

VALDOSTA
STATE
UNIVERSITY



Registration
Guide 2026
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





2026 FALL SEMESTER CALENDAR

Mon, Aug 17 | First Class Day

Mon, Sept 7 | Labor Day

Thurs, Oct 8 | Midterm

Mon-Tues, Oct 12-13 | Fall Break

Wed, Oct 14 | Short Session II Begins

Thurs, Oct 29 | Last Day to Withdraw

Thurs-Fri, Nov 26-27 | Thanksgiving Break
(No classes meet on Nov. 25)

Mon, Dec 7 | Last Class Day

Tues-Fri, Dec 8-11 | Exams

Fri-Sat, Dec 11-12 | [Graduation](#)

REGISTRATION DATES

Registration Mar 30 - Aug 20

Graduates, Seniors, & Approved Groups Mar 30 @7am

Juniors Mar 31 @7am

Sophomores Apr 1 @7am

Freshmen Apr 2 @7am

[TAP Registration](#) Jul 15 @ 7am

Registration ends Aug 20 @ 11:59pm

Short Session II Registration Ends Oct 16 @ 11:59pm

FEES PAYMENT DEADLINE

First Day of Classes	Aug 17
----------------------	--------

Registration fee payment deadline	Aug 20
-----------------------------------	--------

Deadline for Direct Deposit setup	TBA
-----------------------------------	-----

Financial aid excess funds dispersed via Direct Deposit	TBA
---	-----

Financial aid excess funds dispersed via paper check	TBA
--	-----

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

The North Campus Advising Team

College of Business Administration

College of Nursing and Health Sciences

Thaxton Hall, 3rd Floor

229-249-2624

The Main Campus Advising Team

College of the Arts

College of Education and Human Services

College of Humanities and Social Sciences

College of Science and Mathematics

Ashley Hall 1001

229-245-4378

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: <http://www.valdosta.edu>. 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.
7. 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 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 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 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 (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 [drop/add form](#)* 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.

DEANS AND DEPARTMENT HEADS

COLLEGE OF THE ARTS

Dean	Dr. Nicole Cox
Associate Dean (Interim)	Dr. Beibei Lin Fine Arts Bldg

DEPARTMENT HEADS

Art	Ms. Abigail Heuss
Communication Arts (Interim)	Mr. Ian Andersen
Music (Interim)	Dr. Laurel Yu

COLLEGE OF HUMANITIES & SOCIAL SCIENCES

Dean	Dr. James LaPlant
Associate Dean	Dr. Mark Smith

DEPARTMENT HEADS

Africana Studies	Dr. Antoinette Gazda
English	Dr. Adam Wood
History	Dr. Barney J. Rickman
Modern & Classical Languages	Dr. Ofelia Nikolova
Interdisciplinary Studies	Dr. Barney J. Rickman
Philosophy & Religious Studies	Dr. Barney J. Rickman
Political Science	Dr. Joseph Robbins
Sociology, Anthropology & Criminal Justice	Dr. Shani Wilfred
Women's and Gender Studies	Dr. A.J. Ramirez
Psychological Science	Dr. David Monetti

COLLEGE OF SCIENCE & MATHEMATICS

Dean	Dr. Pierre-Richard Cornely
Associate Dean (Interim)	Dr. Cristina Calestani

DEPARTMENT HEADS

Biology	Dr. Theresa Grove
Chemistry & Geosciences (Interim)	Dr. Toluwalope Salami
Computer Science & Engineering Technology	Dr. Krishnendu Roy
Data Science (Interim)	Dr. Shaun Ault
Air Force ROTC	Lt. Col Alan Vaughn

LANGDALE COLLEGE OF BUSINESS ADMINISTRATION

Dean Dr. Guclu Atinc
Associate Dean Dr. Raymond Elson

DEPARTMENT HEADS

Accounting	Dr. Raymond Elson
Applied Economics & Finance	Dr. Ellis Heath
Management/Marketing/General Business	Dr. Jie Fowler

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES

Dean Dr. David Slykhuis
Associate Dean Dr. Kate Warner

DEPARTMENT HEADS

Communication Science & Disorders	Dr. Connie Porcaro
Human Services	Dr. Heather Kelley
Leadership, Technology, and Workforce Development	Dr. Steve Downey
Library and Information Studies	Dr. Lenese Colson
Teacher Education	Dr. Joseph Jones

