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2016 SUMMER SEMESTER CALENDAR

Registration Begins Fee Payment Deadline	
SUMMER SESSION I (MAY TERM) Registration Ends	May 13 @ Midnight May 11, 7am May 12 May 23 May 2
SUMMER SESSION II, III Registration Ends Fee Payment Deadline First Class Day (Summer II, III) Mid-term (Summer III) Last Class Day (Summer III) Last Class Day (Summer III) Final Exams (Summer III) Final Exams (Summer III)	June 10 @ Midnight June 8 July 5 June 20 July 26 June 29 July 27-28
SUMMER SESSION IV Registration Ends Fee Payment Deadline First Class Day Mid-term Last Class Day Final Exams	July 6 @ Midnight July 6 July 15 July 26
HOLIDAYS Memorial Day (university closed/no classes) Fourth of July - Observed (university closed/no classe	



2016 FALL SEMESTER CALENDAR

Mon, Aug 15 First Class Day

Mon, Sept 5 Labor Day Holiday

Thurs, Oct 6 Midterm

Thurs, Oct 13, Last Day to Withdraw

Mon-Tues, Oct 10-11 Fall Break

Wed-Fri, Nov 23-25 Thanksgiving Holiday

Mon, Dec 5 Last Class Day

Tues-Fri, Dec 6-9 Final Exams

Sat, Dec 10 **Graduation**

REGISTRATION DATES

Early Registration:	April 4
Graduates, Seniors, & Approved Groups	April 4 @7am
Juniors	April 5 @7am
Sophomores	April 6 @7am
Freshman	April 7 @7am
All registration ends	Aug. 18 @ Midnight
TAP Registration	Aug. 11 @ 5pm

FEE PAYMENT DEADLINE

First Day of Classes	Aug 15
Fee payment deadline	Aug 19 @ 2:00pm
Deadline for Direct Deposit applications for excess funds	Aug 19
Financial aid excess funds dispersed via Direct Deposit	Sept 2
Financial aid excess funds dispersed via paper check	Sept 6

ADVISING

Advising is mandatory for undergraduate and graduate students. Students who have not been advised are not eligible to register in any phase of registration. It is highly recommended you check Banner web to verify your advising flag has been lifted and there are no holds preventing you from registering.

DEPARTMENT LOCATIONS WITH ROOM NUMBERS:

Accounting/Finance Health Sciences Building Adult & Career Education Education Center 2020 103 E. Brookwood Place Adult Degree Completion & Military Program

African American Studies Nevins Hall 1107

AFROTC-Aerospace Studies Barrow Hall, North Campus

Fine Arts Bldg. 107 Art Nevins Hall 2006 Astronomy/Physics/Geosciences

Biology Bailey Science Center 2035 Business Administration Health Sciences Building Chemistry Bailey Science Center 3025

Communication Arts Nevins Hall 1011

Communication Science & Disorders Health Sciences Building

Computer Science/Mathematics Nevins Hall 2072

Curriculum Leadership & Technology Special Education Bldg 201 Early Childhood & Special Education Education Center 1106 Economics/Marketing Health Sciences Building

West Hall 207 Enalish

Interdisciplinary Studies

History Ashley Hall 1001 Kinesiology & Physical Education P.E. Complex 165

Health Sciences Building Management

West Hall 101 Master of Public Administration Mass Media Mass Media Blda. Education Center 1051 Middle, Secondary, Reading & Deaf Ed.

Modern & Classical Languages West Hall 128

Music Fine Arts Blda, 2264 Health Sciences Building Nursina

102 Georgia Ave. Philosophy & Religious Studies Political Science West Hall 244

Psychology & Family Therapy Converse Hall - Main Campus Health Sciences Building Social Work

Sociology/Anthropology/Criminal Justice University Center 1120

Women's and Gender Studies Carswell Hall (Oak Street)

Students with a declared major should contact the Department Head in the appropriate department or discipline for advising. Students under 30 hours and undecided majors are advised through the Centralized Advising department.



HOW TO REGISTER FOR CLASSES

WARNING: Do not use Back/Forward Buttons. This interrupts access for registration. Use MENU button at the bottom of each screen until ready to Exit. ALSO, do not click repeatedly if system is slow to respond.

