdosta.edu/0443/StudentSelfService/bsb/classListApp/classListPage#allTerms/courseList

Getting StartedLatest HeadlinesIT HelpdeskSelf Service Portal

VALDOSTA STATE UNIVERSITY BANNER

 Jones, Stanley

Faculty & Advisors • CRN Listing

CRN Listing

All Terms

Select Course

 Search

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
ALCD 2050, IB	Communications for the Workplace	50563	24	Active	06/12/2019 - 07/31/2019	Summer 2019 (201905)
ENGL 1101, D	Composition I	50749	21	Active	06/12/2019 - 07/31/2019	Summer 2019 (201905)
COMM 1500, IA	Intro to Comm Studies	51001	25	Active	06/12/2019 - 07/31/2019	Summer 2019 (201905)
COMM 3031, A	Comm Law and Ethics	51004	13	Active	06/12/2019 - 07/31/2019	Summer 2019 (201905)
PSYC 6200, IB	Child Psychopathology	51515	15	Active	06/12/2019 - 07/31/2019	Summer 2019 (201905)
ART 1020, IA	Two Dimensional Design	51767	11	Active	07/08/2019 - 07/29/2019	Summer 2019 (201905)

Results found: 6

K<Page 1 of 1>|Per Page 25

Class List

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[Faculty & Advisors](#)
[CRN Listing](#)
[Class List](#)

Class List
Export
Print

Summer 2019 - 201905 ACED 2050 | 50563 ▼

▼ Course Information
 Communications for the Wrkplce - ACED 2050 IB
 CRN: 50563
 Duration: 06/12/2019 - 07/31/2019
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	24	1
Wait List	999	0	999
Cross List	0	0	0

Class List
Wait List

Summary View ▼

Summary Class List

☐	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
☐	Carpenter, [REDACTED]	[REDACTED]	**Web Registered**	Undergraduate-Semester	3	Enter Grade	Enter Grade	Junior
☐	Costello, [REDACTED]	[REDACTED]	**Web Registered**	Undergraduate-Semester	3	Enter Grade	Enter Grade	Junior
☐	Garner, N [REDACTED]	[REDACTED]	**Web Registered**	Undergraduate-Semester	3	Enter Grade	Enter Grade	Junior
☐	Green, K [REDACTED]	[REDACTED]	**Web Registered**	Undergraduate-Semester	3	Enter Grade	Enter Grade	Senior
☐	Hampton, [REDACTED]	[REDACTED]	**Web Registered**	Undergraduate-Semester	3	Enter Grade	Enter Grade	Senior
☐	Heider, [REDACTED]	[REDACTED]	**Web Registered**	Undergraduate-Semester	3	Enter Grade	Enter Grade	Junior
☐	Johnson, [REDACTED]	[REDACTED]	**Web Registered**	Undergraduate-Semester	3	Enter Grade	Enter Grade	Junior
☐	Larry, K [REDACTED]	[REDACTED]	**Web Registered**	Undergraduate-Semester	3	Enter Grade	Enter Grade	Junior
☐	Miller, M [REDACTED]	[REDACTED]	**Web Registered**	Undergraduate-Semester	3	Enter Grade	Enter Grade	Senior
☐	Monast, K [REDACTED]	[REDACTED]	**Registered**	Undergraduate-Semester	3	Enter Grade	Enter Grade	Senior
☐	Mullins, M [REDACTED]	[REDACTED]	**Web Registered**	Undergraduate-Semester	3	Enter Grade	Enter Grade	Junior
☐	Murphy, S [REDACTED]	[REDACTED]	**Web Registered**	Undergraduate-Semester	3	Enter Grade	Enter Grade	Senior
☐	Reilly, Joe [REDACTED]	[REDACTED]	**Web Registered**	Undergraduate-Semester	3	Enter Grade	Enter Grade	Senior

Attendance Verification

Course Information

Philosophy, Law, Ethics MS&ED - MS&ED 6005 IA
 CRN: 50501
 Rule ID: 1
 Roster Type: Total Roster
 Census Type: Not Available
 Dates Available: 07/10/2024 - 08/12/2024
 Roster Last Submitted: Not Submitted

