



**ALL CADETS RETURNING OR NOT FOR FALL 2022 MUST COMPLETE
ONE OF THE STEPS LISTED BELOW**

****MAY 2022 GRADUATES PLEASE DISREGARD****

**DEADLINE FOR FALL 2022 REGISTRATION AND/OR SUBMITTING NOTIFICATION
OF INTENT IS MONDAY, APRIL 18TH AT 1600**

**FAILURE TO NOTIFY THE REGISTRAR'S OFFICE OF FALL 2022 INTENT BY THIS DEADLINE
WILL RESULT IN BEING *ADMINISTRATIVELY WITHDRAWN*, A 10-2-10, AND A \$100 LATE
REGISTRATION FEE.**

OPTION #1: CADETS NOT RETURNING FOR THE FALL 2022 SEMESTER (*Study Abroad, Resigning,
Leaving Under the 10 Credit Rule*).

1. Meet with your academic adviser, remove the ADV and any other holds.
2. Submit the online Registration Intent Form located in Etrieve at etcentral.vmi.edu and indicate the reason for not returning. (Graduating cadets need NOT to complete this form.)
3. Your Registration Intent Form must be received by the Registrar's Office by April 18th at 1600.

**OPTION #2: CADETS RETURNING FOR FALL 2022 BUT HAVE A FINANCIAL HOLD THAT CANNOT BE
REMOVED IN TIME TO MEET REGISTRATION DEADLINE**

1. First Contact Cadet Accounting at 540-464-7217 or at cadetaccounting@vmi.edu to see if you can get the hold removed.
2. If you cannot remove the financial hold in time for registration you must still meet with your academic adviser to remove the ADV and any other holds.
3. Submit the online Registration Intent Form located in Etrieve at etcentral.vmi.edu indicating the full-time load of courses you wish to enroll in. You must include the section numbers for those courses. **NOTE:** Your intent form will be processed when registration opens to all classes, not during your metered class year time.
4. Your Registration Intent Form must be received by the Registrar's Office by April 18th at 1600.

OPTION #3: CADETS RETURNING FOR FALL 2022 AND HAVE CLEARED ALL HOLD

CADETS MUST COMPLETE REGISTRATION DIRECTLY THROUGH POST VIEW

IT IS MANDATORY that all cadets meet with their academic adviser and appropriately plan their full-time load of courses and get **ALL DESIRED COURSES** scheduled/waitlisted to provide accurate demand data to academic departments for review. Failure to do this will result in cadets NOT getting the courses needed to graduate, and **MAY RESULT IN NOT GRADUATING ON TIME!!**

CADETS RETURNING FOR THE FALL 2022 SEMESTER:

Academic Adviser Meetings Begin on Monday, March 28th

Registration Begins on Monday, April 11th – See Table Below for Specific Timeframes

- STEP 1: CHECK FOR HOLDS:** In Post View, review the HOLDS screen under the REGISTRATION heading. All holds must be cleared in order to register for classes.
- STEP 2: PREPARE FOR YOUR MEETING WITH YOUR ACADEMIC ADVISER:** Carefully review your program evaluation on Post View to determine which courses you should take. Post View has the appropriate links to the fall 2022 course offerings (including pre-requisites, co-requisites and special requirements).
- STEP 3: UPON RETURN FROM BREAK MAKE AN APPOINTMENT WITH YOUR ACADEMIC ADVISER.** Do not wait until the last minute to meet with your adviser. Doing so may result in missing your priority/class registration timeframe.
- STEP 4: MEETING WITH YOUR ACADEMIC ADVISER:** Your adviser will remove your ADV hold after meeting with you. Be prompt, bringing all registration materials (program evaluation, master schedule, class scheduling worksheet).

REMINDER: It is the responsibility of each cadet to assure that the courses selected from this point on relate to his/her respective area(s) of study. Please be cautious in assuring that the advice taken from your Academic Adviser is reviewed and followed. A good way to check how courses will fit into program requirements is to run and query the online Program Evaluation after course registrations have been completed. All courses registered will appear in the slots in which they will be used based on your selected activity.

