

## **IMPORTANT DATES FOR SPRING SEMESTER 2012**

Mon. Oct. 31 - Fri. Nov. 18	REGISTRATION by appointment for continuing students
Mon. Dec. 12 - Fri. Dec. 23	Web-based confirmation for <b>continuing</b> students
Mon. Jan. 9	1:00PM - 2:00 PM Orientation for new students. <u>REGISTRATION CONFIRMATION</u> for <b>new</b> students
Mon. Jan.9 - Tues. Jan.10	2:00PM-5:00PM 8:00AM-12 NOON <u>REGISTRATION</u> for all students who did not participate in advance registration (new or former returning)
Wed. Jan. 11	Classes begin
Mon. Jan. 16	Observation of Martin Luther King's birthday
Wed. Jan. 18	Last day for late registration Last day to add a course or drop a course without grade of W
Fri. Feb. 10	Last day to file S/U for a regular course
Tues, Feb. 28	Last day for partial refund of University charges
Fri. Mar. 2	Last day to arrange course intensification
Fri. Mar. 2 - Mon. Mar. 19	6:30PM: Spring recess begins 8:00AM: Spring recess ends
Tues. Mar. 27	Last day to withdraw from regular courses with grade of W
Fri. Apr. 5	Last day to file application of candidacy for the associate's and bachelor's degrees to be conferred in December 2012
Fri. Apr. 6	GOOD FRIDAY - No classes
Mon. Apr. 17 - Fri. May 4	Fall Semester 2012 Advance Registration
Tues. May 1	Last day for tests in courses of 3 credits or more Last day to petition for change in date of final examinations
Tues. May 8	Last day to officially withdraw from the University for Spring semester Last day to file petitions to change registration 10:00 PM Instruction ends
Wed. May 9	Reading day
Thurs. May 10	8:00 AM Final exams begin
Tues. May 15	5:30 PM Final exams end. Semester ends
Wed. May 16	12:00 NOON deadline for grades for all candidates for all degrees
Fri. May 18	5:00 PM deadline for reporting all other grades
Sun. May 20	137th Annual Commencement

## **DEADLINES FOR SHORT COURSES:**

### First half short courses: Jan. 11 - Mar. 19

Wed. Jan. 18	Last day to add first half short courses
Fri. Jan. 27	Last day to file for S/U grade for first half short courses
Fri. Feb. 10	Last day to withdraw from first half short courses with grade of W

### Second half short courses: Mar. 20 - May 8

Thurs. Mar. 22	Last day to add second half short courses
Tues. Apr. 3	Last day to file for S/U grade for second half short courses
Wed. Apr. 18	Last day to withdraw from second half short courses with grade of W

## **REGISTRATION**

All students are expected to register on the official registration days of each semester as announced or as listed in the University Calendar. By registering, the student subscribes to the terms and conditions, financial and otherwise, which have been set forth in publications distributed by the University. Please contact the Registrar's Office if you do not receive your registration start time.

## **PREPARATION FOR WEB REGISTRATION**

- 1) Make sure that you have access to DataVU.
- 2) Check your account for registration holds (Student Restrictions option on DataVU) and take care of them before your registration start time.
- 3) Check your academic information (majors, minors, advisers) by running a degree audit from DataVU. Keep your information up to date.
- 4) Check your remaining degree requirements by running your degree audit.
- 5) Make an appointment to see your advisor to discuss your program of study and to plan your class schedule for next semester. **Note:** Your primary advisor must remove your advising hold before you will be allowed to register on DataVU.
- 6) Develop a tentative class schedule with alternate course options on the schedule grid in the Schedule of Classes.
- 7) Obtain the appropriate approval for restricted courses (instructor's or chair/dean's approval); this will be granted electronically
- 8) If you are taking more than the maximum number of credit hours allowed, you must obtain permission from the Dean of your college.
- 9) Before registering, check the web for class availability. If a course you want is reaching or has reached its limit, contact the department chair/dean for approval to enroll in the course or choose an alternate course or section.

## **PROCEDURES FOR WEB REGISTRATION**

Registration appointment start times will be assigned to undergraduate and graduate students 5 days a week for a period of 3 weeks, Monday through Friday. Your start time will be posted on DataVU on the Student Restrictions screen. There are 40 students scheduled to register for each time period. Students may register, drop, or add, anytime after their start time through the end of the drop/add period.

