Registration and Records

Academic Advising

All new degree-seeking students will be assigned advisors in Campus Connection upon acceptance. Many students at the time of application are undecided about an area of study. Deciding students are assigned an advisor who is prepared to help plan a schedule that will enable exploration in different academic areas while completing the general education requirements. An advisor can become the most valuable academic resource.

Registration

Students are expected to meet with their advisors before registering. Registration for classes occurs online through Campus Connection prior to the last day to add classes for the semester. The registration process is not complete until all tuition and fees are paid.

Students declared as on-campus majors need to be enrolled in at least 1 credit of on-campus courses each semester. If a student must enroll in all online courses for a semester, then they must change their major to an online major. A student may switch between on-campus and online each semester depending on their schedule. It is important to note that students must be an on-campus major taking at least 1 credit on campus each semester to be eligible for VCSU scholarships and waivers.

Class Attendance

The student is expected to meet the attendance requirements for each class.

Course Level

Courses numbered 100 to 199 are considered Freshman level; courses numbered 200 to 299 are Sophomore level; courses numbered 300 to 399 are Junior level; and courses numbered 400 to 499 are Senior level courses. The student should note that many upper level courses (300–499) have prerequisites and should plan accordingly. Graduate courses will have numbers between 601–699. Courses with the number 2000 are Continuing Education courses and are not eligible for use at the undergraduate or graduate level. 600 and 2000 numbered courses are only available to students who have earned a Baccalaureate Degree, with the exception of Career and Technical Education license holders or those who are currently teaching at a secondary or postsecondary institution in North Dakota.

Common Course Numbering

The North Dakota University system adopted Common Course Numbering (https://ndus.edu/lets-get-started/transfer-to-a-different-campus/common-course-numbering-ccn/) (CCN) in 1998. CCN is a means of standardizing course numbers across all campuses within the system. For example, it means that a course numbered 100 at one campus is equivalent to a similarly titled and numbered course at another campus.

Course Load for Students

Full-time enrollment is 12 semester credits. Students in good standing may register for up to 19 semester credits. Students wishing to enroll in more than 19 credits must meet the appropriate grade point average standards and submit an overload credit request to be approved by their academic advisor.

In order to take 20 to 21 semester credits, the student must maintain a minimum cumulative grade point average of 3.00. The student wishing to take 22 or 23 semester credits must maintain a minimum cumulative grade point average of 3.50. No student will be allowed to enroll in more than 23 semester credits during any one semester. No student will be allowed to enroll in more than 3 semester credits during the spring Intersession, which is scheduled between the fall semester end date and the spring semester begin date.

Full-time status during summer semester is 6 credits. The maximum summer credit load is 9 concurrent credits and 14 credits over the whole summer semester. If a student wishes to register for more than 9 credits, they may contact the Office of the Registrar.

Any exception to the above policy requires a petition to be submitted to the Academic and Scholastic Standing Committee. Petitions for Academic Standing are available as eForms in Campus Connection.

Adding or Dropping a Course

Course schedule changes may be completed in Campus Connection by clicking Manage Classes on the homepage.

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 http:// (https://myweb.vcsu.edu/registrars/)myweb.vcsu.edu/registrar/.

Late Add

Late adding a course is not permitted after a semester's Add deadlines except in extenuating, non-academic circumstances. Such additions require the student to submit a petition to the Academic and Scholastic Committee for a decision on whether or not the late add will be permitted. No course addition petitions will be accepted after the last day of the semester.

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 http://myweb.vcsu.edu/registrar/. (https://myweb.vcsu.edu/registrars/)

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 http://myweb.vcsu.edu/registrar/. (https://myweb.vcsu.edu/registrars/)

Dropping a course is not permitted after the Last Day To Drop With a Record deadlines except in extenuating, non-academic 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.

One-Time Drop Policy

Each student may late drop from a course after the deadline (up to and including the last day of the semester) without proof of extenuating circumstances one time during his or her undergraduate enrollment at Valley City State University. A one-time-drop may be requested by submitting a Petition for Academic Standing eForm in Campus Connection. The request will be reviewed by the Assistant Vice President of Academic Affairs and the student will be notified of their decision. A symbol of W will appear on the transcript.

Tuition Refund Policy 830.2 (https://ndus.edu/sbhe-overview/sbhe-policies/800-heading-policies/)

Withdrawal from the University

A student considering withdrawal from Valley City State University is strongly encouraged to contact the Office of Student Academic Services prior to finalizing a decision. If for any reason a student finds it necessary to withdraw from all courses during the semester, an official withdrawal must be filed with the Director of Student Academic Services. The last day to withdraw from the university is the last business day of the 12th week of classes. If the student is receiving financial aid, the student must contact the Office of Financial Aid to develop a repayment plan. If the student has been issued a computer, the student must return the computer within 24 hours unless prior arrangements are made with the Director of the Technology Service Desk. In case of an emergency withdrawal, it is the responsibility of the student to notify a university official.

Failure to follow withdrawal procedures may result in failing grades in all courses for the semester.

A student who fails to withdraw from all courses by the last business day of the 12th week of classes may be eligible for a late withdrawal. A late withdrawal must be for reasons beyond the student's control, including but not limited to the following: medical, death of a family member, natural disaster, or other emergency. A petition for a late withdrawal must be filed with the Director of Student Academic Services. Third party documentation is required to support a petition for a late withdrawal.

Collaborative Registration

The North Dakota University System (NDUS) collaborative registration agreement allows a student to be concurrently enrolled at another NDUS institution. Only fully admitted, degree-seeking students in good academic and financial standing are allowed to enroll collaboratively. Collaborative registration allows the home campus to consider credit from the provider campus for financial aid purposes and adds the provider campus tuition to your home campus bill after the tenth or eleventh day of regular session. The provider campus will automatically submit a transcript to the home campus after semester grades are posted. More information see Collaborative Registration (https://onestop.vcsu.edu/support/solutions/articles/10000029642-collaborative-registration/).

Transcripts of Academic Records

Official transcripts may be requested online. There is a charge for each official transcript. Online ordering is available 24/7 and provides online tracking. Click on Transcript Requests (https://onestop.vcsu.edu/support/solutions/articles/10000029622-transcript-requests/) for detailed processing, delivery and payment information.

Current and former students who have been enrolled at VCSU in the last 18 months may view and print an unofficial transcript (https://onestop.vcsu.edu/support/solutions/

articles/10000036578-view-print-unofficial-transcript/) free of charge online in Campus Connection.

Students who have been gone from VCSU longer than 18 months, but attended VCSU after August 2003 also have access to their unofficial transcript free of charge online in Campus Connection, but they must first contact the Office of the Registrar at registrar@vcsu.edu to activate their Campus Connection account again. Once the account is active again, then they may follow the instructions on how to view and print an unofficial transcript (https://onestop.vcsu.edu/support/ solutions/articles/10000036578-view-print-unofficial-transcript/).

For those who do not remember their Campus Connection login information, please contact the North Dakota University Helpdesk to retrieve that information. They may be reached at 1-866-457-6387.