



UPDATED STUDENT REGISTRATION INSTRUCTIONS
(PLEASE READ INSTRUCTIONS **AND** REGISTRATION PACKET INSERTS CAREFULLY)

REGISTRATIONS ARE DUE SEPTEMBER 1 for Fall, Yearlong, First and Second Trimester Courses
and **FEBRUARY 1** for Spring and Third Trimester Courses

STEP 1 – STUDENTS MUST COMPLETE THE ONLINE ENROLLMENT FORM

- **ALL** students must complete the **NEW Online Enrollment Form (OEF)**, prior to registering for courses, **each academic year**. This is the required process for students to obtain their VU Student ID (A number). Returning students are also required to complete the online enrollment form, each year, to update/confirm his or her preferred email and mailing addresses.
- **ALL** students **MUST** enter a preferred email address when completing the OEF. Students **MUST check their email account**, after completing the Online Enrollment Form, to **confirm their email address**, prior to submitting the registration form.
- **In addition to the social security number**, the **Student A number must be listed on the registration form**.

STEP 2 – ELIGIBILITY REQUIREMENTS AND PLACEMENT SCORES:

- Students must be a **junior or senior** for **MOST** Project EXCEL courses. **Sophomores are permitted to register ONLY for COMP 110, ACCT 100, and for SPAN 101, FREN 101, and GRMN 101, with two years of high school credit for the same foreign language.**
- For courses that require minimum placement scores, please check the appropriate test box (i.e. SAT, Accuplacer, etc.) and fill in any applicable reading, writing, or math placement scores. For courses that require a prerequisite course (i.e. a grade of C or better in COSM-150 is required to register for COSM-200), please fill in the VU course prefix/number, letter grade and the semester/year completed.
- Please refer to the **Course Listing and Placement Chart** on our website at www.vinu.edu/excel, under **Instructors and Counselors** to see courses that require minimum placement scores and/or course prerequisites. If your class does not require placement scores or course prerequisites, you do not need to complete the scoring section of the registration form.
- **Students must meet all required placement score and course prerequisites - THERE ARE NO EXCEPTIONS TO THIS POLICY.**
- PLEASE - Do **NOT** submit registration forms, or list courses on the registration form, for which students do not qualify.
- **IMPORTANT UPDATE: Student A numbers are required for VU Accuplacer testing. Be sure to have the student complete the Online Enrollment Form a minimum of one week prior to taking the VU Accuplacer exam.**

STEP 3 – FEES/FEE WAIVERS:

- The \$25 per credit hour tuition fee will be waived for students who qualify for the National Lunch Program and have proof of eligibility on file within the school corporation. This form does not have to be submitted to the Project EXCEL office; however, a school representative must sign and check the applicable box on the registration form to verify eligibility.
- Select CTE courses, which fall under the VU Career and Technical Fee Waiver, will have no tuition fees. Please refer to the **“Career and Technical Fee Waiver”** list on our website at www.vinu.edu/excel to see courses that qualify for this waiver.
- **NEW** – Electronic billing will be utilized for all other students and courses, for \$25.00 per credit hour, billed to the student’s VU account. An email will be sent to the student’s confirmed, preferred email referenced above, directing them to their MyVU account, with instructions on paying their balance electronically (e-checks and credit cards accepted). **Fees are due 15 days from the first email notice. Failure to pay the fees due within 30 days will result in the student being dropped from the VU course. Students are encouraged to give access to their parents, or other individuals, that may need to see and/or pay their bill.** They may do this by logging into their MyVU account, and clicking on the "Authorized Payers" section on the lower left side of the "your account" page. **Students who submit more than one registration form may receive separate billing statements.**

STEP 4 – STUDENT AND PARENT REQUIREMENTS:

- Students are to complete the registration form following the enclosed example. Please have students print **LEGIBLY** and include **ALL** requested information, **including student and parent cell phone numbers, and parent email address. SOCIAL SECURITY NUMBERS and the VU STUDENT ID (A number) ARE REQUIRED**, along with **STUDENT AND PARENT SIGNATURES**. Students should be given the goldenrod copy to keep for their records.

STEP 5 – ORGANIZATION PRIOR TO SUBMISSION:

- The instructor is responsible for verifying the registration form is completed in full and contains all required signatures and eligibility criteria, prior to submitting the forms to the Project EXCEL office. **Please alphabetize the registration forms.**
- **ONLY** the **white and yellow** copies of the registration form are to be sent to the Project EXCEL Office. The pink copy is to be kept by the guidance counselor for school records. **ONLY original, 4-part forms will be accepted – no photocopies.**

STEP 6 – SUBMISSION AND DUE DATE:

- It is up to you, the instructor, to **verify** that all required **information** is on each registration form, **prior** to submitting the forms.
- Registrations **must** reach the Project EXCEL office **by the applicable deadline, listed at the top of this page.**

Questions or need more registration forms? Email projectexcel@vinu.edu