- 1. Go to VSU web site: http://www.valdosta.edu. Click on Current Students and then MyVSU.
- 2. LOGIN.
- 3. Select Banner Registration
- 4. Click on **Student and Financial Aid Menu**. Click on **Registration**.
- 5. To begin, click on **Look Up Classes to Add.** You will be asked to Submit Term. Select the term you are registering for. Next, search for courses by Subject, Time or Course Number then click on class search. Select from open courses by clicking in the box beside the CRN on the course list. When a course is selected, click on Add to Worksheet (or Register) at the bottom of the screen. By clicking on Add to Worksheet you will be taken back to the **Add/Drop Classes** screen. You can register for each class individually or repeat the search and add additional classes to the worksheet prior to registering. Repeat this process for all classes that you wish to register for. After adding all classes to the worksheet, select **Submit Changes**.
- 6. Check for error messages like "Closed Section" (class is full), "Time Conflict" (you have scheduled two classes during the same time), etc. after clicking **Submit Changes** or **Register** buttons.
- 7. To **DROP** classes, you pull down the **Action Bar** (displays NONE) (on the **Add/Drop Classes** screen) next to the course you want to drop. Choose the **WEBDROP** option and then click **Submit Changes** button on the bottom of the screen.
- 8. Print your schedule by clicking on **Return to MENU** at the top of the screen. Click on **Student Detail Schedule**. Your schedule will be displayed on the screen. Then click on **Print**. While at this screen scroll to the bottom and select **View Fee Assessment** to see your account.
- 9. Exit the system by clicking on the **EXIT** button at the bottom of the screen.
- 6 REGISTRATION GUIDE

REGISTRATION ERROR MESSAGES

"When I tried to register, Banner said that my enrollment status prohibits registration. What does this mean?

The 'enrollment status prohibits registration' message generally refers to the advising flag. The advising flag must be set by the advisor (in the department of your major) before registering for classes.

"When I tried to register for classes last night, the computer said my account has been disabled. What do I need to do?'

Banner accounts become disabled when the banner password or user id is entered numerous times incorrectly. The Banner account is reset to the original PIN (6 digit date of birth) every 15 minutes and instructions are sent to the VSU email account.

"The web will not let me add a class. It says prerequisite error/test score error. What does this mean?"

This message means the student may not have taken the course needed to move on to the course they are trying to add. For example, to take MATH 1113, MATH 1112 is required first. Students will need to contact their advisor for assistance or contact the department the course is offered through for a registration override.

"When I tried to register for classes the web said I could not register today. What does that mean?

The first 4 days of early registration are prioritized by classification. Remember that classification is based on completed earned hours, not what the student is currently enrolled in. Seniors 90+ hours, Juniors 60-89, Sophomores 30-59 and Freshmen 0-29

"The web said that my academic standing prohibits registration. What do I need to do?

This message usually means the student is on academic suspension or has not been dismissed from the Graduate School. Undergraduate students will need to complete a readmission form with the Registrar's Office, Graduate students should contact the Graduate School for more information.

PAYMENT OF FEES AT REGISTRATION

Registration is complete only when tuition and fees are paid by the establisheddeadline. Students are responsible for determining account balances and securing payment by the established fee payment deadline. The University's web site is the most up-to date reference for registration and fee payment deadline dates, but notices are also sent to University e-mail accounts. The VSU e-mail is an official means of communication with students.

VSU accepts the following payment forms - all of them may be used to secureregistration, but in all cases, full payment is required: cash, personal check, ACH direct payment (online webcheck), money order, traveler's check, online credit cards, university short-term loans (separate qualifications required), completed and fully authorized financial aid (meaning all promissory notes have been signed for loans). Credit card payments are accepted only online through the Student Online Account Center.

If full payment is not made by the fee payment deadlines, VSU reserves the right to take the following actions and will notify students of such action: cancel registration in progress, hold student records, prevent future registration, and pursue collection of debt.

LATE REGISTRATION DROP/ADD APPEALS (PAPER PROCESS)

Students who need to drop or add classes for any reason after the Banner registration period will need to complete the late registration drop/add form located in the Registrar's office.

The late <u>drop/add form</u>* requires the signatures of the instructors of the classes that students wish to drop/ add as well as the signatures of the department heads of those classes. The signature of the University Bursar is also required. This form is used by itself prior to midterm.

The late registration appeal form* must include a reason explaining why the student needs to drop or add a class after. This form must be signed by the department head of the student's major along with the dean of the student's major and the Office of the Vice President for Academic Affairs. This form must be accompanied by the Drop/Add form and should only be used after midterm.

While the Registrar's Office will provide the appropriate forms, the approval of adds or drops will be made by the instructor, department heads, deans, and The Office of Academic Affairs.

