# REGISTRATION GUIDE 2019

Fall

STATE



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### **2019 FALL SEMESTER CALENDAR**

Mon, Aug 19 | First Class Day Mon, Sept 2 | Labor Day Mon-Tues, Oct 7-8 | Fall Break Thurs, Oct 10 | Midterm Thurs, Oct17 | Last Day to Withdraw Mon, Dec 9 | Last Class Day Tues-Fri, Dec 10-13 | Exams Fri-Sat, Dec 13-14 | <u>Graduation</u>

### **REGISTRATION DATES**

Registration	Apr 1 - Aug 22
Graduates, Seniors, & Approved Groups	Apr 1@7am
Juniors	Apr 2 @7am
Sophomores	Apr 3 @7am
Freshmen	Apr 4 @7am
Registration ends	Aug 22 @ 11:59pm
TAP Registration	Jul 15 @ 7am

### FEE PAYMENT DEADLINE

*Invoices ebilled TBA	
Updated ebills	TBA
First Day of Classes	TBA
Registration fee payment deadline	TBA
Deadline for Direct Deposit setup	TBA
Financial aid excess funds dispersed via Direct Deposit	TBA
Financial aid excess funds dispersed via paper check	ТВА

### **ADVISING**

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.

### **COLLEGE ADVISING CENTERS**

#### **College of Humanities & Social Sciences**

Ashley Hall Room 1001 229-253-4059 - cohssadvising@valdosta.edu

#### **College of Science & Mathematics**

University Center Room 1200 229-245-4378 - cosmadvising@valdosta.edu

#### College of the Arts

University Center Room 1200 229-245-4378 - coaadvising@valdosta.edu

#### **College of Honors & Exploratory Studies**

University Center Room 1200 229-245-4378 - cohnexadvising@valdosta.edu

#### Langdale College of Business Administration

Thaxton Hall 3rd Floor 229-249-2624 - cobaadvising@valdosta.edu

#### **College of Nursing & Health Sciences**

Health Sciences & Business Administration Building Room 4002C 229-253-2866 - conhsadvising@valdosta.edu

#### **College of Education & Human Services**

Education Center Room 1020 229-245-3880 - coehsadvising@valdosta.edu

### **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</u>. Click on Current Students and then MyVSU.
- 2. LOGIN.
- 3. Select Banner Registration
- 4. Click on Student and Financial Aid Menu. Click on Registration.
- 5. 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.
- 6. 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.
- 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.
- 8. 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.
- 9. Exit the system by clicking on the **EXIT** button at the bottom of the screen.

### **BANNER WAITLIST BASICS**

- After a course has reached its maximum enrollment limit, the waitlist option may become available during the pre-registration and the regular registration periods.
- You must select "Waitlisted" from the pull-down menu on Web Self-Service Banner in order to add your name to the waitlist. Don't forget to click "Submit Changes".
- The system will not override time conflicts. Therefore, if you are registered for a class that already exists for that time slot, you will not be allowed to waitlist the class.
- Once you become the first person on the waitlist, you will receive an automatic e-mail notification letting you know you can register for the course in Banner.
- You must register for the course within 24 clock hours of the e-mail notification. Otherwise, you will be dropped from the waitlist and the next person will move to the top of the list.
- If you no longer wish to be on the waitlist, you must drop the course through the self-service menu using the Drop/Add menu.
- If the course prerequisites are not met, you will not be able to register for the course without override permissions.
- Being on a waitlist does not guarantee registration for the class. It is recommended that you register for an alternate class in case the course never becomes available to you.

### **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.

• *"When I tried to register for classes last night, the computer said my account has been disabled. What do I need to do?"* 

Banner accounts become disabled when the banner password or user id is entered numerous times incorrectly. The Banner account is reset to the original PIN (6 digit date of birth) every 15 minutes and instructions are sent to the VSU email account.

• "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 establisheddeadline. 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 secureregistration, but in all cases, full payment is required: cash, personal check, ACH direct payment (online webcheck), money order, traveler's check, online credit cards, 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.

### 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 form located in the Registrar's office.

The late <u>drop/add form</u>\* requires the signatures of the instructors of the classes that students wish to drop/add. The signature of the University Bursar is also required. This form is used by itself prior to midterm.

