

## DEPARTMENTAL WEB REGISTRATION INSTRUCTIONS

### **I. CHECK ACCESS TO DATAVU.**

Make sure that you are able to sign on to DataVU and see your current class rosters. If you have **never** changed your VU e-mail password, you will need to do so to get access to DataVU. Instructions can be found at <http://www.valpo.edu/it/>

### **II. SCHEDULING CLASSES**

This information is available on-line to help you with class scheduling. From the Registrar's main page, click on 'Forms' to access the following registration forms.

#### **REGISTRATION FORMS**

Registration Form (for your use only – it does not need to be turned in):  
Scheduling Worksheet (the grid that is printed in the Schedule of Classes)  
Overload Petition  
Prerequisite Waiver Petition  
Time Conflict Permission  
Audit a Class Petition (**after the drop/add period, a CAPS petition is required**)  
S/U Grade Option Permission

#### **REGISTRATION RESOURCES**

Schedule of Classes  
Student Guide to University Life (complete with Advising Guides and GPA worksheets)  
Registration Instructions  
Waitlist Instructions for Undergraduate/Graduate Students  
Waitlist Instructions for Departments  
Tentative departmental course offerings for the next three years  
Departmental Contacts  
Understanding Your Degree Audit (Instructions)

When you contact your advisees, ask them to bring a printed copy of their degree audit to the advising session. Write down course selection (subject-number-section) on their planning sheets for your files.

### **III. REGISTRATION**

Registration appointment start times have been assigned to undergraduate and graduate students. Students may register, drop, or add, anytime after their start time through the end of the drop/add period.

The registration priority is the same for undergraduates as it has been in the past. Graduate students are scheduled first, followed by undergraduates in order of credit hours completed: roughly seniors, juniors, sophomore student-athletes with sports in season, sophomores, freshmen student-athletes with sports in season, freshmen, then College of Adult Scholars students (part-time). Ties will be broken by ID number, low to high for fall semester, high to low for spring semester.

**Students may not totally drop all classes; they must contact the Registrar's Office if they have registered but do not plan to return next semester.**

### **IV. SPECIAL APPROVALS**

#### **Instructors Approval Required.**

The approval for the course will need to be entered electronically on the STPE screen in Datatel. Since most instructors will not have Datatel access, the instructor should e-mail one of the following people with the list of names approved for the course. Once the approval is entered, the student will be able to register for the course via web registration. Please copy the e-mail to the students as well, so that they know that they have been approved for the course.

Department Chair  
Support Staff Person  
Contact the Registrar's Office if assistance is needed.

### **Chair's Approval Required.**

The approval for the course will need to be entered electronically on the STPE screen in Datatel. The chair should either enter the approval or e-mail one of the following people with the list of names approved for the course. Once the approval is entered, the student will be able to register for the course via web registration. Please e-mail the students as well, so that they know that they have been approved for the course.

Department Chair

Support Staff Person

Contact the Registrar's Office if assistance is needed.

### **Dean and Chair's Approval Required.**

This is primarily for the honors courses 497 and 498. The Arts and Sciences Dean's Office will send a list of approved students to the Registrar's Office by the end of the semester. The RO will enter the appropriate courses. Students may not register for these courses on the web.

### **Waive Course Prerequisites.**

Students will need to submit an approved petition with signatures from the instructor of the course and the chair of the course (who may sign for the instructor). The Registrar's Office will enter the course when the student brings the petition form to the RO, after the student's registration start time, provided that the course is not closed.

### **Override the capacity of a course.**

If the department chair chooses, he/she may override the capacity limit of a course by allowing waitlisted students to be entered. See the instructions for waitlisted courses on the Registrar's website. Make sure that the student wants the seat first, then e-mail the Registrar's Office with a copy to the student. The RO will enter the course to the student's schedule.

### **Overload approval**

The student must fill out a petition for a course overload that will need to be signed by the student, the student's advisor, and the dean of the student's college. If the Dean approves the petition, the **student can then register up to and including 20 credits online on DataVU**. If the Dean approves an overload of **21 credits or above, the student is asked to take a copy of the overload petition, signed by the Dean, to the Registrar's Office**, the Registrar's Office will enter the overload course(s) for 21 credits and above, provided that they are not closed.

### **Advising Confirmation**

All primary advisors (exploratory or general advisors or first major advisors) must sign off electronically on the DataVU option called 'Advising Confirmation' before a student will be allowed to register. This sign-off indicates that you have met with (or e-mailed in the case of students in off-campus programs) the student for advising which has been completed. This is the electronic equivalent of signing a paper registration form.

After the student has registered (or changed courses by drop/add), an e-mail will be sent to the advisor(s) with the student's name in the subject line and the student's schedule in the text. Advisors may then print this out to put into the student's file. **Be sure to keep your e-mail box emptied on a regular basis so that these e-mails do not bounce.**