

# Registration Instructions for Cadets

A decorative horizontal bar with a black background and a yellow and red arrow pointing to the right on the left side.

VMI Registrar's Office

9 April 2025



# Registration Checklist

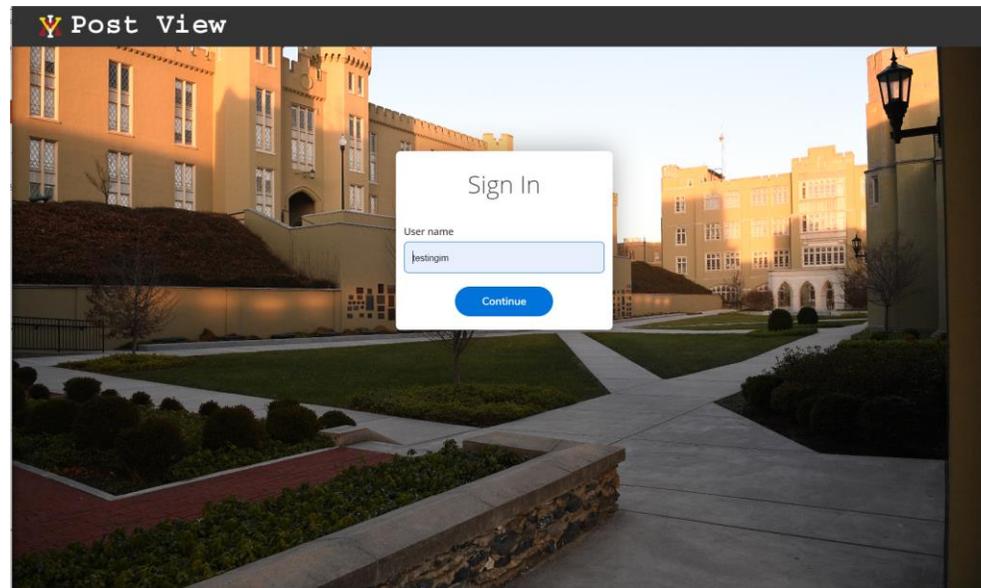
- Remove all administrative **holds**
- Complete all **agreements**
- Plan** courses
- Meet with your **academic advisor** to remove your **advising hold**
- Register** for courses



# Logging into Post View

Log into VMI Self-Service with your VMI login credentials.

- <https://postview.vmi.edu/Student/Account/Login?ReturnUrl=%2fStudent%2f>





# Removing Holds

- Before you plan or register for courses, you must **remove all administrative holds** and **review your agreements** in Post View.
  - When you log in to Post View, you may see warnings and notifications in the top, right corner of your screen. All critical (**red**) holds must be removed before you can register or make course changes.
- **RED = critical.** This is something that you need to resolve immediately before you can register or make course changes.
  - **YELLOW = warnings.** These must be reviewed and handled ASAP before reaching the critical stage.
  - **BLUE = informational only.** These notifications should not prevent you from registering.

	<b>AR Balance or Papers to Sign</b> Please contact Cadet Accounting @ 540.464.7217 cadetaccounting@vmi.edu; 310 Smith Hall
	<b>Domicile Form - Check VMI Box</b> Domicile Verification Form Outstanding. Please check your VMI box for your confirmation form. Completed and signed forms should then be brought to the Registrar's Office - 303 Shell Hall.
	<b>Academic Suspension Warning</b> Your academics currently fall below the minimum standard for return in the fall. Please see your academic adviser ASAP to work out your summer plan for coming into minimum standard for return. Failure to meet the minimum standard will result in your being academically suspended for the fall semester.



