

New Faculty Orientation

Registrar Information Session

Session Overview

- Banner
 - Faculty Class List
 - Attendance Verification
 - Midterm Grades
 - Final Grades

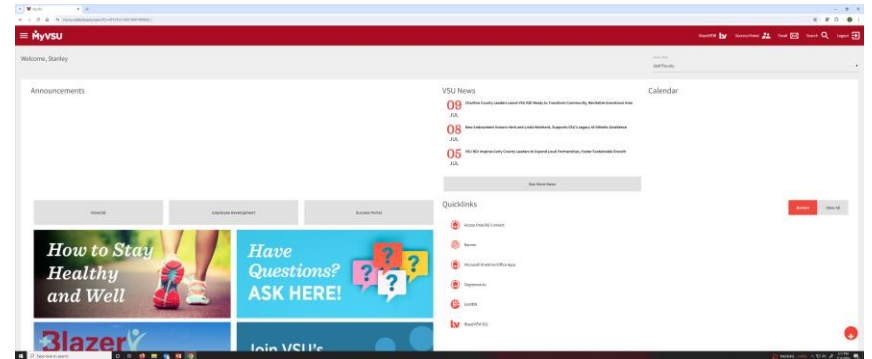
Incomplete Procedures

Grade Changes

Drop vs. Withdrawal

FERPA

MyVSU Main Menu



Faculty Main Menu

The screenshot displays the MyVSU Faculty Main Menu interface. At the top, a red navigation bar contains the MyVSU logo and links for BlazerVIEW, Success Portal, Email, Search, and Logout. Below this, a horizontal menu lists various categories: STUDENT MAIN MENU, GENERAL MENU, STUDENT ACCOUNTS MENU, REGISTRATION MENU, FINANCIAL AID APPLICATION MENU, FACULTY MAIN MENU (which is currently selected), and ADVISOR MENU. The main content area is titled "Faculty Main Menu" and is organized into a grid of eight tiles, each representing a different faculty function. Each tile includes a title, a brief description, and a "Faculty Page" button. The tiles are: Advising Student Profile, Attendance Verification, Class List, Faculty Grade Entry, Live Text User-Name Add/Edit, View Entry into Psychology Major Information, Success Portal Schedule of Classes, Teacher Education Admission Information, Track Attendance, View Entry into Profession (for American Sign Language majors only), and Student Academic Review. Each tile also features a small icon in its bottom right corner, likely representing a help or information function. The footer of the page contains copyright information for Valdosta State University and a request to fill out a survey.

Application Navigator | Banner Dashboard | MyVSU | Banner Dashboard

https://myvsu.valdosta.edu/sgnu/Tip=MYVSU212155594316257%26APP_SESSION=

BlazerVIEW | Success Portal | Email | Search | Logout

STUDENT MAIN MENU | GENERAL MENU | STUDENT ACCOUNTS MENU | REGISTRATION MENU | FINANCIAL AID APPLICATION MENU | **FACULTY MAIN MENU** | ADVISOR MENU

Faculty Main Menu

Function	Description	Faculty Page
Advising Student Profile	View a student's profile page	Faculty Page
Attendance Verification	Verify student attendance	Faculty Page
Class List	A list of courses and course rosters.	Faculty Page
Faculty Grade Entry	Enter grades	Faculty Page
Live Text User-Name Add/Edit	Look up live text user names	Faculty Page
View Entry into Psychology Major Information	View information on Psychology entry	Faculty Page
Success Portal Schedule of Classes	Navigate to the Success Portal Schedule of Classes.	Faculty Page
Teacher Education Admission Information	View information about admission to teacher education	Faculty Page
Track Attendance	Track attendance in a class.	Faculty Page
View Entry into Profession (for American Sign Language majors only)	View ASL entry information	Faculty Page
Student Academic Review	Search for a student and review their academic record.	Faculty Page

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Please fill out our survey!