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	29	-4
Wait List	999	0	999
Cross List	0	0	0

Students Eligible to be Dropped

Student Name	ID	Current Registration	Action	Last Attended Date	Email
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	daniadams@valdosta.edu
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	maradams@valdosta.edu
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	jaranderson@valdosta.edu
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	waandrews@valdosta.edu
[Redacted]	[Redacted]	**Registered**	None	MM/dd/yyyy	tyabrown@valdosta.edu
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	houston@valdosta.edu
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	hiroberts@valdosta.edu
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	aademero@valdosta.edu
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	loross@valdosta.edu
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	jdurr@valdosta.edu
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	iferreira@valdosta.edu

- Verification of attendance/participation
- Financial Aid funds cannot be released to VSU or excess funds to students until attendance has been verified by faculty.
- Fall 2026 Entry Period- Aug 24-28

Click Confirm

main/22/USCA-76207/confirmation

Confirmation

Print

Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment	25	25	-4
Wait List	999	0	999
Cross List	0	0	0

Show/Hide Columns Search (Alt+F)

ID	Last Attended Date	Pending Registration
ETU		Attendance Drop

< > Page 1 of 1 Per Page 25

Confirm Cancel

Grade Entry Process

Application Navigator x Banner Dashboard x Faculty Grade Entry x

https://banner4.valdosta.edu/8443/FacultySelfService/sib/gradeEntry/midterm

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Faculty Grade Entry Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
In Progress	ACED - Adult and Career Education	2050	IB	Communications for the Workplace	201905 - Summer 2019	50563
Not Started	COMM - Communications Arts	1500	IA	Intro to Comm Studies	201905 - Summer 2019	51001
Not Started	COMM - Communications Arts	3031	A	Comm Law and Ethics	201905 - Summer 2019	51004
Not Started	PSYC - Psychology	8200	IB	Child Psychopathology	201905 - Summer 2019	51515
Not Started	ART - Art	1020	IA	Two Dimensional Design	201905 - Summer 2019	51767

Records Found: 5

9:44 AM 7/26/2019

Midterm Grades

Valdosta State University | Banner

Faculty Grade Entry » Midterm Grades

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
In Progress	ACED - Adult and Career Education	2050	IB	Communications for the Workplace	201905 - Summer 2019	50563
Not Started	COMM - Communications Arts	1500	1A	Intro to Comm Studies	201905 - Summer 2019	51001
Not Started	COMM - Communications Arts	3031	A	Comm Law and Ethics	201905 - Summer 2019	51004
Not Started	PSYC - Psychology	8200	IB	Child Psychopathology	201905 - Summer 2019	51515
Not Started	ART - Art	1020	1A	Two Dimensional Design	201905 - Summer 2019	51767

Records Found: 5

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
Martin, Terri S.		A	07/30/2019	
Miles, Shanta			07/30/2019	
Miller, Brooklyn B.			07/30/2019	
Purdy, Shirley L.			07/30/2019	
Smith, Amber			07/30/2019	
West, Jacqui M.			07/30/2019	

Records Found: 6

Save Reset

- Required for ALL Undergraduate Courses
- Fall 2026 Entry Period: Sept 28-Oct 7
 - These grades are not a part of the student's official record.
 - Please make sure to provide the students with enough assignments to be able to post a meaningful grade.

Final Grades

File Edit View History Bookmarks Tools Help

Faculty Grade Entry

https://barnesid.valdosta.edu/B443/facultySelfService/sab/gradeEntry#final

Getting Started Latest Headlines IT Helpdesk Self Service Portal

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Faculty Grade Entry Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rollid	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	ACED - Adult and Career Education	2050	IB	Communications for the Workplace	201905 - Summer 2019	50563
Not Started	Not Started	COMM - Communications Arts	1500	IA	Intro to Comm Studies	201905 - Summer 2019	51001
In Progress	Not Started	COMM - Communications Arts	3031	A	Comm Law and Ethics	201905 - Summer 2019	51004
Completed	Not Started	PSYC - Psychology	8200	IB	Child Psychopathology	201905 - Summer 2019	51515
Not Started	Not Started	ART - Art	1020	IA	Two Dimensional Design	201905 - Summer 2019	51767

