

**WEB CONFIRMATION INSTRUCTIONS**  
**Monday, August 17, 2009 through Friday, August 28, 2009**

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 Tuesday, September 1<sup>st</sup>. Changes can be made on DataVU by continuing students as long as the class section is open. New students will need to use a drop/add card and process changes manually.**
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 with VUPD:**

Saturday, August 22, 9:00 a.m. – 2:30 p.m., Sunday, August 23, 12:00 Noon – 4:00 p.m VUPD will be in the **Harre Union Ballroom B**. Contact the VUPD Office on Union Street for additional times that they will be available.

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

ID cards may be obtained in Christopher Center 205, Saturday, August 22, 9:00 a.m. – 3:00 p.m., and Sunday August 23, 12:00 Noon – 4:00 p.m. Extended hours will be available for the weeks of August 18<sup>th</sup> and 25<sup>th</sup>. 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:**

Saturday, August 22, 9:00 a.m. – 2:30 p.m. Dining Services will be in the **Harre Union** (ID card necessary). Beginning 08/17/09 visit Dining Services website at [www.valpo.edu/dining](http://www.valpo.edu/dining) to register online.

**Classes begin Tuesday, August 25;** not showing up for class does not constitute official withdrawal from that class.