The registration priority is the same for undergraduates as it has been in past years. Graduate students are scheduled first, then undergraduates in order of credit hours completed: seniors, juniors, sophomore student-athletes with spring sports, sophomores, freshmen student-athletes with spring sports, freshmen, and College of Adult Scholars students (part-time). Ties will be broken by ID number, high to low (reversed for fall registration).

Students may not totally drop all classes; they must contact the Registrar's Office if they have registered but do not plan to return in the spring.

1. See your advisor! You must see your primary advisor and have them remove the advising hold before you will be allowed to register on DataVU. Your advisors are listed at the top of your degree audit. If they are incorrect have this changed by filling out and submitting a curriculum change form well in advance of your registration date.
2. The Registrar's Office will inform you of the day and time when you can begin to register. Your registration date and time will also be posted on DataVU under Student Restrictions. The time will be indicated in Valparaiso local time (Central Standard in November). You may begin any time after the start time and make changes until the end of the drop/add period (**January 18** for regular courses).
3. When your appointment time has arrived (or any time after that), sign on to DataVU and select the registration option to enter your class request for the upcoming semester.
4. With your list of courses in front of you, click on register for classes, then on Express Registration. A screen will pop up that looks very similar to the registration form that we have used previously. Course by course, enter the subject (a drop down box), course number (you type it in), course section (you type it in), and semester (a drop down box – choose 2012SP for next spring). Press the Submit button. Your class schedule will come up on the screen along with any messages for prerequisites or full classes. The messages are pretty self-explanatory, but call if you have questions. If a corequisite is listed as optional (e.g., PSY 111), this means that it is not required, but optional.
5. If you need to make adjustments, you can go to the Add Classes (same screen as express registration), Drop Classes (as easy as clicking next to the course you wish to drop), or Search and Register for classes. **HINT:** If you are looking for an open lab section for a lecture, search for all classes in the department. If you confine your search to one class (e.g. CHEM 121), the search will not find the lab sections, which are CHEM 121L. The search results will show you the status of the course sections (open, closed, waitlisted).
6. You are now registered for classes! You have a class schedule and a seat in the classes (or on a waitlist). Your adviser will receive an e-mail when you register (or make changes to your schedule).
7. Print out a copy of your class schedule for next spring either from the registration results screen or from 'My Class Schedule.'
8. Go to the Program Evaluation option on DataVU and run a copy of your program evaluation (degree audit). The courses that you just registered for will be included in the degree audit so that you can see how they will be applied toward degree requirements.
9. Be sure to **LOG OUT** of the DataVU system with the LOG OUT button.

**REQUIRED CONFIRMATION:** All students who schedule their classes through advance registration **must pay in full** or make arrangements for same through the Student Accounts Office **by January 10**. They must also **confirm their schedule and update their address between December 12 – December 23**. This confirmation will be done online. Details are posted on the web at: <http://www.valpo.edu/registrar/confirm.php>

**Note:** Students with outstanding balances due from previous terms **will not be allowed to confirm** until the balance is paid in full and all holds blocking confirmation are taken care of. Please take care of this early!

**Class spaces will not be guaranteed for students who confirm their registration after Friday, December 23.**

## **CANCELLATION OF REGISTRATION**

Students who participate in early registration but decide to cancel their registration must notify the Registrar's Office as soon as possible prior to the beginning of classes.

### **CHANGES TO SCHEDULE OF CLASSES OFFERED**

Every effort will be made to maintain the printed schedule. However, Valparaiso University reserves the right to cancel any course for which there is insufficient demand or for which faculty is not available, and the right to change the time that courses are offered if such changes more adequately meet the demands of the majority of interested students. Every effort will be made to notify students of changes.

### **MAXIMUM AND MINIMUM REGISTRATION**

The maximum number of hours which may be taken by students in the various curricula are as follows:

College of Arts and Sciences .....	18 credits
College of Adult Scholars.....	11 credits
Education (Elementary, Middle Level).....	18 credits
Secondary Education.....	19 credits
Bachelor of Music.....	18 credits
Bachelor of Music Education.....	19 credits
College of Business Administration .....	18 credits
College of Engineering .....	19 credits
College of Nursing .....	18 credits
School of Law .....	17 credits

No student will be permitted to register for extra hours until he/she has permission to do so from the advisor and dean. Generally, the advisor will discourage a student from requesting extra hours unless the student has an average of at least 3.0. If extra hours are added, a student must complete a petition form available from the Office of the Registrar and turn it in to their academic dean.

