CADET ENROLLMENT INSTRUCTIONS – FALL 2013

COMPLETE ENROLLMENT EARLY TO AVOID DELAYS!

POST VIEW WILL OPEN PRIOR TO REGISTRATION DAY AT 1400, 22-AUGUST.

Enrollment can be completed early from home or barracks and will be available as follows:

EARLY ENROLLMENT TIMEFRAMES

DATE	ACADEMIC CLASS	TIMEFRAME
THURSDAY, 22-AUGUST	ALL CLASSES	1400 – MIDNIGHT
FRIDAY, 23-AUGUST	ALL CLASSES	1400 – MIDNIGHT SUNDAY

****Enrollment will be restricted by Academic Class beginning 26-August****

To control system load, each academic class has been assigned a designated time frame to complete Enrollment.
Cadets will receive an email indicating their individual start time.
Enrollment will remain open through the end of the designated period for each class.

ENROLLMENT TIMEFRAMES 26 - AUGUST

DATE	ACADEMIC CLASS	TIMEFRAME
August 26, 2013	Returning 2013 & 2014	0730 – 1030
August 26, 2013	2015	1030 – 1300
August 26, 2013	2016	1330 – 1600
August 26, 2013	Open Enrollment – All Classes	1600 – Midnight

LAST DAY TO ADD/DROP COURSES – September 3rd at 1600

- ***CHECK YOUR SCHEDULES!*** Over the summer, a number of schedules were adjusted to de-conflict class times/locations, remove cadets from waitlists, due to cancellation of sections, and departmental requests. Cadets who did not meet course pre-requisites were also removed from courses. ***See your academic advisor to plan your changes.***

- ***WAITLISTS:*** Waitlists have been discontinued and forwarded to each department. Classes are now offered on a space-available basis. ***If you were waitlisted for a course that has not been added, please consult with your advisor for an alternative selection.***

Enrollment must be completed by 1600, Monday, 26-August.
Failure to enroll will result in a penalty of 10-2-10.

PLEASE FOLLOW ALL STEPS - Instructions for Enrollment through Post View:

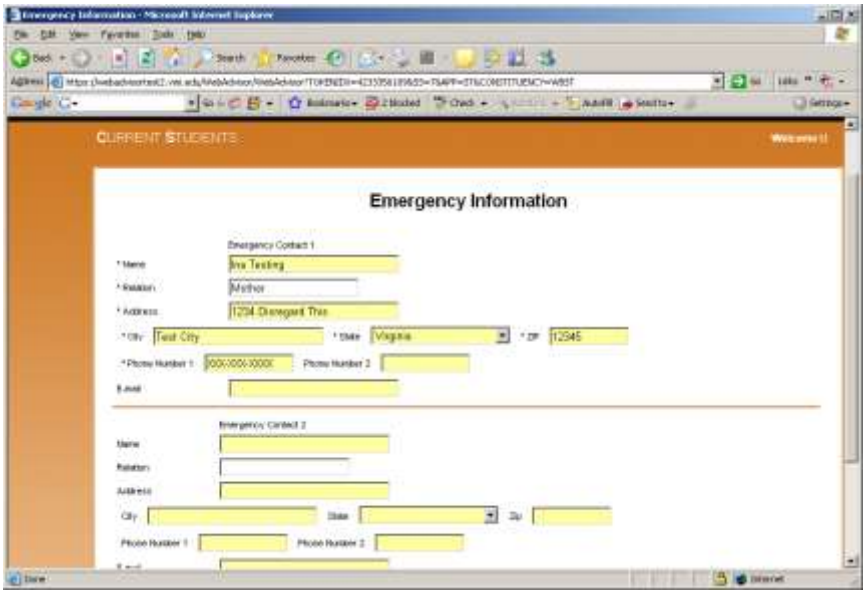
- Access Post View during designated time frame through the VMI website at https://postview.vmi.edu/
- Select "Cadet in Barracks" or "Cadet out of Barracks"
- Log In using your Web ID and Password (these are case sensitive).

