

# Advising and Registration Instructions for Readmitted Students

Welcome back to Valdosta State University! Valdosta State fosters a dynamic environment in which technology and processes are constantly updated and improved. Please review the following information on advising, registration, and student services to familiarize yourself with any changes that may have occurred in your absence.

## Advising and Registration

1. Advising is mandatory for all undergraduate and graduate students. Contact the Advising Center of your major to schedule advising.
2. To view registration dates and other important information, access the Registration Guides available at <https://www.valdosta.edu/academics/registrar/student-resources.php>.
3. For fee payment deadlines, access the University Bursary's webpage at <http://www.valdosta.edu/administration/finance-admin/financial-services/students/services/tuition-and-fee-schedules.php>

## Need Help Accessing Banner, Email, or MyVSU-Use the Link Below For Help

<http://www.valdosta.edu/administration/it/helpdesk/documents/account-overview.pdf>

## How to Register for Classes

1. Once you have successfully logged into [MyVSU](#), select Banner Registration. The first time you log into Banner Self-Service each semester, you will see the "Update or Verify Campus Alert Number or Opt Out page. If the displayed number is correct, you can just click "Submit Campus Alert Number." If the numbers displayed are not correct or are blank, please enter the correct numbers, click "The Campus Alert Numbers displayed above are correct", and then click "Submit Campus Alert Number." If you do not wish to provide a campus alert phone number, click the "I do not wish to provide phone numbers for the Campus Alert notification system.
2. Click Student and Financial Aid. Then click Registration.
3. To begin, click on Look-up Classes to Add. You will be asked to choose the term you are registering for. Next, search for courses by subject, time, or course number and click Course Search. Select from open courses by clicking in the box beside the CRN number for the class. Then, click Register. Repeat this process for all classes that you wish to register for.
4. To DROP classes, pull down the Action Bar (displays as NONE) next to the course you want to drop. Choose the WEB DROP option and then click Submit Changes button on the bottom of the screen.
5. VSU now offers students the opportunity to add themselves to a waitlist for a course that is currently filled to capacity. For more information on the waitlist feature, please go to <https://www.valdosta.edu/academics/registrar/documents/banner-waitlist-information2.pdf>.

## **Additional Information**

### **Financial Aid**

The Office of Financial Aid is located in the University Center at Entrance 5. All students seeking financial aid should complete a FAFSA (Free Application for Federal Student Aid). Counselors are available if you need any assistance or have any questions.

229-333-5935

<http://www.valdosta.edu/admissions/financial-aid/welcome.php>

### **Bursary**

It is the student's responsibility to determine the balance due on their account and render payment by the fee payment deadlines. If fees are not paid by the deadlines set forth, your classes will be dropped.

1200 N. Patterson Street

229-333-5719

<http://www.valdosta.edu/administration/finance-admin/financial-services/students/>

### **Parking and Transportation**

All students, faculty, staff, and visitors who park a motor vehicle on campus must have a parking permit at all times. Contact the Department of Parking and Transportation to obtain a permit, parking regulations, and a schedule for the university's shuttle service.

1308 Sustella Avenue

229-293-7275 <http://www.valdosta.edu/administration/finance-admin/auxiliary-services/parking/>

### **VSU 1 Card Services**

The VSU 1 Card is required to access your residence hall, dining privileges, library materials, health services, athletic events, the recreation center, laundry and vending privileges, testing, check writing privileges, and FLEX Account. You must provide a driver's license or passport to have a VSU 1 Card produced.

1204 N. Patterson Street

229-259-2593

<http://www.valdosta.edu/administration/finance-admin/auxiliary-services/1-card-services/>

### **\*\* Important Reminder on Academic Renewal \*\***

**The Academic Renewal Policy allows degree-seeking undergraduate students who have experienced academic difficulty to have one opportunity to make a fresh start at Valdosta State University after an absence of 3 consecutive calendar years from any postsecondary institution. This process signals the initiation of a new grade point average to be used to determine academic standing. Academic credit for previously completed coursework-including transfer coursework-will be retained only for courses in which an A, B, or C grade has been earned. The retained grades are not calculated in a Renewal GPA, but instead such credit is considered in the same context as transfer credit, credit by exemption, or courses with grades of 'S'. Courses with D or F grades must be repeated at Valdosta State University if they are required for the student's degree program. If a student does not request Academic Renewal status at the time of re-enrollment, the student may do so within two academic semesters of re-enrollment or one calendar year, whichever comes first. The Academic Renewal application is available in the Registrar's Office or at <http://www.valdosta.edu/academics/registrar/forms/>.**