The minimum registration for a full-time undergraduate student is 12 semester hours.

### **COURSE PREREQUISITES**

Students will be held responsible for meeting the prerequisites of all courses for which they enroll. In unusual cases, the appropriate chair or dean may waive certain prerequisites upon formal petition **by the student**.

### **CHANGE OF STUDENT SCHEDULE**

Students are permitted to alter the status of their registration in courses up to the time of the calendar deadlines published in the University catalog. Withdrawing from a course or changing registration to or from S/U or Audit are matters for serious reflection. Students should seek the counsel of their academic advisors, course instructors, and chairpersons of the departments involved as the case may require.

Once the published deadlines have passed, students will be held responsible for completion of courses under the terms of the registration they have selected. Changes in registration after these deadlines will be allowed only in exceptional cases where the students demonstrate that extreme contributory circumstances have rendered their registration in a course invalid. Serious physical disability, prolonged illness, or the death of a loved one—documented occurrences of this kind—can be considered reasonable grounds for requesting by petition an exception to the regular calendar deadlines.

The integrity of the Valparaiso University transcript and ultimately of the University itself demands that special exceptions be permitted only when special circumstances prevail. Neither unsatisfactory academic performance, whether caused by inability or lack of application, nor lack of adequate evaluation of a student's performance in a course prior to the deadline, will in and of themselves be sufficient reason for petition.

**Petition blanks** for changing course registration after the deadline period are provided by the Office of the Registrar. After consultation and recommendation, the student should take completed petition blanks to the dean of the student's college for action. The petitioning student has the right of appeal to the

Committee on Academic and Professional Standards. The petitioning student should append reasons for submitting their appeal to the Committee.

After the drop/add period and until the end of the seventh week of a semester, the tuition fee is adjusted according to a schedule which can be viewed online at:

<http://www.valpo.edu/registrar/tuition.php>. These rules apply only if students change from full-time to part-time status, or if part-time students adjust their part-time academic class loads.

A student may officially cancel enrollment in a course during the first 6 class days without reflection on the student's permanent record. All requests for adding a course during the official drop/add period (first 6 class days) shall remain at the discretion of the appropriate academic dean or department chairperson. After this date, a student may officially cancel enrollment in a course with a grade of W on the student's permanent record. Students are not permitted, without approval, to cancel enrollment in a course after the end of the ninth (9<sup>th</sup>) week of a semester. **NOT ATTENDING CLASS DOES NOT CONSTITUTE FORMAL WITHDRAWAL FROM A COURSE.**

#### **SATISFACTORY / UNSATISFACTORY (S/U) GRADE OPTION**

Certain courses normally result in S/U grades, as noted in the catalog course descriptions. An undergraduate student may take, in addition to any such course(s), one course, normally letter graded, each semester on a Satisfactory / Unsatisfactory basis, subject to conditions as noted in the University catalog. Decision to elect a course on such a basis is to be made by the end of the fourth (4<sup>th</sup>) full week of the semester. After this deadline, the S/U grading basis may not be changed. This deadline applies proportionately to 7-week courses.

**NOTE:** In selection of the S/U option, students are advised to discuss the implications of that option with their advisor concerning the entrance into professional schools.

#### **COURSE INTENSIFICATION PLAN**

A student may propose a special project for earning one (1) extra credit in one (1) liberal arts course in which he/she is enrolled in a given semester. The regulations pertaining to this option for a student will be found in the University catalog.

#### **AUDITING A COURSE**

Regularly classified students may register in a course as an auditor only with the permission of their advisor and the chair of the department which offers the course. These signatures must be on the Permission to Audit a Class form. An auditor may not be admitted to the final examination and is never granted credit for the course audited. No additional fee is charged when the student pays full tuition. Once in a course as an auditor, a student cannot change the status of his/her enrollment to get any kind of grade in the course. Tuition remission students cannot receive remission for an audited course.