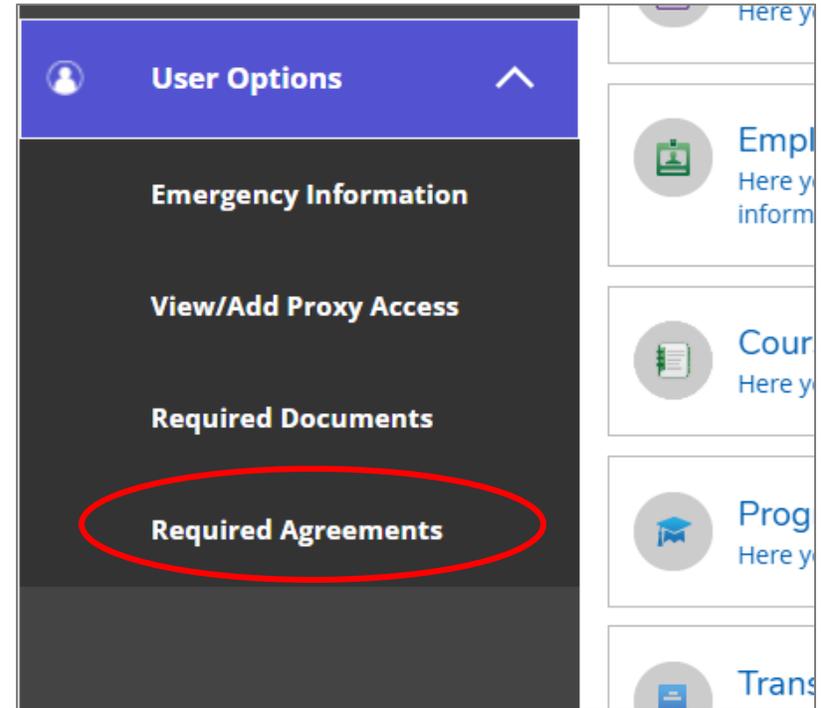
# Notes about the Advising Hold

- The advising hold needs to be cleared every semester, and it must be cleared by your **academic advisor**.
- After you have added courses to your plan (see the instructions that start on page 6), your academic advisor will need to review them and click “Advisement Complete” in Post View to remove the hold.
- Make sure that you have met with your academic advisor to clear this hold **before** your registration time opens to avoid delays.
- If you are a double major, please check in with both of your departmental academic advisors to discuss your course plan.



# Removing Agreements

- You may also have some agreements to review.
- To check your agreements, open the “User Options” tab in Post View, and click on “Required Agreements”.
- Any agreements with an incomplete status could block registration. Click “View” to review and accept each agreement.
- Please Note: You may have new agreements to review every semester.

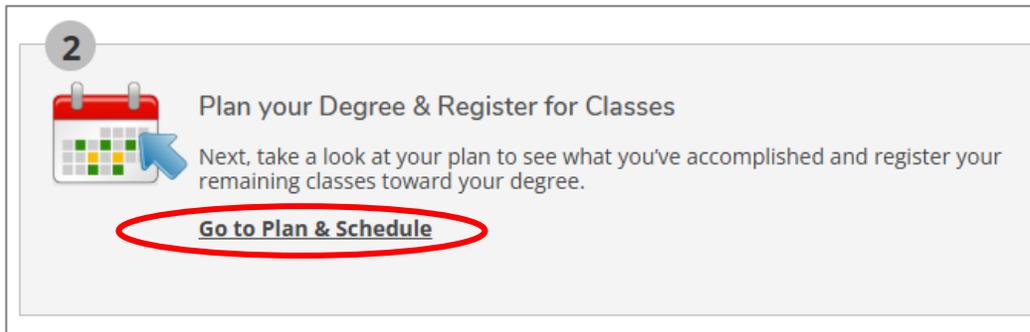
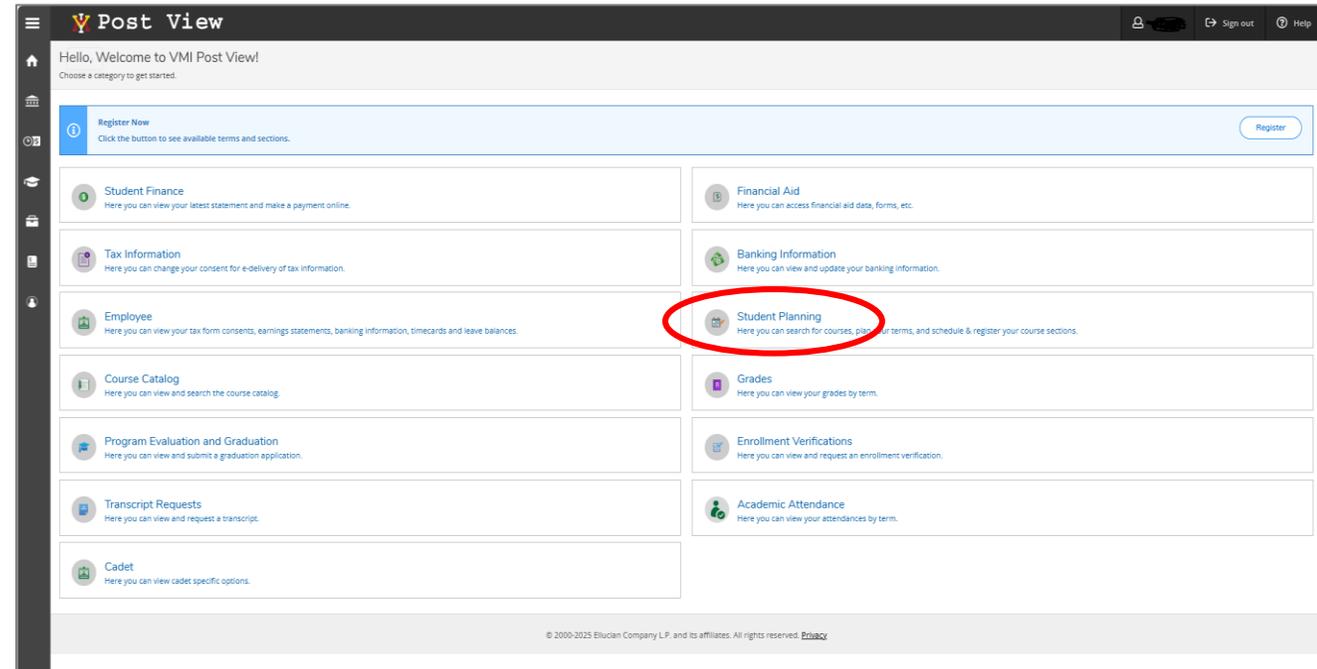


