

IMPORTANT DATES FOR SPRING SEMESTER 2004

Mon., Nov. 10- Fri., Nov. 21	REGISTRATION by appointment for continuing students
Mon., Jan. 5	Orientation for new students
Mon., Jan. 5- Tues., Jan. 6	8:30AM - 5:00PM 8:30AM - 4:00PM <u>REGISTRATION CONFIRMATION</u> in the Union for registered students
Mon., Jan. 5- Tues., Jan. 6	2:00PM-5:00PM 8:00AM-12 NOON <u>REGISTRATION</u> for new students, former returning students, and students who did not participate in advance registration
Wed., Jan. 7	Classes begin
Wed., Jan. 14	Last day for late registration Last day to add a course or drop a course without grade of W
Mon., Jan. 19	MARTIN LUTHER KING day - No classes
Fri., Feb. 6	Last day to file S/U for a regular course
Fri., Feb. 27	Last day to arrange course intensification
Fri., Feb. 27 - Mon., Mar. 15	6:30PM: SPRING BREAK begins 8:00AM: SPRING BREAK ends
Tues., Mar. 23	Last day to withdraw from regular courses with grade of W
Thur., Apr. 1	Last day to file application of candidacy for the associate's and bachelor's degrees to be conferred in December 2004
Fri., April 9	GOOD FRIDAY - No classes
Mon., Apr. 19 - Tues., Apr. 30	Fall Semester 2004 Advance Registration
Tues., Apr. 27	Last day for tests in courses of 3 credits or more. Last day to petition for change in date of final examinations.
Tues., May 4	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 5	Reading day
Thurs., May 6	8:00 AM Final exams begin
Tues., May 11	5:30 PM Final exams end. Semester ends
Wed., May 12	12:00 NOON deadline for grades for all candidates for all degrees
Fri., May 14	5:00 PM deadline for reporting all other grades
Sun., May 16	130th Annual Commencement

DEADLINES FOR SHORT COURSES:

First half short courses: Jan. 7 - Mar. 15

Wed., Jan. 14	Last day to add first half short courses
Fri., Jan. 23	Last day to file for S/U grade for first half short courses
Fri., Feb. 6	Last day to withdraw from first half short courses with grade of W

Second half short courses: Mar. 16 - May 4

Fri., Mar. 19	Last day to add second half short courses
Tues., Mar. 30	Last day to file for S/U grade for second half short courses
Wed., Apr. 14	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.

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.
- 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 submit an approved petition to the Registrar's Office.
- 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 2 weeks, Monday through Friday, November 10-14, and November 17-21. On each day there are 8 start times – 8:00 a.m., 9:00 a.m., 10:00 a.m., 12 Noon, 1:00 p.m., 2:00 p.m., 3:00 p.m. and 4:00 p.m. There are 40 students scheduled to register for each hour. 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 the past years, except that this time graduate students are scheduled first. Then will come undergraduates in order of credit hours completed: seniors, juniors, sophomore student-athletes with fall sports, sophomores, freshmen student-athletes with fall 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 fall.

1. The Registrar's Office will inform you of the day and time when you can begin to register. 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 14).

2. 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.
3. 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 2004SP 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.
4. 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).
5. Print out a copy of your class schedule for next fall either from the registration results screen or from 'My Class Schedule.'
6. 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.
7. 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) and will validate your schedule (the equivalent of signing a registration form).
8. Be sure to LOG OUT of the DataVU system with the LOG OUT button.

Please contact the Registrar's Office if you do not receive your registration start time by November 5.

REQUIRED CONFIRMATION OF EARLY REGISTRATION, MONDAY, JANUARY 5 - TUESDAY, JANUARY 6.

All undergraduate students who schedule their classes through early registration (except those in the College of Adult Scholars) must confirm this registration by:

- 1) Payment in full or arrangements for same through the Student Accounts Office on or before **December 31;**
AND
- 2) Submission of an updated Biographical Information Sheet to the Registrar on January 5-6 in the Union.

Packets containing this information will be available in the Union on January 5. Students who have an outstanding balance due from a previous term will not be allowed to pick up their Spring packets for confirmation purposes until the balance is paid in full. **Class spaces will not be guaranteed for students who confirm their registration after Tuesday, January 6.**

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	17 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	17 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 after registration, a student must complete a petition available from the Office of the Registrar.

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 committee may waive certain prerequisites upon formal petition **by the students concerned.**

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. The forms provided for this purpose by the Office of the Registrar require the appropriate authorizing signatures. 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 in the Office of Student Accounts. 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 (9th) week of a semester. **NOT ATTENDING CLASS DOES NOT CONSTITUTE FORMAL WITHDRAWAL FROM A COURSE.**

NONDISCRIMINATORY POLICY

It is the policy of Valparaiso University to prohibit unlawful discrimination on the basis of gender, disability, race, color, age, veteran status or national origin in its educational programs, admission policies, employment policies, financial aid or other school-administered programs and policies.

