

# Tips for Navigating the MSW program at VSU

## A Guided Tour by: Felicia Hilson

### Welcome and Congratulations!

- Prepare for Success (admissions exception policy, writing center, faculty & staff)
- Keep on Track (ask questions, stay informed, meet deadlines)
- Get Involved ([student organizations](#), [NASW](#), specialty organizations)

### Division of Social Work Website:

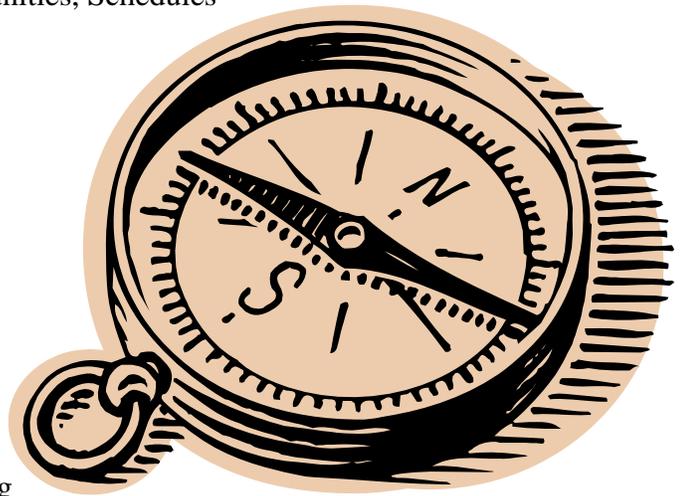
- <http://www.valdosta.edu/sowk>
- [Keeping contact information up-to-date](#) & [Requesting Changes in Program](#)
- Forms, Handbooks, Announcements, Job Opportunities, Schedules

### Additional Resources:

- [SOWKNEWS Listserv](#)
- Resource Guide CD-ROM, [Online Catalog](#)
- VSU Graduate School [Online Orientation](#)
- SW Handbooks on CD-ROM (in AUGUST)

### VSU Email Account:

- Division of Social Work policy on email
- <http://www.valdosta.edu/helpdesk/email.shtml>
- Accessing Email, Changing Password, Forwarding



### Advising, Registration and BANNER:

- [Open Registration](#) is August 14<sup>th</sup> (5pm) – August 18<sup>th</sup> (5:30pm)
- Advising, Holds, and Flags ([Registration Guide](#))
- Accessing [BANNER](#) (ID Number and PIN) – Grades, Transcripts, Fees, etc.
- Withdrawals, Grade Changes, Drop/Add, Graduation Application

### Tuition and Financial Aid:

- Fall fee payment deadline without penalty - August 18<sup>th</sup> at 5:00pm
- [Bursary](#): (229) 333-5718 or (229) 333-5719 or 1-800-618-1878 (option 6)
- [Financial Aid office](#), [Graduate Assistantships](#), [IVE Grant](#)

### Parking, ID Cards & Books:

- Parking Permits: <http://services.valdosta.edu/parking/> or call (229) 293-7275
- VSU 1Card: <http://services.valdosta.edu/1card/> or call (229) 259-2593
- VSU Bookstore: <http://services.valdosta.edu/bookstore/> or call (229) 333-5666

## Accessing your VSU Email Account

1. Go to the VSU Homepage: <http://www.valdosta.edu>
2. Click on the **Registration & Advising** link (right hand side)
3. Click on the **Login** link
4. Enter your VSU ID number and your PIN (birth date in mmddyy format)  
\* You can look up your VSU ID number at the VSU homepage
5. Click on the **Login**
6. Click on the **Personal Information** link
7. Click on the **View E-mail Address(es)** link

Your account information will be shown. Your login name (username) will be all the letters before @*valdosta.edu*. The password shown is a temporary computer-generated password.

8. Scroll down to find the **Change Your Email Password** link.
9. Using the login name and temporary password previously shown, complete and submit the password change form (select a new password you will remember)
10. With your VSU username and password, you can access your email account through the Blazenet web portal or through any standard email client (Microsoft Outlook, Eudora, Netscape Communicator, etc.)

## Forwarding Your VSU Email Account

The Division of Social Work sends important announcements, requests and updates to *VSU Email Accounts* only. Master of Social Work students are required to access their VSU email accounts regularly to receive these messages.

You can choose to forward your VSU Email Account to another personal account if you would prefer.

1. Logon to Blazenet
2. Click on the **e-mail** icon in the upper-right of the BlazeNet page
3. Click on the **Options** tab in the E-mail Center window
4. Click on the **Auto Forward** link
5. Type the e-mail address that you would like your e-mail forwarded to in the text box next to **Auto Forward To**
6. Click the **OK** button to save your changes

More detailed guides for setting up and using VSU email accounts are available at:

<http://www.valdosta.edu/helpdesk/guides/>

Or you may contact the VSU Helpdesk at [helpdesk@valdosta.edu](mailto:helpdesk@valdosta.edu) or 229-245-4357