Required Agreements						
Title	Agreement Period	Due Date	Status	Action		
Bluebook Agreement	Fall22	8/31/2022	Incomplete	<a href="#">View</a>		
Directory Information Release	Fall22	8/31/2022	Incomplete	<a href="#">View</a>		



# Planning and Registering for Courses

- After all holds and agreements have been completed, you can start “planning” your courses in Post View.
- On the Post View Homepage, click on “Student Planning”.
- Then select “Go to Plan & Schedule”.



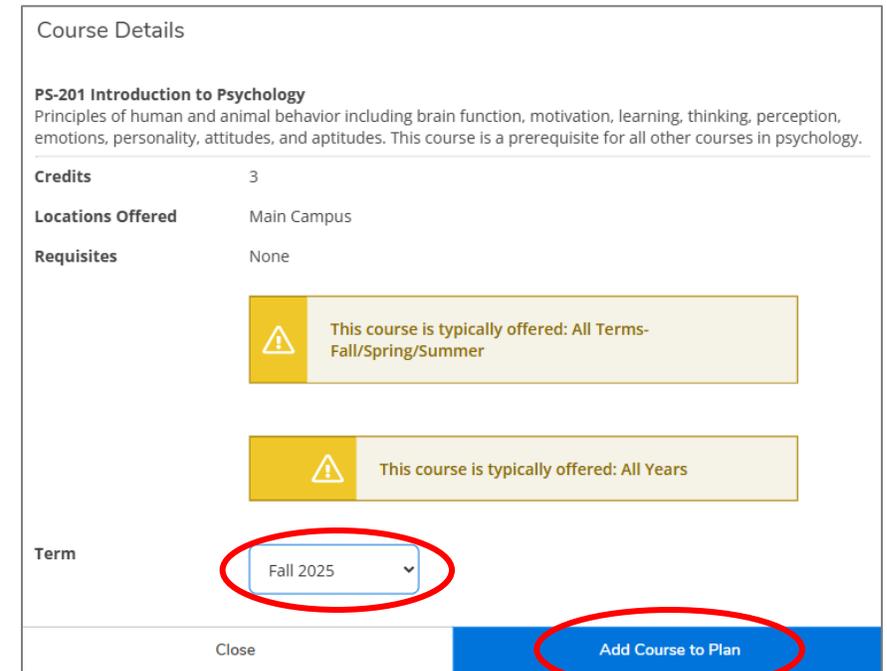
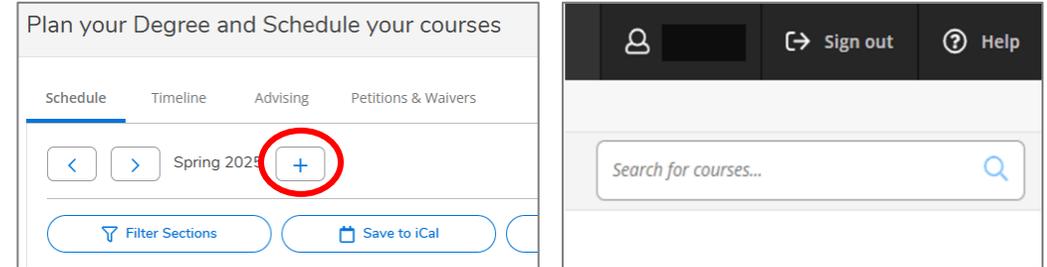


- You should see your current semester schedule appear. To plan or register for future semesters, click on the right arrow until the semester you want appears.