STEP 5: SPECIAL APPROVALS REQUIRED:

ACADEMIC OVERLOAD POLICY: A cadet is permitted to carry up to 19.5 semester hours in a given semester. Going over 19.5 hours is considered an Academic Overload. A cadet may carry up to 21 hours if (1) he or she had a GPA of at least 3.0 either as a cumulative GPA or as the GPA for the preceding semester or (2) he or she is a First Classman and not on academic probation. This policy will be strictly enforced with

exceptions approved only in extenuating circumstances by the Committee on Academic Appeals.

PROCESS: Cadets requesting to go into Academic Overload that meet the qualifications above must submit the online Permit for Academic Overload Form located in Etrieve at etcentral.vmi.edu. **NOTE:** Only **rising first classmen** are eligible to register for an Academic Overload at this time. All other cadets must wait until they return for the fall semester to submit the online Permit for Academic Overload Form. Forms submitted prior to return will not be processed until the enrollment period in August.

ACADEMIC APPEALS: To request an academic policy exception cadets must submit the online Committee on Academic Appeal (CAA) Form located in Etrieve at etcentral.vmi.edu. **This form must be received by the Registrar's Office no later than 7 days PRIOR to the start of the semester.** The CAA reserves the right to deny any request for appeal not filed 7 days prior to the start of classes. *Cadets are allowed only one CAA appeal submission during their entire cadetship.*

REQUESTS FOR MORE THAN ONE PE COURSE: Requests to take more than one PE course per semester are granted only under extenuating circumstances such as medical exceptions or readmission. Please contact LTC Jessica Hyde in the Registrar's Office at 540-464-7263 or hydejil@vmi.edu if you fall into this category. She will assist you in adding the 2nd PE course to your schedule.

PLEASE PLAN APPROPRIATELY TO TAKE PE COURSES AND REQUIRED ROTC CLASSES AS INDICATED BELOW:

PHYSICAL EDUCATION ACTIVITY: All cadets must register for their required PE classes according to their schedule matrix – Failure to register during the priority semester listed below could result in **not graduating** in a timely manner.

- 4th Class Year: PE-105 & PE-102
- 3rd Class Year: PE-100/PE-101 & PE-300
- 2nd & 1st Class Year: Electives

ROTC CLASSES: All cadets must be enrolled in an ROTC class each semester until all eight semesters or ROTC has been completed. Please assure you register each semester in the appropriate level ROTC class (and lab if appropriate) as doubling up ROTC requirements may not be available if cadets get off sequence or fail to enroll appropriately.

STEP 6: REGISTRATION: Cadets must submit their registration selections directly thru Post View during their designated priority/class registration timeframes as listed on page four.

Cadets who miss their initial priority/class year registration timeframe will lose their priority and *must* register when Post View opens to all classes on Monday, April 18nd at 1900 – Friday, April 29th at 1600.

Registration timeframes are metered to control system load. **Cadets will receive an email indicating their individual assigned start time.** Registration remains open through the end of the designated timeframe for each class.

STEP 7: REGISTRATION PROCESS COMPLETE: The Registration process has been completed. *You will receive E-mail confirmation that Registration is complete.* **NOTE:** Registration is a *preliminary* capture of Institutional demand and need. **Please be advised that the Institute reserves the right to change, delete or modify course offerings, enrollment, and cadet schedules based on need and staffing.**

IMPORTANT: Registration data and waitlists provide the Academic Departments and Registrar's Office with information on the academic needs of the Corps of Cadets. This data is used to determine if sections need to be added or if individual course capacity should be increased.

Any cadet who fails to register for a full load or who fails to make use of waitlists to provide accurate demand data has no guarantee that he or she will get into the courses needed to graduate on time. Courses selected during Registration which are not relevant to a cadet's program requirements undermine the purpose of Registration.