Class List

File Edit View History Bookmarks Tools Help

CRN Listing

https://banner4.valdosta.edu/StudentSelfService/sob/classListApp/classListPage#allTerms/courseList

Getting Started Latest Headlines IT Helpdesk Self Service Portal

Jones, Stanley

Faculty & Advisors
CRN Listing

All Terms

Select Course

Subject

Course Title

CRN

Enrollment Count

Status

Duration

Term

ACED 2050, IB
Communications for the Workplace
50563
24
Active
06/12/2019 - 07/31/2019
Summer 2019 (201905)

ENGL 1101, D
Composition I
50749
21
Active
06/12/2019 - 07/31/2019
Summer 2019 (201905)

COMM 1500, IA
Intro to Comm Studies
51001
25
Active
06/12/2019 - 07/31/2019
Summer 2019 (201905)

COMM 3031, A
Comm Law and Ethics
51004
13
Active
06/12/2019 - 07/31/2019
Summer 2019 (201905)

PSYC 6200, IB
Child Psychopathology
51515
15
Active
06/12/2019 - 07/31/2019
Summer 2019 (201905)

ART 1020, IA
Two Dimensional Design
51767
11
Active
07/08/2019 - 07/29/2019
Summer 2019 (201905)

Results found: 6

Page 1 of 1
Per Page 25

Class List

VALDOSTA STATE UNIVERSITY BANNER
⚙️ 👤 Jones, Stanle

Faculty & Advisors • [CRN Listing](#) • [Class List](#)

Class List
Export Print

Summer 2019 - 201905 ACED 2050 | 50563

▼ Course Information
Communications for the Workplace - ACED 2050 IB
CRN: 50563
Duration: 06/12/2019 - 07/31/2019
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	24	1
Wait List	999	0	999
Cross List	0	0	0

Class List
Wait List

Summary View

Summary Class List

📧
🔍

☐	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
☐	Carpenter, J.		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Junior
☐	Costello, S.		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Junior
☐	Garnier, N.		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Junior
☐	Green, K.		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Senior
☐	Hampton, J.		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Senior
☐	Hedderley, J.		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Junior
☐	Johnson, C.		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Junior
☐	Larry, K.		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Junior
☐	Miller, M.		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Senior
☐	Monroe, J.		**Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Senior
☐	Mullins, M.		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Junior
☐	Murphy, S.		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Senior
☐	Reilly, J.		**Web Registered**	Undergraduate Semester	3	Enter Grade	Enter Grade	Senior

Attendance Verification

The screenshot displays the eLUCIAN web application interface for 'Drop Roster Maintenance'. The browser address bar shows the URL: `valdosta.gabest.usg.edu/StudentSelfService/sab/dropRoster/dropRosterPage#/maintenance/202405/50501`. The user is logged in as 'Jones, Stanley'.

Course Information:

- Philosophy, Law, Ethics MSED - MSED 6005 IA
- CRN: 50501
- Rule ID: 1
- Roster Type: Total Roster
- Census Type: Not Available
- Dates Available: 07/10/2024 - 08/12/2024
- Roster Last Submitted: Not Submitted

Enrollment Counts:

	Maximum	Actual	Remaining
Enrollment	25	29	-4
Wait List	999	0	999
Cross List	0	0	0

Students Eligible to be Dropped:

Student Name	ID	Current Registration	Action	Last Attended Date	Email
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	daniadamo@valdosta.edu
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	maradamo@valdosta.edu
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	jranderson@valdosta.edu
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	waandrews@valdosta.edu
[Redacted]	[Redacted]	**Registered**	None	MM/dd/yyyy	tyabrown@valdosta.edu
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	hustin@valdosta.edu
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	hiroberts@valdosta.edu
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	aademero@valdosta.edu
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	loross@valdosta.edu
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	jdurri@valdosta.edu
[Redacted]	[Redacted]	**Web Registered**	None	MM/dd/yyyy	iferreira@valdosta.edu