# 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.

#### DEANS AND DEPARTMENT HEADS

#### **COLLEGE OF THE ARTS**

Dean	Mr. A. Blake Pearce
Associate Dean	Mr. Michael Schmidt
	Fine Arts Bldg

#### DEPARTMENT HEADS

Art (Interim)	Mr. Hollis Barnett
Communication Arts	Dr. Mark Borzi
Music	Dr. Douglas Farwell

#### COLLEGE OF HUMANITIES & SOCIAL SCIENCES

DeanDr. James Laf	Plant
Associate DeanDr. Mark Smit	h

#### **DEPARTMENT HEADS**

Tameka Hobbs
Donna Sewell
John Dunn
Ofelia Nikolova
Lai Orenduff
Fred Downing
Joseph Robbins
Darrell Ross
Catherine Oglesby
[ () []

### **COLLEGE OF SCIENCE & MATHEMATICS**

Dean (Interim)Dr. James L	aPlant
Associate DeanDr. Theresa	Grove

#### DEPARTMENT HEADS

Biology	
Chemistry	
Computer Science	
Mathematics (Interim)	
Physics, Astronomy & Geosciences	

Dr. Robert Gannon Dr. James Baxter Dr. Krishnendu Roy Dr. Shaun Ault Dr. Edward Chatelain

#### LANGDALE COLLEGE OF BUSINESS ADMINISTRATION

DeanDr. L. Way	ne Plumly
Associate DeanDr. Sanjay	Gupta

#### **DEPARTMENT HEADS**

Accounting	Dr. Ronald Stunda
Economics & Finance	Dr. Karin Roland
Management/Healthcare Administration	Dr. Edward Walker
Marketing & International Business (Interim)	Dr. Hudson Rogers

#### **DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**

Dean	Dr. Bernard Oliver
Associate Dean	Dr. Donald Leech
Associate Dean	Vacant

#### DEPARTMENT HEADS

Adult & Career Education	Dr. C. Keith Waugh
Communication Science & Disorders/Special Education	Dr. Corine Myers-Jennings
Curriculum, Leadership & Technology	Dr. Leon Pate
Elementary Education (Interim)	Dr. Shirley Andrews
Kinesiology & Physical Education (Interim)	Dr. Sonya Sanderson
Master of Library and Information Science	Dr. Linda Most
Middle, Secondary, Reading & Deaf Ed	Dr. Barbara Radcliffe
Psychology, Counseling, & Family Therapy	Dr. Kate Warner
Social Work	Dr. Mizanur Miah

#### **COLLEGE OF NURSING AND HEALTH SCIENCES**

Dean	Dr. Sheri Noviello
Associate Dean	Dr. LaGary Carter
Dental Hygiene	Ms. Sandi Woodward
Exercise Physiology	Undergraduate - Dr. Mark Kasper Graduate - Dr. Mike Webster
Health Sciences	Mr. Chuck Conner
Nursing	Undergraduate - Ms. Paige Krispin Graduate - Dr. Michelle Ritter

### **OFFICE OF ACADEMIC AFFAIRS**

Associate Provost	Dr. Sharon Gravett
	Nevins Hall 1060
Assistant Vice President & Dean of Undergraduate Studie	esDr. Lai Orenduff

### WITHDRAWAL POLICY

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. 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).

#### Medical and Hardship Withdrawals after Midterm

http://www.valdosta.edu/academic/MedicalWithdrawals.shtml

http://www.valdosta.edu/academic/HardshipWithdrawals.shtml

### **IMPORTANT CAMPUS PHONE NUMBERS**

<u>Academic Affairs</u>	333-5950	<u>Financial Aid</u>	333-5935
Admissions	333-5791	<u>Graduate School</u>	333-5694
Bookstore	333-5666	Health Services	333-5886
Bookstore/Textbooks	333-5669	Housing	333-5920
<u>Campus Police</u>		<u>Library</u>	333-5869
Office	333-7816	One Card Services	259-2593
Emergency	259-5555	Parking and Transportation	293-7275
<u>Cashiers/Bursary</u>	333-5725	Registrar	333-5727
eLearning	245-6490	Student Affairs	333-5941

### 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-toface 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 e-mail, 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 (andplaces) 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 (GeorgiaOn-MyLine) courses are designated Y01, Y02.

# 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.

**Internet Service Provider (ISP):** A connection to the Internet is required to use BlazeVIEW. A highspeed 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 <u>http://www.valdosta.edu/vista/GettingStart-</u><u>ed.shtml</u> and use the Browser Checker. 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 undergradu-</u> <u>ate 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>GOVIEW</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 <u>relevant fees</u>. Additionally, the eTuition rate will be assessed for each online course for which you are registered, no matter how many courses you are taking.

# eTUITION AND ONLINE COURSES FOR GRADUATE STUDENTS

VSU offers both a number of institutional <u>online gradu-</u> <u>ate degree programs</u> as well as <u>individual online gradu-</u> <u>ate courses</u> 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 oncampus 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 <u>relevant fees</u>. The eTuition rate will be assessed for each online course for which you are registered.

Graduate students enrolled in USG Collaborative programs - <u>Georgia ONmyLINE</u> or the <u>WebMBA</u>- will continue at the tuition rates specific to those programs.