A person, not regularly enrolled at this University, may take courses without credit as an auditor upon receiving the approval of the instructors involved and the dean of the appropriate college. Payment of an auditor's fee is required.

#### **REPETITION OF RESIDENCE COURSES FOR CREDIT**

Unless a course may be repeated for credit, only the credits, grade, and grade points received the first time a course is taken by a student at Valparaiso University shall be used in determining credit for graduation and the cumulative grade-point average. A grade of W shall be excluded from this policy. The student's transcript shall record all grades, original and repeat.

#### **SEMESTER GRADE REPORTS**

Semester grades are viewable on DataVU immediately as they are posted. Grade reports are sent only upon the student's request and only to the address indicated by them. Therefore, it is important for students to make sure that the address is the current address where you wish to receive your grade reports.

#### **CLASSIFICATION OF COURSES**

The courses offered by the University are classified as

- 1) lower division courses, numbered 100-299
- 2) upper division courses, numbered 300-499
- 3) graduate courses, numbered 500-799
- 4) evening division courses, designated by "EV" in the "Section" column of the Schedule of Classes
- 5) online courses, designated by "OL" section

#### **CORRESPONDENCE COURSES AND COURSES TAKEN OFF-CAMPUS**

Ordinarily, credit is not given for courses taken at other approved schools or for correspondence courses taken during a student's residence at the University. Any exception to this policy must have the approval of a student's advisor, their dean, and Committee on Academic and Professional Standards.

#### **TRANSFER TO ANOTHER PROGRAM WITHIN THE UNIVERSITY**

If a student transfers from one major or program of study to another, all requirements of the new specialization must be met. Such a transfer will subject credits previously earned to re-evaluation. In certain cases, the change of program may result in some loss of credits. Therefore, such transfers may not be made without the written approval of the advisors and deans concerned. Necessary forms may be obtained from the Registrar.

#### **CLASS ATTENDANCE**

All students are expected to attend every one of their classes unless their absence has been approved by the instructor concerned or by the appropriate dean. Absence from class is primarily a matter between the student and the instructor in the class. It is the student's responsibility to discuss with their instructor the reason for their absence and to learn what make-up work may be required.

#### **WITHDRAWAL FROM THE UNIVERSITY**

An undergraduate student who wishes to withdraw from the University for the remainder of a semester or session (see the official calendar for deadlines) should apply to the Dean in the Office of Student Affairs for a permit to withdraw. Upon return of the properly signed permit to the Office of the Registrar, the Registrar will authorize the return of such fees as are refundable. If a student withdraws after the seventh (7<sup>th</sup>) week of a semester, he/she is ordinarily not granted readmission for the following semester, unless unusual circumstances such as severe illness caused the withdrawal.

A student who withdraws from the University without authorization is not entitled to refunds of any kind and the instructor of each subject in which the student is enrolled is required to report a final grade of F to the Registrar.

The Tuition Refund Schedule is posted on the web at:  
<http://www.valpo.edu/registrar/tuition.php>

#### **NONDISCRIMINATORY POLICY**

Valparaiso University does not discriminate with respect to hiring, continuation of employment, promotion and tenure, other employment practices, applications for admission, or career services and placement on the basis of race, color, gender, age, disability, national origin or ancestry, sexual orientation, or (as qualified) religion.

**FINAL EXAMINATION SCHEDULE - DAY PROGRAM** Final examinations will be May 10, 11, 12, 14, and 15. A final examination is required in all courses of 3 credits or more and must be given according to the following schedule. Exceptions may be made for such courses as independent study, practica and internships, performance, studio, and activity courses. In courses of less than 3 credits, final examinations are conducted during the regularly scheduled class periods.

In order to provide students with adequate opportunity to prepare for final examinations, no tests may be given in courses of 3 credits or more within 7 academic days prior to the beginning of the examination period. Any deviation from this policy must be approved by the dean of the college in which the course is offered.

Final examinations are for 2 hours, except for law examinations, as noted below. The rooms for the examinations in the regularly scheduled periods are the same as the lecture rooms unless a change is arranged and announced by the instructor.

