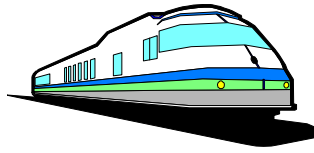


Hop on the RegExpress!!
Go to <https://DataVU.valpo.edu/>



Quick Hints:

1. Do not search for classes for the whole semester! You will get an error message and time out. Make sure you limit your selection to one semester with at least one additional field, otherwise the search will take a very long time. If you are searching by instructor name, use the LAST name only.
2. Do **NOT** use the “Back” browser button – click “Menu” at the top.
3. After making a selection on a DataVU screen, scroll to the bottom of the screen and click the “Submit” button.
4. Make sure to enter the course numbers and section designation correctly (e.g., use the number 1, not the small letter “l” for number one, the number 0, not the letter “O” for zero).
5. If registration for a course fails, the reason will display at the top.
6. **Make sure to “Log Out” of DataVU when you are finished!**
7. Check out the FAQ link (Frequently Asked Questions) if you run into trouble.
8. If you have any problems, report the problem to one of the following:
Technical assistance, login: Help Desk (it@valpo.edu), phone
Undergraduate Students: Registrar’s Office (registrar@valpo.edu), phone 5212
College of Adult Scholars Students: Continuing Education (continuing.ed@valpo.edu), phone 5313
Graduate Students: Graduate Office (graduate.studies@valpo.edu), phone 5313
Law Students: Law Registrar (debbie.gleason@valpo.edu), phone 7840

Login: Your login name is the same as your VU e-mail.

Password: Your password is the same as your VU e-mail

If you have any problem logging in, or if you do not have a VU e-mail account, contact the Help Desk.

REGISTERING FOR CLASSES (options on <https://DataVU.valpo.edu/>):

A. SEARCH FOR SECTIONS

This will display a listing of classes and the class status (open, closed, waitlisted) based on the criteria you submit, but you will **NOT** be able to register for them here.

B. REGISTER FOR SECTIONS

If you click on this link, you will have two choices for registration:

1. SEARCH AND REGISTER FOR CLASSES

Use this option if you would like to look for sections and register for them

2. EXPRESS REGISTRATION

Use this option if you know the exact subject, course number, and section of the course sections for which you wish to register (e.g., LAW 210 A)

Subject	Course #	Section	Term
<i>Click on drop down & select</i>	<i>Type number</i>	<i>Type letter(s)/number</i>	<i>Click on drop down & select</i>

An intermediate screen pops up that asks you to choose an action for ALL sections or an individual action (one or some sections), not both. The most common action will be RG – Register; but you can also select preferred sections prior to your registration time, put them on a preferred listing on this screen. Then when it is your time to register, go to ‘Register for Previously Selected Courses’ option and choose the RG action.

The following are options available to you:

3. REGISTER FOR PREVIOUSLY SELECTED COURSES

Use this option if you have already placed sections on your preferred list and would like to register now.

4. DROP SECTIONS

Use this option if you would like to drop a section. (The other choices also allow you to drop one section and register for another.)

5. MANAGE MY WAITLIST

Use this option if you have been given permission to register for a waitlisted course or to remove sections for which you are currently waitlisted (and no longer want or need.)

Click on “My Schedule” to view your final course selection. Print a copy of your schedule for your records. Rerun your degree audit to see how your pre-registered classes will fit into your requirements.