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

#### For more information about online courses and programs, please visit

ww2.valdosta.edu/distance

### FALL 2019 FINAL EXAM SCHEDULE

#### TUESDAY, DECEMBER 10, 2019

Class Days	<b>Class Time</b>	Final Exam Time	
Tuesday/Thursday	8:00am	8:00am-10:00am	
Monday/Wednesday/Friday	10:00/10:30am	10:15am-12:15pm	
Tuesday/Thursday	12:30pm	12:30pm-2:30pm	
Monday/Wednesday	2:00/2:30pm	2:45pm-4:45pm	
Tuesday/Thursday	5:00pm	5:00pm-7:00pm	
Math 1111/COA**		7:15pm-9:15pm	
Special Exam Period*		9:30pm-11:30pm	
WEDNESDAY, DECEMBER 11, 20	)19		
Class Days	Class Time	Final Exam Time	
Monday/Wednesday/Friday	8/8:30am	8:00am-10:00am	
Tuesday/Thursday	, 11:00am	10:15am-12:15pm	
Monday/Wednesday/Friday	1:00/1:30pm	12:30pm-2:30pm	
Tuesday/Thursday	2:00pm	2:45pm-4:45pm	
Monday/Wednesday	5:00pm	5:00pm-7:00pm	
Monday/Wednesday	8:00pm	7:15pm-9:15pm	
COA	-	7:15pm-9:15pm	
Monday/Wednesday	9:30pm	9:30pm-11:30pm	
Special Exam Period*		9:30pm-11:30pm	
THURSDAY, DECEMBER 12, 2019	9		
Class Days	<b>Class Time</b>	Final Exam Time	
-			
Tuesday/Thursday	9:30am	8:00am-10:00am	
Tuesday/Thursday Monday/Wednesday/Friday	9:30am 11:00/11:30am	8:00am-10:00am 10:15am-12:15pm	
Monday/Wednesday/Friday		10:15am-12:15pm	
Monday/Wednesday/Friday Make-up Exam Period	11:00/11:30am	10:15am-12:15pm 12:30pm-2:30pm	
Monday/Wednesday/Friday Make-up Exam Period Monday/Wednesday	11:00/11:30am 3:30pm	10:15am-12:15pm 12:30pm-2:30pm 2:45pm-4:45pm	
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Monday/Wednesday/Friday Make-up Exam Period Monday/Wednesday Tuesday/Thursday Tuesday/Thursday COA Tuesday/Thursday Special Exam Period* FRIDAY, DECEMBER 13, 2019	11:00/11:30am 3:30pm 6:30pm 8:00pm 9:30pm	10:15am-12:15pm         12:30pm-2:30pm         2:45pm-4:45pm         5:00pm-7:00pm         7:15pm-9:15pm         9:30pm-11:30pm         9:30pm-11:30pm         9:30pm-11:30pm	
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Monday/Wednesday/Friday Make-up Exam Period Monday/Wednesday Tuesday/Thursday Tuesday/Thursday COA COA Tuesday/Thursday Special Exam Period* FRIDAY, DECEMBER 13, 2019 Class Days Monday/Wednesday/Friday	11:00/11:30am 3:30pm 6:30pm 8:00pm 9:30pm 9:30pm	10:15am-12:15pm         12:30pm-2:30pm         2:45pm-4:45pm         5:00pm-7:00pm         7:15pm-9:15pm         9:30pm-11:30pm         9:30pm-11:30pm         9:30pm-11:30pm         Final Exam Time         8:00am-10:00am	
Monday/Wednesday/Friday Make-up Exam Period Monday/Wednesday Tuesday/Thursday Tuesday/Thursday COA COA Tuesday/Thursday Special Exam Period* <b>FRIDAY, DECEMBER 13, 2019</b> <b>Glass Days</b> Monday/Wednesday/Friday	11:00/11:30am 3:30pm 6:30pm 8:00pm 9:30pm 9:30pm	<ul> <li>10:15am-12:15pm</li> <li>12:30pm-2:30pm</li> <li>2:45pm-4:45pm</li> <li>2:45pm-7:00pm</li> <li>5:00pm-7:00pm</li> <li>7:15pm-9:15pm</li> <li>9:30pm-11:30pm</li> <li>9:30pm-11:30pm</li> <li>9:30pm-11:30pm</li> <li>5:00pm-11:30pm</li> <li>9:30pm-11:30pm</li> <li>10:15am-12:15pm</li> </ul>	
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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. \*Special Exam periods may be used by any department with prior approval by the VPAA \*\*Math 1111 students must be scheduled a COA final during the Math 1111 final exam

## CAMPUS MAP