Records Found: 5

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rollid	Last Attend Date	Hours Attended
Butler, Amy B.	8		A		07/30/2019	
Grant, A.	8		A		07/30/2019	
Le, Thuy	8		F		07/30/2019	
Morgan, N.	8		A		07/30/2019	
Perry, Ch...	8		A		07/30/2019	

Records Found: 11

Save Reset

- Fall 2026 Grade Entry: Dec 7-Dec 14
- Final Grades Due Dec 14th at 11am**
- Please remember, you must enter a last date of attendance for any student you assign a grade of "F" per Financial Aid regulations.
- After the grade entry deadline, you must submit a Change of Grade Form.



Valdosta State University
Office of the Registrar (229) 333-5727
<http://www.valdosta.edu/academics/registrar>

INCOMPLETE GRADE REQUEST PROCESS & FORM

REQUEST FOR ASSIGNING A GRADE OF INCOMPLETE / Academic Affairs > Grading System

A report of "I" (incomplete) indicates that a student was doing satisfactory work at the end of the term but, for non-academic reasons, was unable to complete all requirements for the course. A report of "I" requires the subsequent completion of all course requirements within a time limit specified by the instructor, not to exceed one calendar year from the end of the term in which a grade of incomplete is assigned, regardless of the student's enrollment status during the period specified for completion.

Students are responsible for making arrangements with their instructor for completion of course requirements within the time specified, in accordance with this regulation.

If an "I" is not changed to a letter grade within one calendar year, it will be changed to the grade F.

The request for assigning a grade of incomplete should be completed before final grade submission by the instructor and submitted to the Registrar's Office. If possible, the student should continue attending class until the incomplete is approved.

Section A: Student Biographical Information

Last Name		First Name		Middle Initial
VSU ID Number	Department	Major	Advisor	
VSU Email		Phone	Alternate Phone	
Mailing Address		City	State	Zip Code

Section B: Course Information

CRN	Prefix/Number	Section	Course Title	Credit Hours
Semester	Year	Instructor		

NON-ACADEMIC REASON FOR REQUESTING AN INCOMPLETE (Include/attach additional documents as needed):

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Version: 5/6/20



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INCOMPLETE GRADE REQUEST PROCESS & FORM

Section C: Course Grade Status - To be Completed by Instructor

Instructor	Date the "I" Request was Received	In-Progress Grade at Time of Request
------------	-----------------------------------	--------------------------------------

- ☐ YES ☐ NO – Did the student have a passing grade at the time of the request?
☐ YES ☐ NO – Do you agree to the student's request for the incomplete?

***CONTINUE ONLY IF THE ANSWER TO BOTH QUESTIONS IS YES**

If the request for an incomplete is approved, please do not re-register for the same course again as it could have adverse effects on your academic record. Contact the Registrar's Office for further explanation.

PROVIDE ALL REMAINING ASSIGNMENTS TO BE COMPLETED, AND TIMELINE / DATES FOR COMPLETION:
(Include/attach additional documents as needed):

ASSIGNMENT	TIMELINE / DUE DATE

Student Name (Type/Print)	Student (Signature)	Date
Instructor Name (Type/Print)	Instructor (Signature)	Date
Department Head / Director Name (Type/Print)	Department Head / Director (Signature)	Date

Version: 5/6/20

Grade Changes

- Why would I need to change a grade?
 - Incorrect grade entered on-line...student discovers it days later.
 - Student was assigned an “I” or “IP”
 - Grade not reported in time...student receives “NR”.
- What’s required to complete grade change form?
 - Student Name & ID Number
 - Course information and Term & Year
 - Current grade and new grade
 - Reason for change of grade
 - Instructor signature and dept head signature required.
 - Dean and VPAA signature required for grade changes that involve “W” grades.
- How do I know the grade has been changed?
 - Patrick McElwain processes all grade changes and will mail you the yellow copy of the multi-part form. Students can check their on-line transcript to view the change.
- Restrictions?
 - Students are not allowed to handle Grade Change Forms. Forms delivered by students will not be processed.
 - The form is not available online. It can only be obtained from the Registrar’s Office.