- To add courses to your planned schedule, you can find them using the search box in the upper, right-hand corner. You can also see all available courses in a specific subject by searching for the department abbreviation. For example, all Biology course start with “BI”.

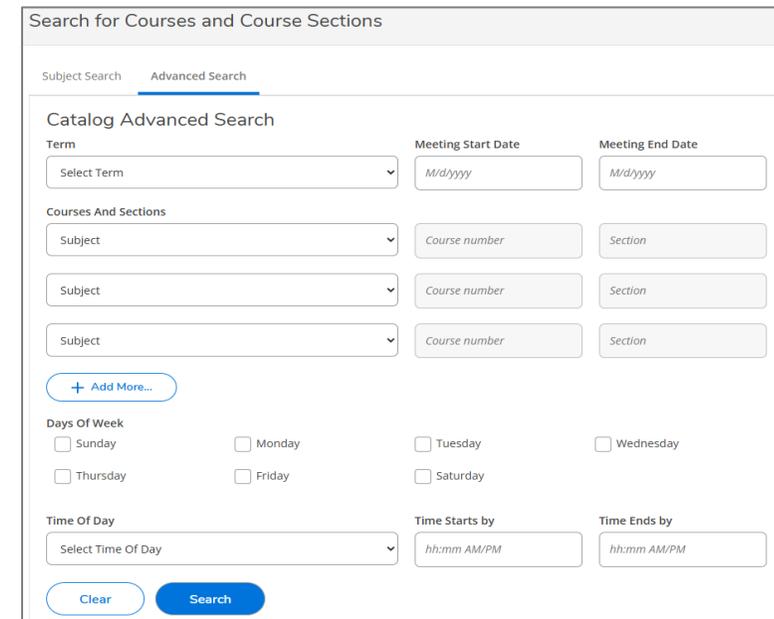
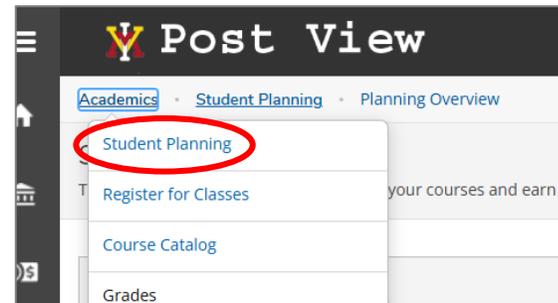
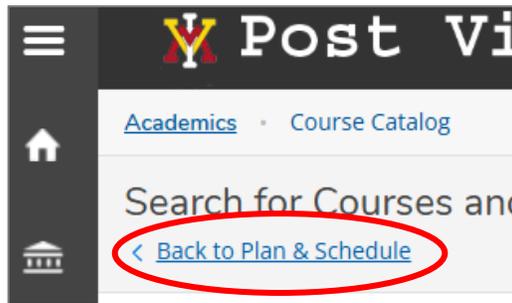
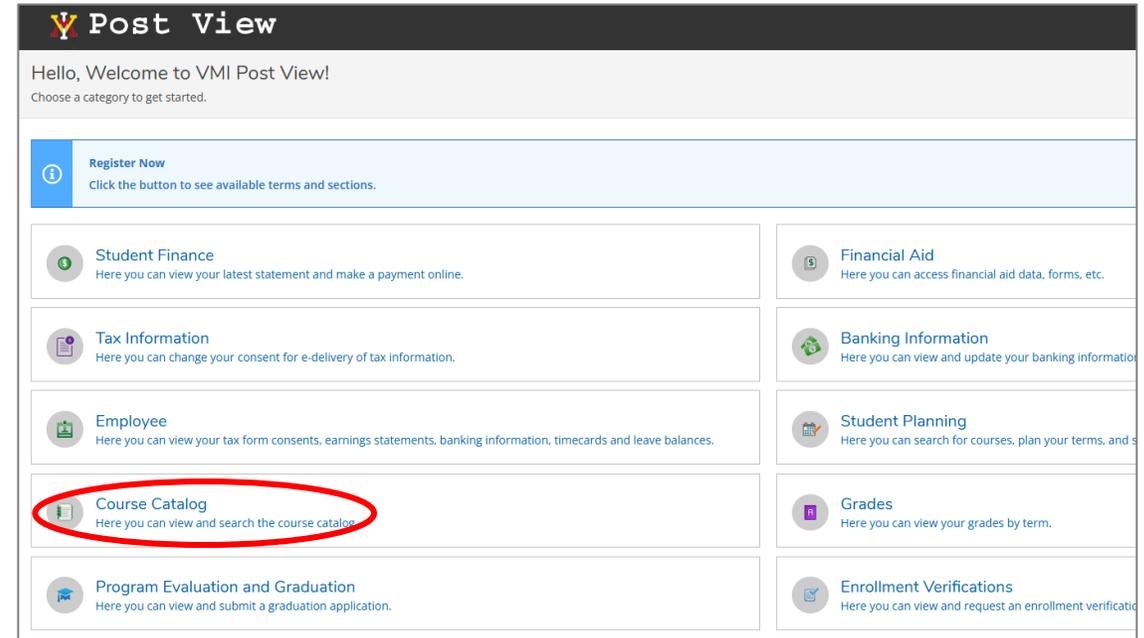
- A list of courses should appear – click the “Add Course to Plan”.

