

WEB CONFIRMATION INSTRUCTIONS

Monday, December 28, 2009 through Friday, January 8, 2010

Complete the confirmation process on DataVU as follows. You do not have to be on campus to do this and may complete the process anytime during the above dates **from any location with internet access.**

1. Sign on to DataVU at <https://datavu.valpo.edu/>
2. Select the option for 'Registration Confirmation'.
Select the term for which you are confirming (in most cases only one will be listed).
Check 'Yes' to indicate that you are returning; 'No' to indicate that you will not be returning.

Any **holds** that you have that will prevent you from completing confirmation will be listed at the top of this screen (e.g., Student Accounts, VUPD, the Health Center). You will need to clear these holds with the specific office before you will be allowed to continue the confirmation process.
3. There are 4 steps to confirm registration, but none of them are long.
 - A. Check and/or correct demographic information (address, phone number, etc.).
Type corrections/additions in the right-hand column.
Press SUBMIT
 - B. Acknowledge Student Accounts agreement.
Read the Student Accounts statement and check the box when you are finished.
Press SUBMIT
 - C. Acknowledge University Life Policies.
Read the Student Life Policy Statement and check the box when you are finished.
Press SUBMIT
 - D. Dining Services Information.
This page is for your information only.
Press SUBMIT
4. You are finished with registration confirmation and will receive a completion message.
Until your confirmation process is completed, you will not be able to make drop/add changes to your schedule during this period. **The drop/add period ends Wednesday, January 13th, and changes can be made on DataVU as long as the class section is open.**
5. **Check your class schedule for changes** (and you can print it out) by clicking the option for 'My Class Schedule' on DataVU.

PLEASE NOTE THE FOLLOWING:

To obtain a permit for your vehicle go to VUPD located on Union Street:

Monday, January 4, 8:30 a.m. – 4:30 p.m.

Tuesday, January 5, 8:30 a.m. – 4:30 p.m.

Contact VUPD at 464-5430 for additional times.

To obtain a new ID card (if you need yours replaced):

ID cards may be obtained in the Union ID Room, 437A. Please contact the OneCard ID Office at 464-5131 for available hours, or 464-5678 to schedule an appointment.

To activate your Meal Plan with Dining Services:

Students who qualify for an optional meal plan may choose one by logging on to DATAVU: <https://datavu.valpo.edu/>

Classes begin Wednesday, January 6; not showing up for class does not constitute an official withdrawal from that class.