COLLEGE OF NURSING AND HEALTH SCIENCES

Dean (Interim)	Dr. Michelle Ritter
Department Head, School of Health Sciences.....	Dr. Mark Kasper
Department Head, School of Nursing (Interim)	Undergraduate - Mrs. Paige Krispin
Dental Hygiene.....	Ms. Sandi Woodward
Exercise Physiology.....	Dr. Mark Kasper
Health Sciences	Dr. Stacie Brunston
Nursing (Undergrduate).....	Dr. Lois Bellflower
Nursing (Graduate).....	Dr. (Lynda) Dee Ott

OFFICE OF ACADEMIC AFFAIRS

Associate Provost (Academic Programs/Services).....	Dr. Sharon Gravett West Hall
Associate Provost (Graduate School).....	Dr. Becky da Cruz West Hall

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 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 (revised 2021), 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 official withdrawal occurs no later than the last official 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

<https://www.valdosta.edu/administration/enrollment-student-affairs/medical-withdrawal-process.php>

<https://www.valdosta.edu/administration/enrollment-student-affairs/hardship-withdrawals.php>

IMPORTANT CAMPUS PHONE NUMBERS

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

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 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.

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.

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.

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

eTUITION AND ONLINE COURSES FOR UNDERGRADUATES

VSU offers a number of [online undergraduate courses](#). 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 [eCore](#) (Georgia's Core Curriculum Online). These courses must be accessed through the [GOVIEW](#) website and are taught by faculty from across the university system; therefore, an eCore faculty member may not necessarily be on the VSU campus.

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.

Undergraduates enrolled in VSU's Online College for Career Advancement will earn their degree remotely via 100% online instruction. VSU's eDegree features a new, all-inclusive rate that includes tuition and all course materials; students will not be charged any additional fees. Only students enrolled in the Online College for Career Advancement program are eligible for the all-inclusive, VSU eDegree rate.

eTUITION AND ONLINE COURSES FOR GRADUATE STUDENTS

VSU offers both a number of institutional [online graduate 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 pro-grams – [Georgia ONmyLINE](#) or the [WebMBA](#)– will continue at the tuition rates specific to those programs.

Complete tuition information is available at <https://www.valdosta.edu/administration/finance-admin/financial-services/students/>

FALL 2026 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
11:00 am – 11:50 am	Thursday	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 (TUESDAY)	EXAM DAY	FINAL EXAM TIME
5:00 pm – 7:45 pm	Tuesday	5:00 pm – 7:00 pm

One Evening a Week Classes (THURSDAY)	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	9:30 pm – 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

* Special Exam periods may be used by any department with prior approval by the VPAAs

**Math 1111 students must not schedule a COA final during the Math 1111 final exam

CAMPUS MAP

VSU CAMPUS MAP INDEX

1 Plant Operations
Central Warehouse
2 Athletic House
•Cheerleaders
•Golf Coach
•Softball Coach
3 Steel's Diamond at Blazer Park Softball Fld
Billy Grant Baseball Field
Baseball Fieldhouse/Offices
4 Barrow Hall, Aerospace Studies
5 •Pound Hall
•Thaxton Hall
•Health Sciences & Bus Admin Bldg
6 SGMC Parking Deck
7 Band / IPO
8 My Friend's House/
(Alzheimer's Daycare Program)
9 CELT-Ctr for Ex in Learning & Teaching
10 Student Health Center/Infirmary
•Counseling Center
Center for International Programs
11 Scholar House
12 Honors House
13 Music Annex
14 Powell Hall
15 Hugh C. Bailey Science Center
16 Georgia Residence Hall
Langdale Residence Hall
Reade Residence Hall
17 Retirement Walkway
18 Farbar Hall
19 Carswell Hall — vacant
20 Palms Dining Center
21 Ashley Hall
22 West Hall
23 Nevis Hall
24 Faculty & Staff Parking
25 Admissions Office (& Orientation)
26 Converse Hall (Academic)
27 Hopper Residence Hall
28 Brown Residence Hall
Patterson Residence Hall
Lowndes Residence Hall
29 Odum Library
30 Student Union
31 Enviro & Occ Safety
32 Pine Hall
33 Dewar College of Education & Human Serv
•Education Center
•Jennett Lecture Hall



VALDOSTA STATE
UNIVERSITY

Revised January 2020 — Creative Services — VSU Campus Map — Page 1 of 1