VALDOSTA State University

STATE

Registration Guide 2022 FALL

Table of **Contents**

Calendar	3
Registration Dates	3
Fee Payment Deadline	3
Advising	4
How to Register	5
Registration Error Message	6
Payment of Fees	6
Late Registration Drop/Add Appeals	7
Deans and Department Heads	7-8
Withdrawals & Refunds	9
Phone Directory	10
VSU Online	10-11
Final Exam Schedules	12
Campus Map	13





2022 FALL SEMESTER CALENDAR

Mon, Aug 15 | First Class Day Mon, Sept 5 | Labor Day Mon-Tues, Oct 10-11 | Fall Break Thurs, Oct 6 | Midterm Thurs, Oct 13 | Last Day to Withdraw Mon, Dec 5 | Last Class Day Tues-Fri, Dec 6-9 | Exams Fri-Sat, Dec 9-10 | <u>Graduation</u>

REGISTRATION DATES

Registration	Mar 28 - Aug 18
Graduates, Seniors, & Approved Groups	Mar 28 @7am
Juniors	Mar 29 @7am
Sophomores	Mar 30 @7am
Freshmen	Mar 31 @7am
Registration ends	Aug 18 @ 11:59pm
TAP Registration	Jul 15 @ 7am

FEE PAYMENT DEADLINE

*Invoices ebilled TBA	
Updated ebills	TBA
First Day of Classes	Aug 15
Registration fee payment deadline	Aug 18
Deadline for Direct Deposit setup	Aug 19
Financial aid excess funds dispersed via Direct Deposit	TBA
Financial aid excess funds dispersed via paper check	ТВА

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 3200 Converse Hall

229-245-4378 - cosmadvising@valdosta.edu

College of the Arts Fine Arts Building 2018

229-245-4378 - coaadvising@valdosta.edu

College of Honors & Exploratory Studies Honors House Georgia Avenue 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
- 4. 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. Exit the system by clicking on the **EXIT** button at the bottom of the screen.

HOW TO REGISTER USING VISUAL SCHEDULE BUILDER (VSB)

- 1. Select Visual Schedule Builder from the MyVSU menu page.
- 2. Select the appropriate Term and desired Instructional Methods.
- 3. Enter a course code or name in the **Select Course** box.
- 4. Filter your preferences.
- 5. Use the arrows under **Generated Results** to move between schedule options. The chart on the right will adapt to the changes as you move between your options.
- 6. Click **Show More** to view any restrictions the course may have to determine if you qualify to register for that particular course.
- 7. Once you have your desired schedule, click **Get this Schedule** button. A confirmation page displays next with a list of your classes. At the bottom of your list of classes are two buttons: **Cancel** and **Do Actions**. Click **Do Actions** to register for classes.

BANNER WAITLIST BASICS

- After a course has reached its maximum enrollment limit, the waitlist option may become available during the preregistration 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	
	Fine Arts Bldg

DEPARTMENT HEADS

Art Communication Arts Music Mr. Michael Schmidt (Interim) Dr. Nicole Cox (Interim) Dr. Isrea Butler

COLLEGE OF HUMANITIES & SOCIAL SCIENCES

DeanDr. Jame	es LaPlant
Associate DeanDr. Mark	Smith

DEPARTMENT HEADS

African American Studies
English
History
Modern & Classical Languages
Interdisciplinary Studies
Philosophy & Religious Studies
Political Science
Sociology, Anthropology & Criminal Justice
Women's and Gender Studies
Psychology

Dr. Adam Wood Dr. Barney J. Rickman Dr. Ofelia Nikolova Dr. Fred Downing Dr. Fred Downing Dr. Joseph Robbins Dr. Darrell Ross Dr. A.J. Ramirez Dr. David Monetti

Dr. M. Denise Lovett

COLLEGE OF SCIENCE & MATHEMATICS

Dean	Dr. Pierre-Richard Cornely
Associate Dean	Dr. Theresa Grove

DEPARTMENT HEADS

BiologyDr. FChemistryDr. FComputer ScienceDr. FMathematicsDr. SPhysics, Astronomy & GeosciencesDr. FLANGDALE COLLEGE OF BUSINESS ADMINISTRATION

Dr. Robert Gannon Dr. Kurt Winkelmann Dr. Krishnendu Roy Dr. Shaun Ault Dr. Paul Vincent

DeanDr. Karin Roland

Associate Dean	(Interim)		.Dr.	Raymond Elson
----------------	-----------	--	------	---------------

DEPARTMENT HEADS

Accounting Economics & Finance Management & Marketing Dr. Candace Witherspoon Dr. Elvan Aktas Dr. Jie Fowler