**SCHEDULE OF REGULAR AND SPECIAL PERIODS FOR DAY PROGRAM FINAL EXAMINATIONS**

Classes meeting on **at least Tuesday and Thursday** for lecture or recitation, will have their examinations as follows:

<u>Class Hours</u>	<u>Exam Hours</u>	<u>Exam Days</u>
8:00a - 8:50a	8:00a - 10:00a	Thurs. May 10
9:05a - 9:55a	8:00a - 10:00a	Sat. May 12
10:10a - 11:00a	10:30a - 12:30p	Fri. May 11
11:50a - 12:40p	10:30a - 12:30p	Tues. May 15
12:55p - 1:45p	1:00p - 3:00p	Mon. May 14
2:00p - 2:50p	1:00p - 3:00p	Sat. May 12
3:05p - 3:55p	3:30p - 5:30p	Fri. May 11
4:10p - 5:00p	3:30p - 5:30p	Tues. May 15

**Other classes** have their final examinations as follows:

<u>Class Hours</u>	<u>Exam Hours</u>	<u>Exam Days</u>
8:00a - 8:50a	8:00a - 10:00a	Fri. May 11
9:05a - 9:55a	8:00a - 10:00a	Tues. May 15
10:10a - 11:00a	10:30a - 12:30p	Mon. May 14
11:50a - 12:40p	10:30a - 12:30p	Thurs. May 10
12:55p - 1:45p	1:00p - 3:00p	Thurs. May 10
2:00p - 2:50p	3:30p - 5:30p	Mon. May 14
3:05p - 3:55p	3:30p - 5:30p	Sat. May 12
4:10p - 5:00p	1:00p - 3:00p	Tues. May 15
Special Period #1	3:30p - 5:30p	Thurs. May 10
Special Period #2	1:00p - 3:00p	Fri. May 11
Special Period #3	10:30a - 12:30p	Sat. May 12
Special Period #4	8:00a - 10:00a	Mon. May 14

**EXCEPTIONS TO THIS SCHEDULE:**

**1) SPECIAL PERIODS**

The examinations for some multi-sectioned classes will be assigned to the above four special periods by the academic deans. The special periods are assigned as follows:

Special Period #1	Professional Programs
Special Period #2	Arts and Sciences
Special Period #3	Professional Programs
Special Period #4	Mathematics

**2) LAW EXAMINATIONS**

Special and regular examinations of law students will be arranged by the Dean of the Law School. All law examinations will be 3 or 4 hours in length.

**3) PROFESSIONAL SEMESTER**

The courses for the professional semester in Elementary or Secondary Education will have their examinations as arranged by the Chairperson of the Department of Education.

**4) OTHER CHANGES**

Approval must be obtained from the appropriate academic dean in the Colleges of Business Administration, Engineering, and Nursing, for any other changes in the schedule. In the College of Arts and Sciences, students should consult with the professor for exam-time changes, or as a final resort, with the chair of the appropriate department or program. The deadline for requesting deviations is Tuesday, April 27.

**FINAL EXAMINATION SCHEDULE - EVENING SECTIONS**

Final examinations will be held on Thursday, May 10 and Monday, May 15. Examinations will be for two (2) hours as scheduled below. No deviation from this schedule will be permitted without the approval of the dean of the college in which the course is offered. Approval should be obtained before any deviation is announced to the students. Deadline for requesting deviations must be filed with the dean by Tuesday, May 2.

The room for the examination is the same as the lecture room unless a change is authorized by the instructor concerned.

A final examination is required in all courses of 3 credits or more and must be given according to the following schedule. Exceptions may be made for such courses as independent study, practica and internships, performance, studio, and activity courses. In courses of less than 3 credits, final examinations are conducted during the regularly scheduled class periods.

In order to provide students with adequate opportunity to prepare for final examinations, no tests may be given in courses of 3 credits or more within 7 academic days prior to the beginning of the examination period. Any deviation from this policy must be approved by the dean of the college which offers the course.

Classes which cannot be accommodated by the following schedule will be set by the instructor at a time convenient to the class.