Drop vs. Withdrawal

➤ Dropping Classes

- **Students “drop” classes on-line during active registration.**
- **Under special circumstances, students can complete the Late Registration Drop/Add form to drop classes after registration has ended for the term.**
- **Dropping classes can generate a complete tuition refund for the course(s) and the course is completely removed from the students’ academic record.**

➤ Withdrawing from Classes

- **After registration ends, students who decided they need to get out of a course for whatever reason can withdraw online through Banner. The withdrawal must be completed prior to the published withdrawal deadlines.**
- **After the published withdrawal deadlines, students are not allowed to withdraw except for medical or documented hardships. This process is handled through the Dean of Students Office (Student Affairs).**

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. This Act prohibits university officials from disclosing any records, including grade reports, academic standings, transcripts of records, or any other records, files, documents, and materials in whatever medium, which contain information directly related to the student and from which the student can be individually identified.

Directory information: Valdosta State University publishes student information in the form of directories, programs, etc. Under FERPA, "Directory Information" refers to student information that is not generally considered harmful or an invasion of privacy if disclosed. Students who desire their directory information not be released without consent should notify the Office of the Registrar in writing.

- Student's name
- Hometown
- Institution-assigned email address. Under this category, an institution-assigned email address may be disclosed without consent only to other, current students. In addition, students may not request email listings of the entire student body or segments thereof, except for academic purposes.
- Major field of study
- Enrollment status (e.g., full-time, part-time)
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees, honors, and awards received
- Thesis/Dissertation title
- The most recent educational institution attended
- Height and weight of athletes
- Class level

IMPORTANT DATES FOR FALL SEMESTER-2026

August 17	First Class Day for fall 2026
August 20	Registration for fall 2026 ends (11:59pm)
August 24-28	Attendance Verification for VSU courses that began on Aug 17
August 28	Attendance Verifications due at 9am
September 7	Labor Day Holiday (university closed/no classes meet)
Sept 28-Oct 7	Midterm Grade Entry for full-term VSU courses
October 7	Midterm Grades Due at 5pm
October 8	Official Midterm for fall 2026
October 8	Students View Midterm Grades
October 12-13	Fall Break (university open/no classes meet)
October 29	Withdrawal Deadline for full-term VSU courses
November 2	Registration Begins for spring and summer 2027 (by classification)
November 25	No Classes Meet (Student Thanksgiving Holiday Break begins)
November 26-27	Thanksgiving Holidays (No classes meet/university closed)
December 7	Last class day for fall 2026
December 7	Final Grade entry begins for fall 2026
December 8-11	Final Exams
December 11	Graduate School Commencement Ceremony
December 12	Undergraduate Commencement Ceremony
December 14	Final Grades for fall 2026 due (11am)
December 14	Students View Final Grades in Banner after 6pm
December 18-Jan 1	University Closed

Important Dates for Short Sessions I and II for Fall 2026

August 17	First Class Day for Short Session I
August 20	Registration for fall 2026 ends (11:59pm)
August 24-28	Attendance Verification for VSU courses that began on Aug 17
August 28	Attendance Verifications due at 9am
September 7	Labor Day Holiday (university closed/no classes meet)
September 10	Midterm Grades Due for Short Session I (11am)
September 24	Midterm and Withdrawal Deadline for Short Session I
October 8	Last Class Day for Short Session I
October 8- 14	Grades May be entered for Short Session I (grades not available to students)
October 14	First Class Day for Short Session II
October 16	Registration Ends (11:59pm)
Oct 19-22	Attendance Verification for Short Session II
October 22	Attendance Verifications due at 11 am
November 6	Midterm Grades Due for Short Session II (11am)
November 20	Midterm and Withdrawal Deadline for Short Session II
December 7	Last Class Day
December 7	Final Grade entry begins for all classes
December 14	Final Grades for All Classes due at 11am
December 18-Jan 1	University Closed

Registrar's Administrative Team

Office of the Registrar

Phone: 333-5727

Office Email: registrar@valdosta.edu

Who We Are:

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