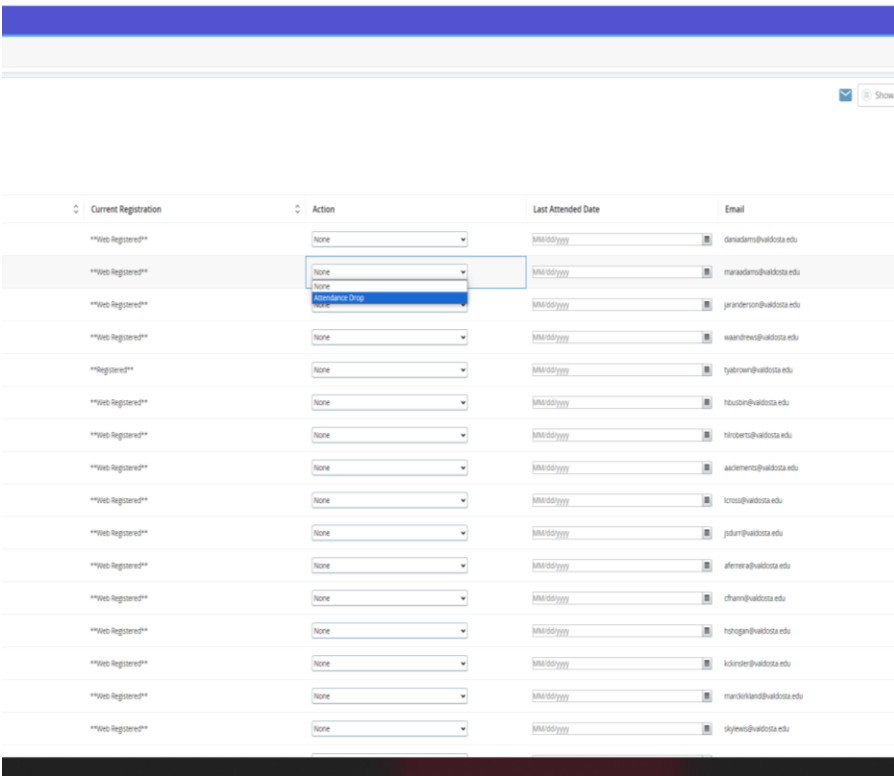
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- Verification of attendance/participation
- Financial Aid funds cannot be released to VSU or excess funds to students until attendance has been verified by faculty.
- Fall 2025 Entry Period- Aug 25-29

Attendance Verification

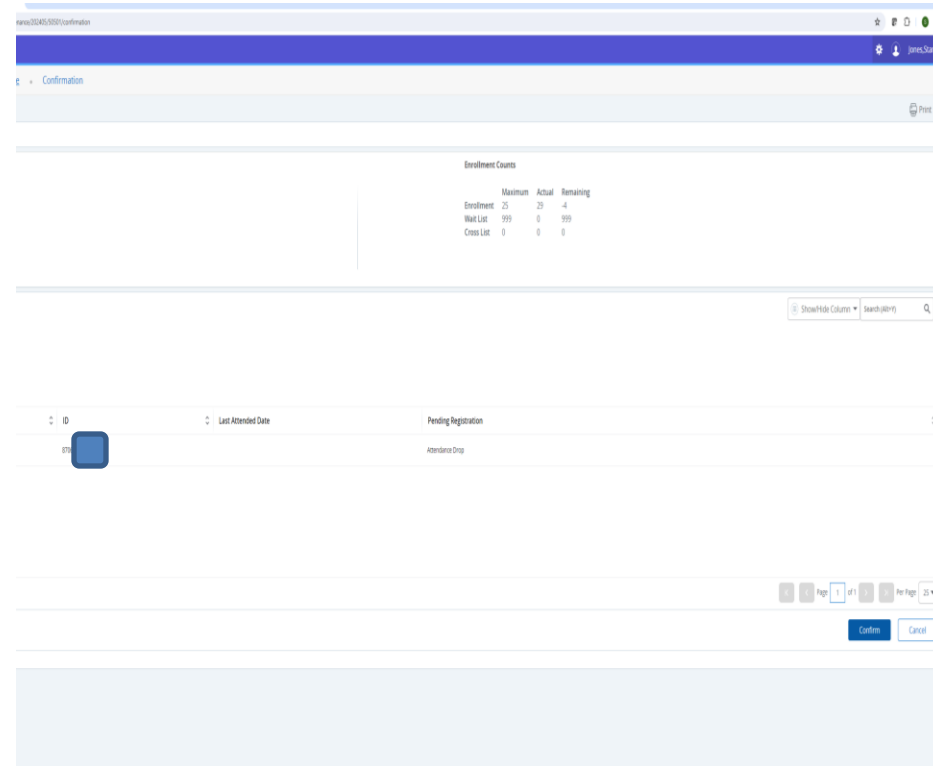
Click Submit

Click Confirm



The screenshot shows a web application interface for attendance verification. At the top, there is a blue header bar. Below it, a navigation bar contains a mail icon and a 'Show?' button. The main content area displays a table with the following columns: 'Current Registration', 'Action', 'Last Attended Date', and 'Email'. The table contains 15 rows of student data. The second row is highlighted, and the 'Action' dropdown menu is open, showing options: 'None', 'Attendance Drop', and 'Leave'. The 'Attendance Drop' option is selected and highlighted in blue. At the bottom of the page, there is a dark blue footer bar.

