

**Spring 2012 - ENROLLMENT CONFIRMATION on DataVU**  
**Monday, December 12 through Friday, December 23**

***A Late Confirmation Fee of \$40.00 will be charged after Friday, December 23.***

Any **holds/restrictions** will prevent you from completing registration confirmation and will be listed at the top of the confirmation screen. You will need to clear all holds with each specific office before you will be allowed to continue the confirmation process online.

**Beginning December 12 and until you complete enrollment confirmation, you will not be able to make changes to your schedule.** The drop/add period for course changes ends Wednesday, January 18.

You may complete this process **from any location with internet access.**

**STEPS TO CONFIRM:**

- **Sign on** to DataVU at <https://datavu.valpo.edu/>
- **Select 'Enrollment Confirmation'**.  
Select **the term** you are confirming.  
Check **'Yes'** to indicate that you are returning; **'No'** to indicate that you are not returning.
- **Check and/or correct demographic information.**  
Type your corrections/additions in the right-hand column. If the information is already correct then there is no need to update.  
**Press SUBMIT**
- **Acknowledge the Student Accounts agreement.**  
Read the Student Accounts statement and check the box when you are finished.  
**Press SUBMIT**
- **Acknowledge University Life Policies.**  
Read all the Student Life Policy Statements and check the boxes when you are finished.  
**Press SUBMIT**
- **Acknowledge Dining Services Information.**  
This page is for your information only.  
**Press SUBMIT**



**IMPORTANT: When you are finished you will receive a completion message.**  
**IF YOU DO NOT RECEIVE A COMPLETION MESSAGE THEN YOU DID NOT COMPLETE THE PROCESS.**

**Check your class schedule** by clicking **'My Class Schedule'** in DataVU.

**If you need assistance**, the **Office of the Registrar** is open 8-5 pm, Monday - Friday. Visit us in Kretzmann Hall Rm. 102 or call 219-464-5212 or email [registrar@valpo.edu](mailto:registrar@valpo.edu).

**Spring 2012 classes begin - Wednesday, January 11.**