- A course details window will appear. Select the term you want to take this course and click “Add Course to Plan”.





- Another way to search for classes is to select the “Course Catalog” on the Post View home page.
- From here, you can narrow your search down to specific semesters, subjects, etc. to browse what is available.
- After selecting your courses, you can return to your plan by clicking “Back to Plan & Schedule” or “Academics” and then “Student Planning”.





- Return to the semester you would like to plan and select the “Calendar” tab to see a weekly view of your schedule.
- You should see a list of the courses you have added to your plan on the left side of your screen. Select “View Other Sections” to see all sections offered for this semester
- You will see all of the section options appear on your schedule to the right. This will show you how the different sections offered may fit into your current planned schedule. If there are several sections being offered, you may need to click the right arrow to see them since there may not be enough room to display all sections at once.
- If your registration time has not opened yet, you can click the “Add Course to Plan” button to add it to your schedule. If your registration time has begun, and your holds are removed, you can select the “Register Now” button to register for the course.

A screenshot of a web interface showing course sections. At the top, there is a navigation bar with a left arrow, a box containing the number '1', and the text 'of 2', followed by right and double-right arrows. A red circle highlights the text 'View other sections' with a blue arrow pointing to it. Below this are two course section cards. The first card is for 'MA-101-01 Math That Matters I' with 'Seats Available' of 18 / 0 / 18 / 0, instructor COL Gregory N. Hartman, time MWF 9:00 AM - 9:50 AM, dates 8/26/2025 - 12/19/2025, and location Main Campus Mallory Hall 414 (Lecture). The second card is for 'MA-101-02 Math That Matters I' with the same instructor, time MWF 10:00 AM - 10:50 AM, and location Main Campus Mallory Hall 414 (Lecture).

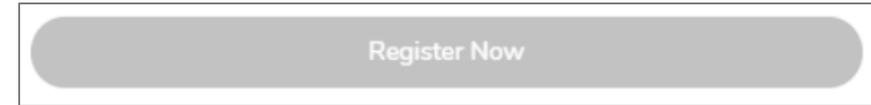
A close-up of a course section card for 'BI-102-01 General Biology II'. The card shows 'Seats Available' as 13 / 5 / 18 / 0, instructor Dr. Eileen T. Hinks, time MTWThF 9:45 AM - 11:45 AM, and dates 5/20/2025 - 6/21/2025. A blue callout box above the card contains the text 'Available/Taken/Capacity/Waitlisted'.

*Pay attention to the “Seats Available” note on each course. Here you can see that this section has 13 available seats, 5 students already registered, a maximum capacity of 18, and 0 students on the waiting list.*

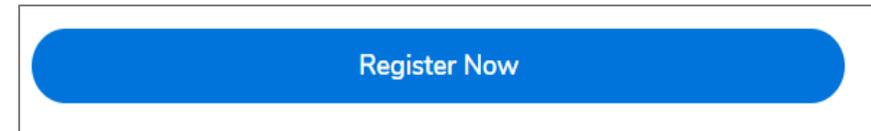


- You can also pre-plan your classes and hit the “Register Now” button at the top right of the page to register for all courses at once when your registration time begins.
- If this button is not blue, then there is some reason you can’t yet register – it may be your registration time hasn’t started, or you still have holds or agreements to complete.
- When you click the blue “Register Now” button, watch for your courses to turn green on your schedule below. **The button itself will not change after you have clicked it.**