Current Registration	Action	Last Attended Date	Email
Web Registered	None	3/16/2022	danadams@valdosta.edu
Web Registered	Attendance Drop	3/16/2022	maradams@valdosta.edu
Web Registered	None	3/16/2022	jaranderson@valdosta.edu
Web Registered	None	3/16/2022	waandrews@valdosta.edu
Registered	None	3/16/2022	tybrown@valdosta.edu
Web Registered	None	3/16/2022	htudson@valdosta.edu
Web Registered	None	3/16/2022	hroberts@valdosta.edu
Web Registered	None	3/16/2022	awclerico@valdosta.edu
Web Registered	None	3/16/2022	lcross@valdosta.edu
Web Registered	None	3/16/2022	jdum@valdosta.edu
Web Registered	None	3/16/2022	aferrera@valdosta.edu
Web Registered	None	3/16/2022	chann@valdosta.edu
Web Registered	None	3/16/2022	hnhagan@valdosta.edu
Web Registered	None	3/16/2022	kclinker@valdosta.edu
Web Registered	None	3/16/2022	marckland@valdosta.edu
Web Registered	None	3/16/2022	skylewis@valdosta.edu



The screenshot shows a web application interface for confirmation. At the top, there is a blue header bar. Below it, a navigation bar contains a mail icon and a 'Show?' button. The main content area displays a table with the following columns: 'ID', 'Last Attended Date', and 'Pending Registration'. The table contains 15 rows of student data. The second row is highlighted, and a blue square button is visible in the 'Pending Registration' column. At the bottom of the page, there is a dark blue footer bar.

ID	Last Attended Date	Pending Registration
100	3/16/2022	Attendance Drop
101	3/16/2022	
102	3/16/2022	
103	3/16/2022	
104	3/16/2022	
105	3/16/2022	
106	3/16/2022	
107	3/16/2022	
108	3/16/2022	
109	3/16/2022	
110	3/16/2022	
111	3/16/2022	
112	3/16/2022	
113	3/16/2022	
114	3/16/2022	
115	3/16/2022	

Grade Entry Process

Application Navigator x Banner Dashboard x Faculty Grade Entry x +

https://bannerb4.valdosta.edu/s443/FacultySelfService/sib/gradeEntry/midterm

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Faculty Grade Entry Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status Subject Course Section Title Term CRN

In Progress	ACED- Adult and Career Education	2050	IB	Communications for the Workplace	201905 - Summer 2019	50563
Not Started	COMM- Communications Arts	1500	IA	Intro to Comm Studies	201905 - Summer 2019	51001
Not Started	COMM- Communications Arts	3031	A	Comm Law and Ethics	201905 - Summer 2019	51004
Not Started	PSYC - Psychology	8200	IB	Child Psychopathology	201905 - Summer 2019	51515
Not Started	ART - Art	1020	IA	Two Dimensional Design	201905 - Summer 2019	51767

Records Found: 5

9:44 AM 7/26/2019

Midterm Grades

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Faculty Grade Entry » Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
In Progress	ACED - Adult and Career Education	2050	IB	Communications for the Workplace	201905 - Summer 2019	50563
Not Started	COMM - Communications Arts	1500	IA	Intro to Comm Studies	201905 - Summer 2019	51001
Not Started	COMM - Communications Arts	3031	A	Comm Law and Ethics	201905 - Summer 2019	51004
Not Started	PSYC - Psychology	8200	IB	Child Psychopathology	201905 - Summer 2019	51515
Not Started	ART - Art	1020	IA	Two Dimensional Design	201905 - Summer 2019	51767

Records Found: 5

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
Martin, Terri S.	005644455	A	07/30/2019	
Miles, Shanta			07/30/2019	
Miller, Brooklyn B.			07/30/2019	
Purdy, Shirley S.			07/30/2019	
Smith, Amber			07/30/2019	
West, Janny M.			07/30/2019	

Records Found: 6

Save Reset

- Only 1000-2000 level courses
- Not for PE activity courses
- Fall 2025 Entry Period:
Sept 29-Oct 8
 - These grades are not a part of the student's official record.

