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2012 Fall Semester Calendar

Mon, Aug 13 First Class Day
Mon, Sept 3 Labor Day Holiday
Thurs, Oct 4 Midterm
Mon-Tues, Oct 15-16 Fall Break
Wed-Fri, Nov 21-23 Thanksgiving Holiday
Mon, Dec 3 Last Class Day
Tues, Dec 4 Exam Prep Day
Wed-Fri, Dec 5-7 Exams
Fri, Dec 7 Graduate School Ceremony
Sat, Dec 8 Undergraduate Graduation

Fee Payment Deadline

Early Registration Mar 26 - Apr 20

	Early Registration:	Mar 26 - Apr 20
s Day	Graduates, Seniors, & Approved Groups	March 26@7am
Holiday	Juniors	March 27@7am
Tonday	Sophomores	March 28@7am
	Freshman	March 29@7am
all Break		
anksgiving Holiday	Registration	July 9th @7am
Day		- July 16th @1:30pm
Day		Aug. 9th@5pm - Aug. 13th
	Late Registration	Aug. 14th – Aug. 17th
S	All registration ends	@1:30pm Aug. 17th
hool Ceremony	TAP Registration	Aug 10th@3pm
ate Graduation		

Registration Dates

Early Registration fee payment deadline	Aug 2 @ 5pm
Regular Registration	Aug 9-13
Regular registration fee payment deadline	Aug 13 @ 5pm
First Day of Classes	Aug 13
Late registration (\$75.00 late registration penalty)	Aug 14 - 17
Late registration fee payment deadline	Aug 17 @ 2:30 pm
Deadline for Direct Deposit applications for excess checks	Aug 9
Financial aid excess checks mailed	Sept 4

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. A \$75 late

fee may be assessed.

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 Pound Hall 214 Adult & Career Education Education Center 2020 Adult Degree Completion & Military Program Nevins Hall 1060 African American Studies Nevins Hall 1107 **AFROTC-Aerospace Studies** Barrow Hall, North Campus Art Fine Arts Bldg. 107 Astronomy/Physics/Geosciences Nevins Hall 2006 **Bailey Science Center 2035** Biology **Business Administration** Thaxton Hall 300 Chemistry **Bailey Science Center 3025 Communication Arts** Nevins Hall 1011 **Communication Science & Disorders** Special Education Bldg 112 **Computer Science/Mathematics** Ashley Hall 218 Curriculum Leadership & Technology Special Education Bldg 201 Early Childhood & Special Education Education Center 1106 Economics/Marketing Pound Hall 222 English West Hall 207 General Studies & Undecided (OASIS) University Center 1114 1603 N. Patterson St. History P.E. Complex 165 Kinesiology & Physical Education Pound Hall 206 Management Master of Public Administration West Hall 101 Mass Media Mass Media Bldg. Middle, Secondary, Reading & Deaf Ed. Education Center 1051 Modern & Classical Languages West Hall 128 Fine Arts Bldg. 2264 Music Martin Hall Nursing Philosophy & Religious Studies 102 Georgia Ave. **Political Science** West Hall 244 Psychology Bldg. - Main Campus Psychology & Counseling Social Work Pine Hall University Center 1120 Sociology/Anthropology/Criminal Justice Women's and Gender Studies Carswell Hall (Oak Street)

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

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 Registration.

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.
- 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.

• "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 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 Banner student information system.**

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.

<u>Mandatory Fees</u>

For more information concerning fee payment, please visit

http://www.valdosta.edu/finadmin/financial/howtopayfees.shtml.

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 form located in the Registrar's office.

The <u>drop/add form</u>* requires the signatures of the instructors of the classes that students wish to drop/add as well as the signatures of the department heads of those classes.

The <u>late registration appeal form</u>* must include a reason explaining why the student needs to drop or add a class after the late registration period has ended. This form must be signed by the department head of the student's major along with the dean of the student's major and the Office of the Vice President for Academic Affairs.

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

Dean	Dr. John Gaston
	Fine Arts Bldg
Assistant Dean	Dr. Mike Savoie
	Fine Arts Bldg

Department Heads

Art	Mr. A. Blake Pearce
Communication Arts	Dr. Carl Cates
Music	Dr. James Shrader

College of Arts and Sciences

Dean Dr. Conn	ie Richards
Associate Dean Dr. Jame	es LaPlant

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 (Interim)	Dr. Ashok Kumar
Modern & Classical Languages	Dr. Viki Soady
General Studies/LAS/OASIS	Dr. Chere Peguesse
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. W. Kent Moore

Department Heads

Accounting & Finance	Dr. Leonard Weld
Management & International Business	Dr. Phyllis Holland
Marketing & Economics (Interim)	Dr. Attila Cseh

Dewar College of Education

Dean	Dr. Karla Hull
Associate Dean	Dr Julia Lee

Department Heads

Adult & Career Education	Dr. Reynaldo Martinez
Communication Science & Disorders	Dr. Corine Myers-Jennings
Curriculum, Leadership & Technology	Dr. Donald Leech
Early Childhood & Special Education (Interim)	Dr. Shirley Andrews
Kinesiology & Physical Education	Dr. Mike Griffin
Middle, Secondary, Reading & Deaf Ed	Dr. Barbara Stanley
Psychology & Counseling	Dr. Robert Bauer

College of Nursing

DeanDr. /	Anita Hufft
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Division of Social Work

Director (Interim) Dr. Martha Giddings

Master of Library & Information Science

Director	. Dr.	Wallace Koehler
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Office of Academic Affair

Dr. Sharon Gravett

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 http://www.valdosta.edu/academic/WithdrawalProcess.shtml 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 of-***fical 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 <u>refund policy</u>, 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/academic/MedicalWithdrawals.shtml

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

Important Campus Phone Numbers

Academic Affairs	333-5950	Financial Aid	333-5935
Admissions	333-5791	Graduate School	333-5694
Bookstore	333-5666	Health Services	333-5886
Bookstore/Textbooks	333-5669	Housing	333-5920
Campus Police		Library	333-5869
Office	333-7816	One Card Services	259-2593
Emergency	259-5555	Parking and Transportation	293-7275
Cashiers/Bursary	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-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, 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 <u>http://www.valdosta.edu/vista/GettingStarted.shtml</u> 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 <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.

Undergraduate eTuition Rate: \$209 per credit hour for VSU online courses and \$189 for eCore per hour.

eTuition and Online Courses For Graduate Students

VSU offers both a number of institutional <u>online graduate</u> <u>degree programs</u> as well as <u>individual online graduate 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 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 <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.

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

For more information about eCore, please visit

http://www.valdosta.edu/ecore/orientation/start.shtml

For more information about GOML, please visit

http://www.valdosta.edu/coe/onlineprograms/index.shtml.

12 | Registration Guide Fall 2012 Final Exam Schedule

Wednesday, Dec 5, 2012

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-11:30p

Thursday, Dec 6, 2012

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, Dec 7, 2012

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, Dec 4th.