**Grey** = You cannot register yet. Check your registration time and look for holds/agreements to address.



**Blue** = Ready for Registration





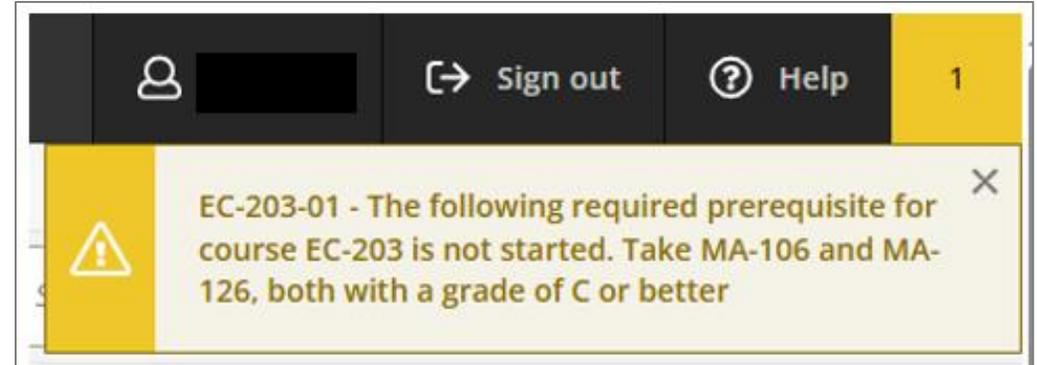
## When registering, pay attention to the color indicators on each course:

- If a course is **GREEN**, then you are registered for it.
- If it is **RED**, then you are **not** registered for it, and there is a conflict on your schedule.
- If a course is **YELLOW/BEIGE**, you are **not** registered for it, and it is only planned.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		PE-100-01 ✕	BI-326-01	MS-309-05 PE-100-01 ✕	BI-326-01		
10am		BI-308-01		BI-308-01		BI-308-01	
11am			PY-120-02		PY-120-02	PE-325-01	
12pm							
1pm			MS-319-02		BI-326-01		
2pm		PY-155-01					
3pm							
4pm							
5pm							



- If you cannot register for a course, you should see a note appear in the top, right of your screen telling you why. This could be a prerequisite issue, class year restriction, major restriction, or other special circumstances.
- If you want to try to join a course that is restricted to you, you can visit <https://etcentral.vmi.edu/> and submit a **Course Override** form to attempt to join it. This form does not guarantee entry into the course, and your form could be denied. You can view a form's status by checking the "history" tab at the bottom of the form itself.
- If a course is full, you can join the waiting list; departments review waiting lists after registration closes.
- If an alternative section has available seats, you should join that section instead.
- Keep in mind that some departments do not allow waiting lists, and many waiting lists max out at 5.





- If you need to drop a course from your schedule:
  - Click the “X” to remove it from your plan if you have not yet registered for the course.

A screenshot of a course plan interface. The course title is 'PS-309-02: Fundamentals of Biopsychology'. A red circle highlights a blue 'X' icon in the top right corner of the course card. Below the title, there is a 'Planned' status bar. The course details include: Credits: 3 Credits, Grading: Graded, Instructor: COL Keith A. Kline, Dates: 8/26/2025 to 12/19/2025, and Seats Available: 18. There are expandable sections for 'Meeting Information' and 'View other sections'. To the right of the course card is a grid showing time slots from 5pm to 11pm.

- Or click “Drop” if you had already fully registered for it.

A screenshot of a course plan interface. The course title is 'PS-201-01: Introduction to Psychology'. The status is 'Registered, but not started'. The course details include: Credits: 3 Credits, Grading: Graded, Instructor: COL James T. Gire, and Dates: 5/20/2025 to 6/21/2025. There is an expandable section for 'Meeting Information'. At the bottom of the course card is a prominent blue button labeled 'Drop'.



- Once all of your courses have turned **green**, you are registered for them.
- Pay attention to important dates and make sure that you are registered for a **minimum of 12 credit hours** before registration closes.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am			BI-352-01		BI-352-01		
9am			ERH-332W-01	AS-104-03	ERH-332W-01	HPW-102-14	
10am							
11am		BI-112-02	ERH-205WX-03	BI-112-02	ERH-205WX-03	BI-112-02	
12pm							
1pm			HI-104-09	BI-112-02	HI-104-09		
2pm		ERH-103-13					
3pm					AS-114-01		