DEANS AND DEPARTMENT HEADS

COLLEGE OF THE ARTS

DeanMr. A. Blake Pearce Associate Dean......Dr. Carl Cates

Fine Arts Blda

DEPARTMENT HEADS

Art Mr. Michael Schmidt

Communication Arts Dr. Mark Borzi

Music Dr. Douglas Farwell

COLLEGE OF ARTS AND SCIENCES

DeanDr. Connie Richards

DEPARTMENT HEADS

African American Studies (Interim) Dr. Calvin Walker Dr. Robert Gannon Biology Chemistry Dr. James Baxter Dr. Mark Smith English

History Dr. Christopher Meyers

Mathematics & Computer Science Dr. Greg Harrell Modern & Classical Languages Dr. Viki Soady Interdisciplinary Studies Dr. Lai Orenduff Philosophy & Religious Studies Dr. Fred Downing Physics, Astronomy & Geosciences Dr. Edward Chatelain Political Science Dr. Robert Harding

Sociology, Anthropology & Criminal Justice Dr. Darrell Ross

Women's and Gender Studies Dr. Tracy Woodard-Meyers

LANGDALE COLLEGE OF BUSINESS ADMINISTRATION

DeanDr. L. Wayne Plumly Associate DeanDr. Sanjay Gupta

DEPARTMENT HEADS

Accounting (Interim) Dr. Ronald Stunda Economics & Finance Dr. Attila Cseh Management/Healthcare Administration Dr. Edward Walker Marketing & International Business Dr. Aubrev Fowler

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES

Associate Dean......Dr. Donald Leech

DEPARTMENT HEADS

Adult & Career Education Dr. Reynaldo Martinez Communication Science & Disorders Dr. Corine Myers-Jennings

Curriculum, Leadership & Technology Dr. Leon Pate Early Childhood & Special Education (Interim) Dr. Lynn Minor Kinesiology & Physical Education Dr. Mike Griffin

Middle, Secondary, Reading & Deaf Ed Dr. Barbara Radcliffe

Psychology & Counseling (Interim) Dr. Kate Warner

COLLEGE OF NURSING

Assistant Dean......Dr. Bonni Cohen

DIVISION OF SOCIAL WORK

Director......Dr. Mizanur Miah

MASTER OF LIBRARY & INFORMATION SCIENCE

Director......Dr. Linda Most

OFFICE OF ACADEMIC AFFAIR

Nevins Hall 1060 Assistant Vice President.......Dr. Lai Orenduff

Dean of Undergraduate Studies

WITHDRAWAL POLICY

Students may withdraw from courses following the drop/add period until midterm online. A grade of "W" will appear in the student's official records if the student has withdrawn five or fewer times per the Limited Withdrawal Policy. For the sixth and each subsequent withdrawal that counts under this policy, students will receive a grade of "WF." In order to receive a refund, students must withdraw from all classes for the semester. The refund percentage will be based on the time of the withdrawal as registered in Banner.

Beginning in fall 2010, undergraduate students are limited to 5 withdrawals over the course of their undergraduate academic career. Also, students receiving financial aid should be aware that withdrawal from courses may affect continued financial aid eligibility. If students do not pass 67% of attempted classes during the calendar year (attempted classes include those from which students have withdrawn), they could lose their financial aid. Refer to the VSU Catalogue section on Financial Aid Academic Requirements for additional information.

Students officially withdrawing from Valdosta State University after paying fees for the term will be issued a 100% refund for tuition, mandatory fees, campus housing and meal plans, provided the offical withdrawal occurs no later than the last offical day of drop/add for refunds.

Students officially withdrawing from all classes after the official drop/add day will receive a refund based upon the following board of regents refund policy:

The refund amount shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount earned equals 60%.

Students that withdraw when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

It is the student's responsibility to withdraw officially in accordance with university regulations that are set out in this schedule. Students receiving financial aid monies will have their refunds restored to the following programs in this precise order: outstanding balances on Federal non- subsidized loans, Federal subsidized loans, PLUS loans, Pell, SEOG, other Title IV student assistance programs (including LEAP), HOPE, private scholarships and finally, to the student.

Refunds due to the student will be ordered first to the original method of payment (cash, check or credit card) and then directly to the student (if necessary). If multiple credit cards are used, we will process refunds on a first in - first out basis (based on transaction amounts).