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 (4th) 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. The signature of the chair of the department of the audited course must be on the registration 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.

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. A student who elects to add a course for repeat after participation in early registration, must secure the appropriate signature on the form provided for this purpose. This form is available in the Office of the Registrar.

SEMESTER GRADE REPORTS

Reports are sent only to students and at the address indicated by them on the Biographical Information Sheet. Therefore, it is important to make sure that the address listed in the Biographical Information Sheet (turned into the Office of the Registrar upon registration confirmation) 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 000-299
- 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

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

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. In the case of a student who is less than 21 years of age, the parent or guardian is notified of the withdrawal by the University Registrar. If a student withdraws after the seventh (7th) 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.

FINAL EXAMINATION SCHEDULE - DAY PROGRAM Final examinations will be May 6, 7, 8, 10, and 11. 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 for lecture or recitation at least on Tuesday and Thursday, will have their examinations as follows:

<u>Class Hours</u>	<u>Exam Hours</u>	<u>Exam Days</u>
8:00-8:50A	8:00 - 10:00A	Sat., May 8
9:05-9:55A	8:00 - 10:00A	Thurs., May 6
10:10-11:00A	10:30A - 12:30P	Tues., May 11
11:50A-12:40P	10:30A - 12:30P	Fri., May 7
12:55-1:45P	1:00 - 3:00 P	Thurs., May 6
2:00-2:50P	1:00 - 3:00 P	Mon., May 10
3:05-3:55P	3:30 - 5:30 P	Sat., May 8
4:10-5:00P	3:30 - 5:30 P	Tues., May 11

Other classes have their final examinations as follows:

<u>Class Hours</u>	<u>Exam Hours</u>	<u>Exam Days</u>
8:00-8:50A	8:00 - 10:00A	Tues., May 11
9:05-9:55A	8:00 - 10:00A	Fri., May 7
10:10-11:00A	10:30A - 12:30P	Thurs., May 6
11:50A-12:40P	10:30A - 12:30P	Mon., May 10
12:55-1:45 P	1:00 - 3:00P	Sat., May 8
2:00-2:50P	3:30 - 5:30 P	Fri., May 7
3:05-3:55P	3:30 - 5:30 P	Mon., May 10
4:10-5:00P	1:00 - 3:00 P	Tues., May 11
Special Period #1	3:30 - 5:30 P	Thurs., May 6
Special Period #2	1:00 - 3:00 P	Fri., May 7
Special Period #3	10:30A - 12:30P	Sat., May 8
Special Period #4	8:00A - 10:00A	Mon., May 10

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	Mathematics
Special Period #3	Professional Programs
Special Period #4	Arts & Sciences

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 6 and Monday, May 10. 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, April 27.

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	6:00-8:00P	Mon., May 10
Start after 6:00P	8:15-10:15P	Mon., May 10

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	6:00-8:00P	Thurs., May 6
Start after 6:00P	8:15-10:15P	Thurs., May 6

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	8:15-10:15P	Mon., May 10
Tuesday	8:15-10:15P	Thurs., May 6
Wednesday	6:00-8:00P	Mon., May 10
Thursday	6:00-8:00P	Thurs., May 6

NOTE TO THE FACULTY ON GRADE DEADLINES:

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

***Friday, May 14, 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

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

- A) **Fine Arts or Fine-Arts Literature:**
ART 101 A,B; 102 A; 318 A
CLC 220A; 251A
FLJ 250EV
MUS 101 A,EV
TTVA 101A; 239A

- B) **Global Diversity:**
ECON 336A
GEO 102A,
HIST 232A; 341EV; 355A
POLS 130 A,B,C,D
THEO 260 A,B,C; 360A,B; 357A; 362A;
363A
THTR 334 A

- C) **U.S Diversity**
ECON 136A,B
HIST 225A
PHIL 120A,B
POLS 110A,B
SOCW 330A
SOC 160A; 275A
THEO 337A

- D) **Social Analysis:**
ECON 136A,B; 221A,B; 222A,B,C,EV
GNST 201A
GEO 101A,B; 102 A
POLS 110A,B; 120A,B; 130A,B,C,D
SOC 110A,B, EV; 160A; 275A

On-line Information: www.valpo.edu/registrar/

Registration Links:
www.valpo.edu/registrar/recordsreg.html

Schedules of Classes:
www.valpo.edu/registrar/schedindex.html

Class Seat Availability Reports:
www.valpo.edu/registrar/classseatindex.html

Catalogs Online:

<http://www.valpo.edu/registrar/catalogindex.html>

DataVU Password Changes:

<http://www.valpo.edu/eis/dirius/dirdocs/simpw>

STUDENTS:

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

Use DataVU to:

- 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

Make 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.