

Registration

Office of the Registrar

(800) 532-8641 extension 37295

(701) 845-7295

www.vcsu.edu/registrar/ (<http://www.vcsu.edu/registrar/>)

Registration

Students are expected to contact their advisors before registering. Registration for classes occurs online through Campus Connection in the term prior to the semester those classes begin. The registration process is not complete until all fees are paid.

Adding or Dropping a Course

Course schedule changes may be processed in Campus Connection (online student self-service) through the tenth calendar day of the fall term and the eleventh calendar day of the spring term. After the tenth calendar day of the fall term or the eleventh calendar day of the spring term, course schedule changes must be processed by submitting a petition to appeal VCSU policy to the Office of Graduate Studies.

Add

A student may add a semester-length course through the tenth calendar day of the fall term and the eleventh calendar day of the spring term. Courses within a shorter session and the summer term will have a proportional last day to add. Specific add dates for the term and each session can be found at www.vcsu.edu/registrar/ (<http://www.vcsu.edu/registrar/>).

Drop with No Record

A student may drop a semester-length course and no record of the course will appear on the student's transcript if the drop is processed on or before the tenth calendar day of the fall term and the eleventh calendar day of the spring term. Courses within a shorter session and the summer term will have a proportional last day to drop with no record. Specific drop with no record dates for the term and each session can be found at www.vcsu.edu/registrar/ (<http://www.vcsu.edu/registrar/.html>)

Drop with Record

A student may drop a semester-length course at any time during the first twelve weeks of the semester. A grade of "W" will be recorded on the student's transcript for all courses dropped after the Drop with No Record deadline. Courses within a shorter session and the summer term will have a proportional last day to drop with a record. Specific drop with a record dates for the term and each session can be found under at www.vcsu.edu/registrar/ (<http://www.vcsu.edu/registrar/>).

No course schedule changes are permitted after the Drop/Add deadlines except in highly unusual circumstances. Such changes require the student to submit a petition to the Academic and Scholastic Standing Committee for a decision on whether or not the change will be permitted.

Petitions are available at www.vcsu.edu/graduate/ (<http://www.vcsu.edu/graduate/>) under the Graduate Student/Faculty Portal.

Withdrawal from the University

If for any reason a graduate student finds it necessary to withdraw from Valley City State University during the semester, an email should be sent to the Director of Student Academic Services. The last day to withdraw from the university is the last business day of the twelfth week of classes. The withdrawal form is available on the graduate website (www.vcsu.edu/graduate/) under the Graduate Student/Faculty Portal.

Failure to follow the regular procedure may result in the student receiving failing grades in all courses for that semester. The final day to withdraw from a semester is the final day of the course. If the student is receiving financial aid he or she must visit with a Financial Aid counselor to develop a repayment plan. In case of an emergency withdrawal it is the responsibility of the student to notify a university official.

Family Education Rights and Privacy Act (FERPA)

As custodian of student records and in compliance with the Family Educational Rights and Privacy Act of 1974, the university assumes the trust and obligation to ensure full protection of student records which includes maintaining the confidentiality of educational records. The administrative procedures outlined in this section are to be complied with by university personnel who have or accumulate educational records which are in a personally identifiable form. The term "student" in this section means an eligible student under FERPA (a student at VCSU). Students may review a copy of FERPA and the regulations at the Office of the Registrar.

Student records maintained by the university fall into two general categories—directory information and educational records.

Directory Information

1. Directory information is information concerning a student which may be released publicly. It includes the following: the student's name, address, e-mail address, telephone number, major and minor field of study, class level, enrollment status, participation in officially recognized activities and sports, weight, height and photos of members of athletic teams, photographs, video and electronic images, dates of enrollment, degrees and honors/awards received, date degree earned and name(s) of previous educational institution(s) attended by the student.
2. Students may request that any or all of their directory information not be made public by completing a form in the Office of the Registrar between the first and tenth day of class in a term (or between the first and tenth day of class in a summer session). This request will remain in effect for one year. The specified directory information will then be treated the same as educational records information. In responses to public inquiries, the university will verify only whether or not an individual is currently enrolled at the university.

Educational Records

Educational records are those records, files, documents, and other materials which contain information directly related to a student's academic progress, financial status, medical condition, etc. and are maintained by Valley City State University or a party acting on behalf of the university. Educational records include more than academic records. Educational records, with the

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exception of those designated as directory information, may not be released without the written consent of the student to any individual, agency, or organization other than specifically authorized personnel. A complete copy of the VCSU Student Record Policy can be found in the Graduate Student Handbook.

FERPA privileges cease upon the death of a student. A written and signed request from the decedent's parent, guardian or spouse is required for release of this information. FERPA privileges end when an individual is no longer a student.



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