Medical and Hardship Withdrawals after Midterm

http://www.valdosta.edu/academic/MedicalWithdrawals.shtml

http://www.valdosta.edu/academic/HardshipWithdrawals.shtml

IMPORTANT CAMPUS PHONE NUMBERS

Academic Affairs	333-5950	Financial Aid	333-5935
<u>Admissions</u>	333-5791	Graduate School	333-5694
Bookstore	333-5666	Health Services	333-5886
Bookstore/Textbooks	333-5669	<u>Housing</u>	333-5920
Campus Police		<u>Library</u>	333-5869
Office	333-7816	One Card Services	259-2593
Emergency	259-5555	Parking and Transportation	293-7275
Cashiers/Bursary	333-5725	Registrar	333-5727
eLearning	245-6490	Student Affairs	333-5941

VSU ONLINE

WHAT IS AN ONLINE COURSE?

An online course is one in which the students are geographically separated from the instructor for 95% or more of class time. (Some online courses may require attendance for one or two face-toface meetings; proctored examinations at an approved testing site may also be required.) Although online courses may not meet in a classroom, the web-based format allows students to interact with the instructor and other students through e-mail, chat rooms, and online discussion. boards. Course content,

notes, assignment, projects, and grades are often posted on web pages.

WHAT ARE SOME OF THE ADVANTAGES OF **ONLINE COURSES?**

Online courses allow you to be more flexible with your time. Although these classes do have scheduled assignments just as face-to-face classes do, they generally do not have regular meeting times. so you can complete these assignments at times (andplaces) best suited to your schedule.

IN BANNER, HOW CAN A STUDENT TELL IF A **COURSE IS ONLINE?**

All VSU online courses are designated on the Banner course registration system with an "I" in the section code, "IA", "IB," etc., and the campus building code is marked as "ONLINE". eCore courses will be designated as 01G, 02G, etc. while GOML (GeorgiaOnMyLine) courses are designated Y01,

YO2, and eMajor are designated by EO1, EO2, etc.

WHAT ARE THE SPECIAL REQUIREMENTS FOR **ONLINE COURSES?**

Appropriate equipment and computer experience: To take an online course, you must have a computer with Internet access or be willing to travel to utilize a computer in the campus computer labs.

Computer: You will need access to a Windows PC or Apple computer. PC computers will need the Windows 2000, XP, or Windows Vista operating system. Apple computers will need the MacOS X 10.3.9 or higher.

Internet Service Provider (ISP): A connection to the Internet is required to use BlazeVIEW. A highspeed Internet connection (cable modem, DSL, or LAN) is strongly recommended. Performance may suffer over dialup, especially for those courses with audio and/or video components.

Browser: In order for your online experience to be successful, your Internet browser must be approved for use with BlazeVIEW and configured properly.

To test your computer's ability to run BlazeVIEW, go to http://www.valdosta.edu/vista/GettingStarted.shtml and use the Browser Checker.

You will need some experience navigating and using the Internet. Knowing how to attach document files to email and word processing skills are important in an online course environment. While previous experience with distance learning is not required, it is recommended that you view the BlazeVIEW tutorials, before you start your first online course. To access the tutorials. login to BlazeVIEW and click the link for BlazeVIEW Tutorials for Students.

WHAT IS eTUITION?

The decision to take an online course where more than 95% of instruction time occurs via the Internet will affect your tuition rate. These courses have a different tuition rate known as eTuition.

This eTuition rate is the same whether you are an in-state or out-of-state student. eTuition rates are not part of the "fixed for four" guaranteed tuition rate. In addition, there is no maximum tuition cap for fully online courses. However, these courses are still competitively priced with other available online courses. eTuition rate charges are covered by the Hope scholarship and by financial aid.

eTUITION AND ONLINE COURSES FOR UNDERGRADUATES

VSU offers a number of online undergraduate courses. These courses are taught by VSU faculty and offered through VSU departments. VSU students also have the option to take most core courses online through eCore (Georgia's Core Curriculum Online). These courses must be accessed through the **GOVIEW** website and are taught by faculty from across the university system; therefore, an eCore faculty member may not necessarily be on the VSU campus.

You may register for any combination of online and on-campus courses that fit the requirements of your program of study.

Students who register for online courses only (no on-campus courses are taken) should be

exempt from most student fees; however, Technology fees, Access Card fees, and any Special Institutional Fees set by the University System of Georgia still apply.

Students who opt to take one or more online courses in conjunction with on-campus courses will still be responsible for all <u>relevant fees</u>. Additionally, the eTuition rate will be assessed for each online course for which you are registered, no matter how many courses you are taking.