Cadets are guaranteed a curriculum to meet the needs of the required major courses provided cadets complete registration in a timely manner. The Institute does not guarantee times, instructors, elective selections, off-sequencing of required courses or seats in courses for cadets who fail to register for a full-time load (registered and wait listed courses).

Upcoming Fall Enrollment: Upon return in August, registered cadets must formally enroll for the semester by completing *the online enrollment process*. *This is not the same process as registration.* You will receive instructions on how to complete the enrollment process at that time.

REGISTRATION & SCHEDULE REFINEMENT TIMEFRAMES

REGISTRATION TIMEFRAMES (*metered to control system load*)
Cadets will receive an email indicating their individual assigned start time

DO NOT MISS YOUR TIMEFRAME.

MISSING YOUR TIMEFRAME MAY RESULT IN DELAYED GRADUATION!

ACADEMIC CLASS	TIMEFRAME
AUTHORIZED PRIORITY GROUPS Selected Regimental Staff, General Committee, Honor Court, Football, Basketball, Men's & Women's Soccer and Special Approvals.	Monday, April 11 at 1600 until Tuesday, April 12 at 1830
RETURNING 2022 & CLASS OF 2023	Tuesday, April 12 at 1900 until Wednesday, April 13 at 1830
CLASS OF 2024	Wednesday, April 13 at 1900 until Thursday, April 14 at 1830
CLASS OF 2025	Thursday, April 14 at 1900 until Monday, April 18 at 1830
ALL CLASSES	Monday, April 18 at 0800 until Friday, April 29 at 1600

**All cadets must be registered/waitlisted for a full-time load by
Monday, April 18th at 1600.**

**Failure to meet this deadline will result in a 10-2-10, and a \$100 late fee
resulting in final administrative withdrawal if no action taken.**

(Full-time = A minimum 12 hours in registered and wait-listed activity)

HOW TO REGISTER FOR COURSES:

CAUTION: DO NOT SUBMIT COURSES ALL AT ONCE FROM YOUR PREFERRED LIST AS YOU RISK NOT GETTING INTO ANY OF YOUR SELECTIONS. IT IS RECOMMENDED THAT CADETS SUBMIT COURSES ONE AT A TIME.

IF A COURSE IS FULL PLEASE GET ON THE WAITLIST! THIS IS THE ONLY WAY TO CAPTURE TRUE DEMAND FOR A COURSE AND LET THE ACADEMIC DEPARTMENT KNOW OF YOUR INTEREST.

NOTE: Registration is a *preliminary* capture of Institutional demand and need. ***Please be advised that the Institute reserves the right to change, delete or modify course offerings and cadet schedules, and enrollment based on cadet demand, needs and staffing.***

IMPORTANT: Registration data and waitlists provide the Academic Departments and Registrar's Office with information on the academic needs of the Corps of Cadets. This data is used to determine if sections need to be added or if individual course capacity should be increased. **Any cadet who fails to register for a full load or who fails to make use of waitlists to provide accurate demand data has no guarantee that he or she will get into the courses needed to graduate on time.** Courses selected during Registration which are not relevant to a cadet's program requirements undermine the purpose of Registration.

REGISTRATION: USING THE SEARCH & REGISTER FEATURE

Step 1: Login to [Post View](#).

Step 2: Click Display Student Holds (You cannot register unless all holds are released).

Step 3: Remove all holds, go to the main menu and click Search/Register for Sections.

Step 4: If a financial hold cannot be released please refer to page #1 for instructions.

Step 5: Select the Subject from the drop down menu, place a course number in the box.

Step 6: Input additional information and Click SUBMIT.

Step 7: Follow Screen Directions to select the desired Courses and Course Sections.

Step 8: Return to the Student's Menu.

Step 9: Click My Class Schedule to make sure that the classes you selected are registered and listed.

NOTICE: If you receive an email from the Registrar's Office indicating that you have not registered something has not been completed correctly. Please review your registration in Post View immediately and/or reply the email ASAP to address this situation. Any questions can be sent to registrar@vmi.edu.