



Graduate Online Registration Process

Please follow steps in the order listed:

1. If you are a student using Federal Financial Aid, please call (804-257-5711; 257-5788 or 354-5949) to request “*Financial Clearance*”.
2. If you are a self-pay student, you must first make your tuition payment before you can obtain “*Financial Clearance*”. Tuition can be paid by phone, online or in person at the Student Accounts Office located in the CD King Building. Online payments can take from 48 – 72 hours to appear on your account.
3. Once you have “*Financial Clearance*” - **This clearance will remove the registration hold on your account.** - visit www.my.vuu.edu to begin your course registration.

STUDENTS CANNOT REGISTER OUTSIDE OF OPEN REGISTRATION PERIODS.

4. After entering your courses, email Mrs. Ronda Bond – rmbond@vu.edu – your name, Student ID#, and the number of credits for which you registered. (*A confirmation email will be sent to you*)
5. **ATTEND CLASS (YOU NO LONGER NEED ID STICKERS!); attendance is crucial to all students who receive any type of Federal Financial Aid. Your aid will not be disbursed until your attendance is verified. It is a federal mandate that student attendance be submitted before financial aid funds are released.**

Campus Web Access

- To access the Campus Web, visit www.vuu.edu
- Select “MyVUU.EDU” and enter your assigned VUU ID# and the **case-sensitive password** issued to you during your orientation session.

Adding Courses

1. Select, “My Schedule” located under “Welcome to My-VUU” or select “My Schedule” at the bottom right of the page.
2. Go to **Term** and select the term of choice in the drop down menu. The correct term must be in the drop down menu to see the corresponding course selections. The terms are as listed below:

1. GF = Graduate Fall	2. GW = Graduate Winter
3. GS = Graduate Spring	4. GU = Graduate Summer
3. Select **COURSE SEARCH** located mid-screen, then select **SEARCH** at the bottom of the page. ***(WE DO NOT RECOMMEND THAT YOU USE THE COURSE CODE METHOD WHEN MAKING YOUR COURSE***

SELECTIONS. THIS FUNCTION IS MORE CHALLENGING IN ACHIEVING SUCCESS. THE COURSE SEARCH METHOD IS MUCH EASIER TO USE.)

4. Under **ADD**, check the box to the left of each course you wish to add.
5. At bottom of page, select **ADD COURSES**. You **will** get a message of approval – noted by a **green (✓)** check mark indicating success or a **red (X)** – a disapproval note; follow the directives indicated by the system.

Dropping a Course:

1. **Select** either “My Schedule” located under “Welcome to my-VUU” or “My Schedule” at the bottom right of the page.
2. Go to **Term** of choice and select the appropriate term in drop down menu.
3. Scroll to the bottom of the screen under “Your Schedule,” click drop box to the left of the course you wish to drop. Select, “Drop Selected Courses.”

You will get a message indicating how your request was processed either successfully or non-successfully.

Note: After Add/Drop closes, the box to select a course for adding or dropping will no longer appear and tuition will incur for the enrolled courses. Students will be responsible for any charges generated by courses not properly dropped.

Once you are registered, you will have access to the course syllabus and the course calendar. Please review each of these items for information about course requirements and meetings.

NOT ATTENDING A COURSE IS NOT CONSIDERED DROPPING THE COURSE; JUST AS ATTENDING A COURSE WITHOUT PROPERLY REGISTERING FOR THE COURSE IS NOT CONSIDERED BEING REGISTERED FOR THE COURSE.

See your STVU Program Manual for proper Registration (p. 29) and Withdrawal (p. 30) Processes.

FROM STUDENT ACCOUNTS

- Whenever a student is **not** receiving Financial Aid to cover their tuition cost, **or** if you are not able to pay the full tuition amount at the time of registration, a Financial Agreement must **first** be put in place through the Student Accounts Department before clearance for registration can be obtained.
- When a Financial Agreement is set up, the first payment is due at time of registration.
- Payments can be made in person, by phone or online. **Online payments take 48-72 hours to post.**
- If you are a commuter student and/or unable to immediately get to campus, please communicate your situation with the Student Accounts staff and arrangements can be made to **fax or email** an agreement.
- Failure to comply with your Financial Agreement may result in the inability to register for the next term.

Exceptions will not be made for those who do not follow procedures; therefore, it is imperative to keep in mind the timeline and deadlines of registration when utilizing the Financial Agreement options.