Undergraduate eTuition Rate: \$250 per credit hour for VSU online courses including eMajor and \$189 for eCore per hour.

eTUITION AND ONLINE COURSES FOR GRADUATE STUDENTS

VSU offers both a number of institutional online graduate degree programs as well as individual online graduate courses that may be part of an on-campus program.

You may register for any combination of online and on-campus courses that fit the requirements of your program of study.

Students who register for online courses only (no oncampus courses are taken) are exempt from most student fees; however, Technology fees, Access Card fees, and any Special Institutional Fees set by the University System of Georgia still apply.

Students who opt to take one or more online courses in conjunction with on-campus courses will still be responsible for all relevant fees. The eTuition rate will be assessed for each online course for which you are registered.

Graduate students enrolled in USG Collaborative programs - Georgia ONmyLINE or the WebMBA- will continue at the tuition rates specific to those programs.

Graduate eTuition Rate: \$255 per credit hour, \$765 per three hour course.

Complete tuition information is available at http://www. valdosta.edu/finadmin/financial/feeschedules.shtml

For more information about online courses and programs, please visit

ww2.valdosta.edu/distance

SUMMER 2016 FINAL EXAM SCHEDULE

FRIDAY, JUNE 3, 2016 (SESSION I -MAY TERM)

CLASS DAYS	CLASS TIME	FINAL EXAM TIME
Monday - Friday	8:00am	8:00am-10:00am
Monday - Friday	11:00am	11:00am-1:00pm
Monday - Friday	2:00pm	2:00pm-4:00pm
Monday - Friday	6:00pm	6:00pm-8:00pm

THURSDAY, JUNE 30, 2016 (SESSION III - JUNE)

CLASS DAYS	CLASS TIME	FINAL EXAM TIME
Monday - Friday	8:00am	8:00am-10:00am
Monday - Friday	11:00am	11:00am-1:00pm
Monday - Friday	2:00pm	2:00pm-4:00pm
Monday - Thursday	6:00pm	6:00pm-8:00pm

WEDNESDAY, JULY 28, 2016 (SESSION IV - JULY)

CLASS DAYS	CLASS TIME	FINAL EXAM TIME
Monday - Friday	8:00am	8:00am-10:00am
Monday - Friday	11:00am	11:00am-1:00pm
Monday - Friday	2:00pm	2:00pm-4:00pm
Monday - Thursday	6:00pm	6:00pm-8:00pm

WEDNESDAY, JULY 27, 2016 (SESSION II - JUNE/JULY)

CLASS DAYS	CLASS TIME	FINAL EXAM TIME
Monday-Thursday	8:00am	8:00am-10:00am
Tuesday/Thursday	8:00am	8:00am-10:00am
Monday-Thursday	11:10am	10:15am-12:15pm
Tuesday/Thursday	11:10am	10:15am-12:15pm
Monday-Thursday	12:45pm	12:45pm-2:45pm
Monday-Thursday	2:20pm	3:00pm-5:00pm
Tuesday/Thursday	2:20pm	3:00pm-5:00pm
Tuesday/Thursday	6:00pm	6:00pm-8:00pm

THURSDAY, JULY 28, 2016 (SESSION II - JUNE/JULY)

CLASS DAYS	CLASS TIME	FINAL EXAM TIME
Monday/Wednesday	8:00am	8:00am-10:00am
Monday-Thursday	9:35am	10:15am-12:15pm
Monday/Wednesday	11:10am	12:45pm-2:45pm
Monday-Thursday	3:55pm	3:00pm-5:00pm
Monday/Wednesday	2:20pm	3:00pm-5:00pm
Monday/Wednesday	6:00pm	6:00pm-8:00pm

Examination time conflicts will be resolved by the Dean(s) of the colleges in which the course(s) are taught. Class instructor will set the final exam time for courses that meet one day/night a week.

