

## REGISTRATION INSTRUCTIONS FOR UNDERGRADUATE/GRADUATE STUDENTS

### I. PREPARATION

1. CHECK ACCESS TO DATAVU.  
Make sure that you are able to sign on to DataVU and see your current class schedule. If you have never changed your VU e-mail password, you will need to do so to get access to DataVU. Contact the I.T. Department or go to:  
<http://www.valpo.edu/it>
2. CHECK HOLDS.  
Go to DataVU to check all holds that may be placed on your registration:  
<https://datavu.valpo.edu/WebAdvisor/WebAdvisor?&TYPE=M&PID=CORE-WBMAIN&TOKENIDX=9084439472>  
If you have any holds, contact the office indicated immediately to see what needs to be resolved to remove the hold. You will see an advising hold here until you have seen your advisor. This hold **must** be removed before you will be allowed to register.
3. CHECK ACADEMIC INFORMATION.  
Make sure that your major and minor (if applicable) are current. You can do this by running your degree audit from the web and checking to see which majors/minors are listed in the audit:  
<https://datavu.valpo.edu/WebAdvisor/WebAdvisor?&TYPE=M&PID=CORE-WBMAIN&TOKENIDX=9084439472>  
The degree audit is called 'Program Evaluation (Degree Audit)' under the Academic Profile section of DataVU.  
  
Some course sections may be restricted to registration for certain majors or minors. If you need to make a change in your major(s) or minor(s), fill out the curriculum change form and turn it in to the Registrar's Office. The form is available on-line at: <http://www.valpo.edu/registrar/>
4. CHECK ADVISOR NAME.  
Check to make sure that your primary advisor's name is correctly listed on the system. This information will be listed in the top part of your degree audit.
5. CHECK YOUR REMAINING DEGREE REQUIREMENTS.  
Run a copy of your program evaluation (degree audit) from DataVU to see the requirements that you still need to fulfill. You should print this out with your browser print button and take a copy with you to your advising session.

### 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 Form** (for your use only – you do not have to turn it 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 ends, a CAPS petition is required)**  
**S/U Grade Option Permission**

Click on 'REGISTRATION' and 'HELPFUL RESOURCES' to access registration resources:

**Schedule of Classes**  
**Student Guide to University Life (complete with Advising Guides)**  
**Waitlist Instructions for Undergraduate/Graduate Students**  
**Departmental Contacts**  
**Understanding Your Degree Audit (Instructions)**

Make an appointment with your advisor to go over course selection. Take a copy of your degree audit with you. Write down your course selection (subject-number-section) in an orderly manner, so that you can easily enter it to the computer.

### **III. SPECIAL CIRCUMSTANCES – All forms are available on the Registrar’s website under the ‘Forms’ link.**

#### **Waive a Course Prerequisite**

If you do not meet the course section prerequisites but feel you are qualified to take the course, you will need to contact the instructor and department chair for approval on a form called ‘Petition to Waive a Course Prerequisite’.

You will not be able to register for this course on-line because you will not be able to override the course prerequisites.

Take the approved petition form to the Registrar’s Office. Your course request will be entered during your registration time. Please note that this is **NOT** approval to get into the course if it is full; it is only approval to waive the course prerequisites. This approval will also not apply to a course overload – that’s another petition!

#### **Instructor’s Approval**

If instructor’s approval is required for the course section as indicated in the Schedule of Classes, you must contact the instructor to obtain his/her approval. The instructor will indicate approval or denial electronically to the Registrar’s Office.

#### **Chair’s Approval**

If the chair’s approval is required for the course section as indicated in the Schedule of Classes, you must contact the chair of the department of the course to obtain his/her approval. If approved, the chair will indicate approval electronically to the Registrar’s Office. There are no department chairs in the Colleges of Business Administration or Nursing, so for these two colleges, dean’s approval is required.

#### **Dean’s Approval**

If the dean’s approval is required for the course section as indicated in the Schedule of Classes, you must contact the dean of the college of the course to obtain his/her approval. If approved, the dean will indicate approval electronically to the Registrar’s Office. There are no department chairs in the Colleges of Business Administration or Nursing, so this option may apply to courses instead of chair’s approval in those colleges.

#### **Honors Work (Arts and Sciences courses numbered 497 or 498)**

All of the Honors courses in the College of Arts and Sciences (497 – Honors Work in... and 498 – Honors Candidacy in...) require **both** the chair’s and the dean’s approval. Students may not preregister for these courses. The Registrar’s Office will add the course (497 or 498) to the student’s schedule at the direction of the dean’s office when all paperwork has been received and approved, usually by the end of the semester. You can check your class schedule on line to verify that this course has been added to your schedule.

#### **Time conflicts or overlaps between two courses (even 5 minutes!)**

The system will not let you register for two courses that meet at the same time or that even overlap by 5 minutes! You should register for one of the classes, but for the other you will need to fill out a form called “Time Conflict Permission” with the signature of both instructors. Bring this form to the Registrar’s Office for processing. This does not guarantee that you will get into a closed course, only that the time overlap is approved by both instructors.

### **Course Overloads**

The system will not let you register for more than the maximum allowed for your program. You will need to file a petition with the Dean of your college to be allowed to take extra credits. The petition requires that you list ALL of the courses you intend to take. If the Dean approves your overload he/she will grant permission for you to register online **up to and including 20 credits**, and you can register up to this limit on DataVU. If the Dean approves an overload of **21 credits or more** you should make a copy of the overload petition that the Dean has signed and bring it to the Registrar's Office indicating which courses above 20 you wish the Registrar's Office to register for you. Permission to register for a course overload does not guarantee that you will get into a closed course. You should register for as many classes as you can, under the limit. The Registrar's Office will enter the course(s) that create the overload 21 credits and above.