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES

DeanDr. Karla Hul	íl –
Associate DeanDr. Kate Wa	rner

DEPARTMENT HEADS

Communication Science & Disorders	Dr. Crystal Randolph
Human Services	Dr. Heather Kelley
Leadership, Technology, and Workforce Development	Dr. Steve Downey
Library and Information Studies	Dr. Linda Most
Teacher Education	Dr. Debbie Paine

COLLEGE OF NURSING AND HEALTH SCIENCES

Dean	Dr. James C. Pace
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
Academic Programs & Services	West Hall
Associate Provost	Dr. Becky da Cruz
Graduate Studies & Research	West Hall



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 ten or fewer times per the Limited Withdrawal Policy. For the eleventh 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 10 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

Academic Affairs	333-5950		
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>		Library	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	<u>Student Affairs</u>	333-5941
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-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.valdosta.edu/finadmin/financial/feeschedules.shtml</u>

For more information about online courses and programs, please visit

ww2.valdosta.edu/distance

FALL 2022 FINAL EXAM SCHEDULE

M/W/F CLASSES	EXAM DAY	FINAL EXAM TIME
8:00 am – 8:50 am	Wednesday	8:00 am – 10:00 am
9:00 am – 9:50 am	Friday	8:00 am – 10:00 am
10:00 am – 10:50 am	Tuesday	10:15 am – 12:15 pm
10:00 am - 10:50 am 11:00 am - 11:50 am	Thursday	10:15 am - 12:15 pm 10:15 am - 12:15 pm
	-	_
12:00 pm – 12:50 pm	Friday	10:15 am – 12:15 pm
1:00 pm – 1:50 pm	Wednesday	12:30 pm – 2:30 pm
2:00 pm – 2:50 pm	Tuesday	2:45 pm – 4:45 pm
M/W CLASSES	EXAM DAY	FINAL EXAM TIME
8:00 am – 9:15 am	Wednesday	8:00 am – 10:00 am
9:30 am – 10:45 am	Friday	8:00 am – 10:00 am
11:00 am – 12:15 pm	Thursday	10:15 am – 12:15 pm
12:30 pm – 1:45 pm	Friday	10:15 am – 12:15 pm
2:00 pm – 3:15 pm	Tuesday	2:45 pm – 4:45 pm
3:30 pm – 4:45 pm	Thursday	2:45 pm – 4:45 pm
5:00 pm – 6:15 pm	Wednesday	5:00 pm – 7:00 pm
6:30 pm – 7:45 pm	Friday	5:00 pm – 7:00 pm
8:00 pm – 9:15 pm	Wednesday	7:15 pm – 9:15 pm
T/R CLASSES	EXAM DAY	FINAL EXAM TIME
8:00 am – 9:15 am	Tuesday	8:00 am – 10:00 am
9:30 am – 10:45 am	Thursday	8:00 am – 10:00 am
11:00 am – 12:15 pm	Wednesday	10:15 am – 12:15 pm
12:30 pm – 1:45 pm	Tuesday	12:30 pm – 2:30 pm
2:00 pm – 3:15 pm	Wednesday	2:45 pm – 4:45 pm
3:30 pm – 4:45 pm	Friday	2:45 pm – 4:45 pm
5:00 pm – 6:15 pm	Tuesday	5:00 pm – 7:00 pm
6:30 pm – 7:45 pm	Thursday	5:00 pm – 7:00 pm
8:00 pm – 9:15 pm	Thursday	7:15 pm – 9:15 pm
One Evening a Week Classes (TUESDA	Y) EXAM DAY	FINAL EXAM TIME
5:00 pm – 7:45 pm	Tuesday	5:00 pm – 7:00 pm
	2 000 000	
One Evening a Week Classes (THURSE	DAY) EXAM DAY	FINAL EXAM TIME
5:00 pm – 7:45 pm	Wednesday	9:30 pm – 11:30 pm
6:30 pm – 9:15 pm	Thursday	9:30pm – 11:30 pm
SINGULAR EXAM PERIODS	EXAM DAY	FINAL EXAM TIME
Math 1111/COA **	Tuesday	7:15 am – 9:15 pm
Special Exam Period *	Tuesday	9:30 pm – 11:30 pm
Special Exam Period *	Wednesday	9:30 pm – 11:3 pm
Special Exam Period *	Thursday	9:30 pm – 11:30 pm
Make-Up Exam Period	Thursday	12:30 pm – 2:30 pm
Make-Up Exam Period	Friday	12:30 pm – 2:30 pm
mane op Examinentou	1 IIIIIy	

* Special Exam periods may be used by any department with prior approval by the VPAA **Math 1111 students must not schedule a COA final during the Math 1111 final exam

CAMPUS MAP