FALL 2016 FINAL EXAM SCHEDULE

TUESDAY, DEC 6, 2016

Class Days	Class Time	Final Exam Time
Tuesday/Thursday	8:00am	8:00am-10:00am
Monday/Wednesday/Friday	10:00/10:30am	10:15am-12:15pm
Tuesday/Thursday	12:30pm	12:30pm-2:30pm
Monday/Wednesday	2:00/2:30pm	2:45pm-4:45pm
Tuesday/Thursday	5:00pm	5:00pm-7:00pm
Math 1111/COA**		7:15pm-9:15pm
Special Exam Period*		9:30pm-11:30pm

WEDNESDAY, DEC 7, 2016

Class Days	Class Time	Final Exam Time
Monday/Wednesday/Friday	8/8:30am	8:00am-10:00am
Tuesday/Thursday	11:00am	10:15am-12:15pm
Monday/Wednesday/Friday	1:00/1:30pm	12:30pm-2:30pm
Tuesday/Thursday	2:00pm	2:45pm-4:45pm
Monday/Wednesday	5:00pm	5:00pm-7:00pm
Monday/Wednesday	8:00pm	7:15pm-9:15pm
COA		7:15pm-9:15pm
Monday/Wednesday	9:30pm	9:30pm-11:30pm
Special Exam Period*		9:30pm-11:30pm

THURSDAY, DEC 8, 2016

Class Days	Class Time	Final Exam Time
Tuesday/Thursday	9:30am	8:00am-10:00am
Monday/Wednesday/Friday	11:00/11:30am	10:15am-12:15pm
Make-up Exam Period		12:30pm-2:30pm
Monday/Wednesday	3:30pm	2:45pm-4:45pm
Tuesday/Thursday	6:30pm	5:00pm-7:00pm
Tuesday/Thursday	8:00pm	7:15pm-9:15pm
COA		9:30pm-11:30pm
Tuesday/Thursday	9:30pm	9:30pm-11:30pm
Special Exam Period*		9:30pm-11:30pm

FRIDAY DEC 9, 2016

Class Days	Class Time	Final Exam Time
Monday/Wednesday/Friday	9:00/9:30am	8:00am-10:00am
Monday/Wednesday/Friday	12:00/12:30pm	10:15am-12:15pm
Make-up Exam Period		12:30pm-2:30pm
Tuesday/Thursday	3:30pm	2:45pm-4:45pm
Monday/Wednesday	6:30pm	5:00pm-7:00pm

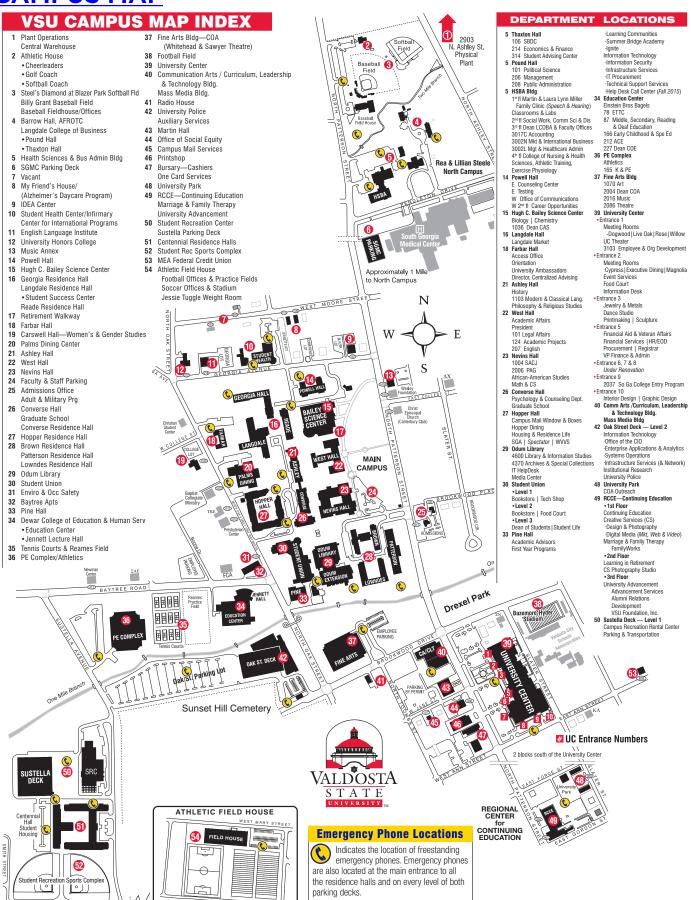
Examination time conflicts will be resolved by the Dean(s) of the colleges in which the course(s) are taught. Class instructor will set the final exam time for courses that meet one day/night a week.

^{*}Special Exam periods may be used by any department with prior approval by the VPAA

^{**}Math 1111 students must be scheduled a COA final during the Math 1111 final exam

CAMPUS MAP

WEST MARY STREE



Revised November 2015 — Creative Design Services — VSU Campus Map — Page 1 of 1