### **Variable Credit Courses**

Courses with variable credits are frequently independent study or co-operative education type courses. You will need to use the 'Search and Register' option to select these courses so that you can change the number of credits if you need to. The lowest number of credit hours that the course is offered for will default into the field to the right of the course. If you are taking the course for more than this number of credits you will need to make the change in this field.

### **Taking a Course optionally on the S/U grading basis**

You may register for a class but will not be able to choose the SU option for any of your classes. If the course is graded only SU, the system will automatically record this for you. You may take one regularly graded class per semester on the SU grading basis, but it cannot be in your major or minor fields of study. Additional regulations apply to business students. To do this, you will need to fill out the form to take a course on the SU grading basis and obtain your advisor's signature. Return the form to the Registrar's Office.

### **Auditing a course**

Requests for auditing a class will be processed after all students have had an opportunity to register for next semester's classes. You will not be able to register for a class on an 'audit' basis via web-registration. You will need to fill out a request form and turn it in to the Registrar's Office. Approval of this petition does not guarantee admission into a closed course. Tuition Remission students cannot get remission for a class taken as an audit.

**A CAPS petition is required for auditing a class after the end of the drop/add period.**

## **IV. REGISTRATION**

### **PREPARATION AND SCHEDULING STEPS MUST BE COMPLETED BEFORE YOU REGISTER!**

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 years. Graduate students are scheduled first, then undergraduates in order of credit hours completed: 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, high to low for spring.

**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.**

1. The Registrar's Office will inform you of the day and time when you can begin to register. **Registration times are set according to Valparaiso, Indiana local time (CST).** You may begin any time after the start time and make changes until the end of the drop/add period.
2. When your appointment time has arrived (or any time after that), sign on to 'DataVU' and select the registration option to enter your class request for the upcoming semester (see document called 'Hop on the RegExpress').

3. With your list of courses in front of you, click on register for sections, a screen will pop up that gives you an opportunity to register for section by two methods: “Search and Register for Sections” or “Express Registration”. If you know what courses you want to register for you can choose Express Registration. A screen will pop up that looks very similar to the registration form that we have used previously. Course by course, enter the subject (a drop down box), course number (you type it in), course section (you type it in), and semester (a drop down box – choose 2006FA for Fall).

Press the Submit button. A screen will pop up with a list of courses you have chosen. Check the box for the sections you would like on your preferred list and press the submit button. A screen will pop up with your preferred sections. You can choose to take action (register, waitlist, or remove; or you can take action for an individual course by placing a check in the box (drop down menu). Once you have made your choices, press the submit button and your class schedule will come up on the screen along with any messages for prerequisites or full classes. The messages are pretty self-explanatory, but call if you have questions. If a co-requisite is listed as optional (e.g., PSY 111), this means that it is not required, but optional.

4. If you need to make adjustments, you can go to the Add Classes (same screen as express registration), Drop Classes (as easy as clicking next to the course you wish to drop), or Search and Register for classes.

**HINT:** If you are looking for an open lab section for a lecture, search for all classes in the department. If you confine your search to one class (e.g. CHEM 121), the search will not find the lab sections which are CHEM 121L. The search results will show you the status of the course sections (open, closed, waitlisted).

5. Print out a copy of your class schedule for next semester either from the registration results screen or from ‘My Class Schedule.’ **Review your schedule to ensure you are registered and your classes are correct.**
6. Go to the Program Evaluation option on DataVU and run a copy of your program evaluation (degree audit). The courses that you just registered for will be included in the degree audit so that you can see how they will be applied toward degree requirements.
7. **You are now registered for classes!** You have a class schedule and a seat in the classes (or on a waitlist). Your advisor will receive an e-mail when you register (or make changes to your schedule).
8. Be sure to **LOG OUT** of the DataVU system with the LOG OUT button.

**See specific instructions if you are waitlisted for a course.**

The Registrar’s Office (RO) will need to manually override the following (you will not be able to do so by web registration)

1. Enrollment in a **waitlisted** course.  
You will be notified by e-mail if a seat becomes available for you. To register for this section, go to the Preferred Sections screen and choose the option to register for this course. You will have 1 day to do this. After that, inaction will result in removal of your name from the waitlist.

**There are certain departments that do not use waitlists: Geography, Meteorology, and Christ College.** If a student drops a course in one of these departments, the next student to request the course will get the open space.

2. Schedule two courses with a **Time Overlap (conflicting times)**.  
You can schedule one of the courses, but the Registrar’s Office will need to enter the other course once you have received approval from both instructors and turn the time conflict permission form in to the RO.
3. **Waive Course Prerequisite.**  
The RO will enter the course at your registration time when you submit an approved petition to waive the course prerequisite.

4. **Course overload.**  
You should register for as many classes as you can, then fill out the overload petition, listing all courses that you will be taking, and obtain the signatures indicated. If the Dean approves your petition you can register for up to and including 20 hours online.  
If the Dean approves that you may take **21 credits or over** you need to bring a copy of the overload petition signed by the Dean to the Registrar's Office indicating the courses you want the Registrar's Office to add manually for you. The courses will be added to your schedule after your registration start time, provided that the section is still open.
5. Take a course on the **S/U grade basis.**  
When you turn in the approved petition or card for approval to take a course on the SU grading basis, the RO will make this change after you have registered for the course.
6. **Audit** a course  
When you turn in the approved petition to audit a course, the RO will enter that course as an audit after all students have had an opportunity to register, provided that the course is not full. A student cannot receive tuition remission for an audited class. **NOTE: A CAPS petition must be filed to take a course as an Audit after the drop/add session ends.**