**Monday and Wednesday** classes meeting for lecture or recitation on either of these days, will have their examinations:

<u>Class Hours</u>	<u>Exam Hours</u>	<u>Exam Days</u>
Start at/before 6:00p	6:00p - 8:00p	Mon. May 14
Start after 6:00p	8:15p - 10:15p	Mon. May 14

**Tuesday and Thursday** classes meeting for lecture or recitation on either of these days, will have their examinations as follows:

<u>Class Hours</u>	<u>Exam Hours</u>	<u>Exam Days</u>
Start at/before 6:00p	6:00p - 8:00p	Thurs. May 10
Start after 6:00p	8:15p - 10:15p	Thurs. May 10

Classes meeting **only one night per week** will have their examinations as follows:

<u>Class Day</u>	<u>Exam Hours</u>	<u>Exam Days</u>
Monday	8:15p - 10:15p	Mon. May 14
Tuesday	8:15p - 10:15p	Thurs. May 10
Wednesday	6:00p - 8:00p	Mon. May 14
Thursday	6:00p - 8:00p	Thurs. May 10

**NOTE TO THE FACULTY ON GRADE DEADLINES:**

**\*Wednesday, May 16, 12:00 NOON deadline** for reporting all grades for all CANDIDATES FOR ALL DEGREES to the Registrar's Office.

**\*Friday, May 18, 5:00 PM deadline** for reporting all other grades (except law grades) to the Registrar's Office.

**\*Please consult the academic calendar for the School of Law for due dates of law grades.**

### **GENERAL EDUCATION REQUIREMENTS (2006-)**

The following departmental sections offered this semester may be used to fulfill the requirements below:

#### **A) Cultural Diversity**

ECON 336 A;  
EAST 390 AX;  
ED 370 A;  
GEO 102 A, B; 301 A;  
GS 200 EVX;  
HIST 232 A; 335 A; 342 EV;  
PHIL 120 A, B; 220 A;  
POLS 110 A; 130 A, B, C;  
SOC 210 EV; 275 A; SOCW 330 EV  
THEO 361 A, B; 364 A; 367 A;  
NUR 212 A

#### **B) Humanities: Fine and Performing Arts**

ART 101 A, B; 102 A; 121 A; 132 A; 151 A; 162 A;  
163 A, B; 221 A; 231 AX; 311 A, B;  
CLC 220 A;  
ENGL 301 A, B; 423 EV; 425 A; 431 A;  
FLF 271 A; FLGR 271 A; FLJ 250 A;  
MUS 319 A;  
MUS Ensembles: 050, 052, 054;  
THTR 101 A; 231 A; 235 A; 239 A; 290 A, B;  
THTR Practicum: 133 A, B, C, D;

#### **C) Humanities: Literature**

ENGL 200 A, B, C, D, E, EV;  
FLS 220 A;

#### **D) Natural Science**

ASTR 101 A + 101L A, EV;  
BIO 125 A + 125L B, EV;  
CHEM 111 A + 111L B, C, D;  
GEO 104 A + 104L B, C;  
MET 103 A + 103L B, C, D;  
PSY 110 A, B + PSY 111 A, B, C, D, E, EVA, EVB;

#### **E) Quantitative Analysis**

MATH 120 A; 124 A, B, C, EV; 131 A, B, C, D, E;  
PHIL 150 A;  
PSY 201 A, B, C, D

### **Important Note:**

Be sure to make an appointment with your advisor well in advance of your scheduled registration time.

Only when your primary advisor signs off electronically on DataVU will you be able to register

### **On-line Information**

**Registrar's Office:** [www.valpo.edu/registrar/](http://www.valpo.edu/registrar/)  
**Registration:**

Class Seat Availability  
Departmental Contacts (for approvals)  
Schedule of Classes

#### **Helpful Resources:**

Catalogs  
Enrollment Reports  
Student Guide (Handbook)

#### **Calendars & Planners:**

Academic Calendars  
Exam Schedules  
Tuition Refund Schedules

#### **DataVU Password Changes:**

**ValpoNet Identity Manager** – Login Required  
[www.valpo.edu/it/valponet](http://www.valpo.edu/it/valponet)

### **RETURNING STUDENTS**

**Access your student information on DataVU:**  
<https://datavu.valpo.edu/>

#### **Use DataVU to:**

- Register for Classes
- Add and drop classes
- View your current schedule
- View your unofficial transcript
- Look up your grades
- Run your degree audit
- Check your student profile
- Check your SAT and placement scores
- Check for current holds
- Search for classes