Final Grades

Ch Edit View History Bookmarks Tools Help

Faculty Grade Entry

https://homeris4.valdosta.edu/S443/facultySelfService/sisu/gradeEntry/final

Getting Started Latest Headlines IT Helpdesk Self Service Portal

VALDOSTA STATE UNIVERSITY BANNER

Jones, Stanley

Faculty Grade Entry Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rollid	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	ACED - Adult and Career Education	2050	IB	Communications for the Workplace	201905 - Summer 2019	50563
Not Started	Not Started	COMM - Communications Arts	1500	IA	Intro to Comm Studies	201905 - Summer 2019	51001
In Progress	Not Started	COMM - Communications Arts	3031	A	Comm Law and Ethics	201905 - Summer 2019	51004
Completed	Not Started	PSYC - Psychology	8200	IB	Child Psychopathology	201905 - Summer 2019	51515
Not Started	Not Started	ART - Art	1020	IA	Two Dimensional Design	201905 - Summer 2019	51767

Records Found: 5

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rollid	Last Attend Date	Hours Attended
Bullard, J.S.	B		A		07/30/2019	
Grant, M.	B		A		07/30/2019	
Le, Thu	B		F		07/30/2019	
Morgan, S.	B		A		07/30/2019	
Perry, C.	B		A		07/30/2019	

Records Found: 11

Save Reset

- Fall 2025 Grade Entry: Dec 8-Dec 15
- **Final Grades Due Dec 15th at 11am**
- Please remember, you must enter a last date of attendance for any student you assign a grade of "F" per Financial Aid regulations.
- After the grade entry deadline, you must submit a Change of Grade Form.



Valdosta State University
Office of the Registrar (229) 333-5727
<http://www.valdosta.edu/academics/registrar>

INCOMPLETE GRADE REQUEST PROCESS & FORM

REQUEST FOR ASSIGNING A GRADE OF INCOMPLETE / Academic Affairs > Grading System

A report of "I" (incomplete) indicates that a student was doing satisfactory work at the end of the term but, for non-academic reasons, was unable to complete all requirements for the course. A report of "I" requires the subsequent completion of all course requirements within a time limit specified by the instructor, not to exceed one calendar year from the end of the term in which a grade of incomplete is assigned, regardless of the student's enrollment status during the period specified for completion.

Students are responsible for making arrangements with their instructor for completion of course requirements within the time specified, in accordance with this regulation.

If an "I" is not changed to a letter grade within one calendar year, it will be changed to the grade F.

The request for assigning a grade of incomplete should be completed before final grade submission by the instructor and submitted to the Registrar's Office. If possible, the student should continue attending class until the incomplete is approved.

Section A: Student Biographical Information

Last Name		First Name		Middle Initial
VSU ID Number	Department	Major	Advisor	
VSU Email		Phone	Alternate Phone	
Mailing Address		City	State	Zip Code

Section B: Course Information

CRN	Prefix/Number	Section	Course Title	Credit Hours
Semester	Year	Instructor		

NON-ACADEMIC REASON FOR REQUESTING AN INCOMPLETE (Include/attach additional documents as needed):

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Version: 5/6/20



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INCOMPLETE GRADE REQUEST PROCESS & FORM

Section C: Course Grade Status - To be Completed by Instructor

Instructor	Date the "I" Request was Received	In-Progress Grade at Time of Request
------------	-----------------------------------	--------------------------------------

- ☐ YES ☐ NO — Did the student have a passing grade at the time of the request?
☐ YES ☐ NO — Do you agree to the student's request for the incomplete?

***CONTINUE ONLY IF THE ANSWER TO BOTH QUESTIONS IS YES**

If the request for an incomplete is approved, please do not re-register for the same course again as it could have adverse effects on your academic record. Contact the Registrar's Office for further explanation.

PROVIDE ALL REMAINING ASSIGNMENTS TO BE COMPLETED, AND TIMELINE / DATES FOR COMPLETION:
(Include/attach additional documents as needed):

ASSIGNMENT	TIMELINE / DUE DATE

Student Name (Type/Print)	Student (Signature)	Date
Instructor Name (Type/Print)	Instructor (Signature)	Date
Department Head / Director Name (Type/Print)	Department Head / Director (Signature)	Date

Version: 5/6/20

Grade Changes

- Why would I need to change a grade?
 - Incorrect grade entered on-line...student discovers it days later.
 - Student was assigned an “I” or “IP”
 - Grade not reported in time...student receives “NR”.
- What’s required to complete grade change form?
 - Student Name & ID Number
 - Course information and Term & Year
 - Current grade and new grade
 - Reason for change of grade
 - Instructor signature and dept head signature required.
 - Dean and VPAA signature required for grade changes that involve “W” grades.
- How do I know the grade has been changed?
 - Patrick McElwain processes all grade changes and will mail you the yellow copy of the multi-part form. Students can check their on-line transcript to view the change.
- Restrictions?
 - Students are not allowed to handle Grade Change Forms. Forms delivered by students will not be processed.
 - The form is not available online. It can only be obtained from the Registrar’s Office.

Drop vs. Withdrawal

➤ Dropping Classes

- **Students “drop” classes on-line during active registration.**
- **Under special circumstances, students can complete the Late Registration Drop/Add form to drop classes after registration has ended for the term.**
- **Dropping classes can generate a complete tuition refund for the course(s) and the course is completely removed from the students’ academic record.**

➤ Withdrawing from Classes

- **After registration ends, students who decided they need to get out of a course for whatever reason can withdraw online through Banner. The withdrawal must be completed prior to the published withdrawal deadlines.**
- **After the published withdrawal deadlines, students are not allowed to withdraw except for medical or documented hardships. This process is handled through the Dean of Students Office (Student Affairs).**

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. This Act prohibits university officials from disclosing any records, including grade reports, academic standings, transcripts of records, or any other records, files, documents, and materials in whatever medium, which contain information directly related to the student and from which the student can be individually identified.

Directory information: Valdosta State University publishes student information in the form of directories, programs, etc. Under FERPA, "Directory Information" refers to student information that is not generally considered harmful or an invasion of privacy if disclosed. Students who desire their directory information not be released without consent should notify the Office of the Registrar in writing.

- Student's name
- Hometown
- Institution-assigned email address. Under this category, an institution-assigned email address may be disclosed without consent only to other, current students. In addition, students may not request email listings of the entire student body or segments thereof, except for academic purposes.
- Major field of study
- Enrollment status (e.g., full-time, part-time)
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees, honors, and awards received
- Thesis/Dissertation title
- The most recent educational institution attended
- Height and weight of athletes
- Class level

IMPORTANT DATES FOR FALL SEMESTER-2025

August 18	First Class Day for fall 2025
August 21	Registration for fall 2025 ends (11:59pm)
August 25-29	Attendance Verification for VSU courses that began on Aug 18
August 29	Attendance Verifications due at 9am
September 1	Labor Day Holiday (university closed/no classes meet)
Sept 29-Oct 8	Midterm Grade Entry for full-term VSU courses
October 8	Midterm Grades Due at 5pm
October 9	Official Midterm for fall 2025
October 9	Students View Midterm Grades
October 13-14	Fall Break (university open/no classes meet)
October 30	Withdrawal Deadline for full-term VSU courses
November 3	Registration Begins for spring and summer 2026 (by classification)
November 26-28	Thanksgiving Holidays (No classes meet/university closed)
December 8	Last class day for fall 2025
December 8-15	Final Grade entry begins for fall 2025
December 9-12	Final Exams
December 12	Graduate School Commencement Ceremony
December 13	Undergraduate Commencement Ceremony
December 15	Final Grades for fall 2025 due (11am)
December 15	Students View Final Grades in Banner after 6pm
December 18-Jan 1	University Closed

Important Dates for Short Sessions I and II for Fall 2025

August 18	First Class Day for Short Session I
August 21	Registration for fall 2025 ends (11:59pm)
August 25-29	Attendance Verification for VSU courses that began on Aug 18
August 29	Attendance Verifications due at 9am
September 1	Labor Day Holiday (university closed/no classes meet)
September 11	Midterm Grades Due for Short Session I (11am)
September 25	Midterm and Withdrawal Deadline for Short Session I
October 9	Last Class Day for Short Session I
October 9- 15	Grades May be entered for Short Session I (grades not available to students)
October 15	First Class Day for Short Session II
October 17	Registration Ends (11:59pm)
Oct 20-23	Attendance Verification for Short Session II
October 23	Attendance Verifications due at 11am
November 7	Midterm Grades Due for Short Session II (11am)
November 21	Midterm and Withdrawal Deadline for Short Session II
November 26-28	Thanksgiving Holidays (no classes meet/university is closed)
December 8	Last Class Day
December 8-15	Final Grade entry begins for all classes
December 15	Final Grades for All Classes due at 11am
December 18-Jan 1	University Closed

Registrar's Administrative Team

Office of the Registrar

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Who We Are:

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