STEP 1:

REQUIRED ITEM: ***Click on Link:*** ***MIILITARY INFORMATION QUESTIONNAIRE (Complete and Submit)***

STEP 2:

REQUIRED ITEM: ***Click on Link:*** ***EMERGENCY INFORMATION*** ***(Complete and Submit)***

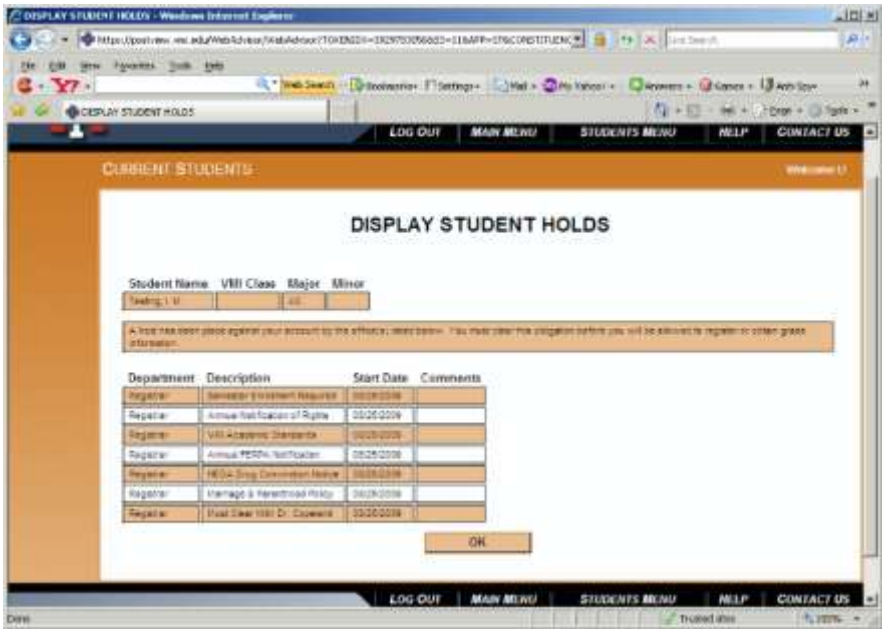


STEP 3:

CHECK FOR "RESTRICTIONS" OR "ADMINISTRATIVE HOLDS"

- You must clear **ALL** restrictions before you will be authorized to enroll.
- The section labeled "Other Restrictions" will show you the office you need to contact to lift the restriction, the reason for the restriction, and the date the restriction was placed.

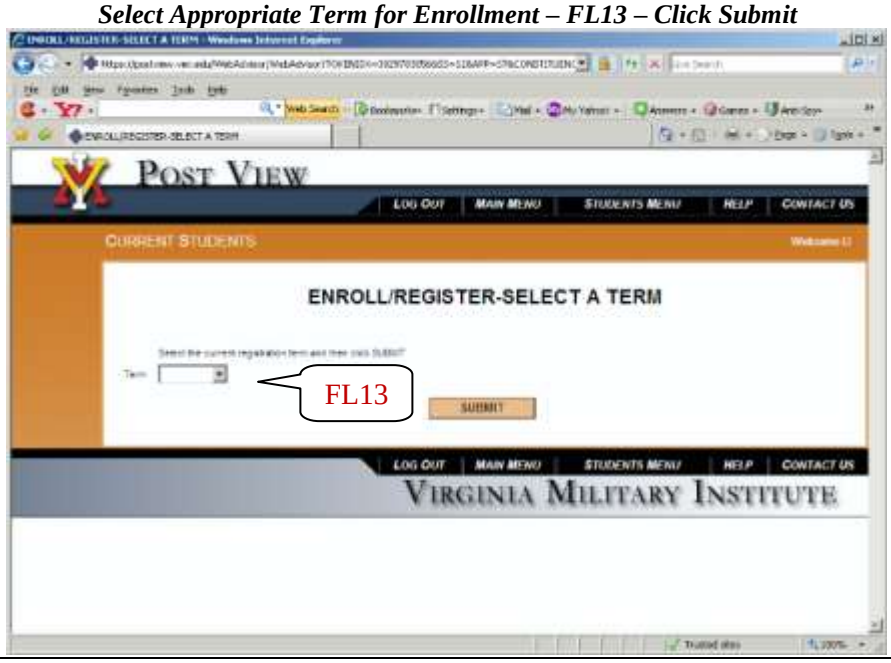
NOTE: YOUR ENROLLMENT WILL NOT BE ACCEPTED IF YOU HAVE OUTSTANDING ADMINISTRATIVE HOLDS – SO PLEASE CLEAR THESE OBLIGATIONS EXPEDITIOUSLY.



STEP 4:

REQUIRED ITEM: ***Click on Link:*** ***SEMESTER ENROLLMENT***

Select Appropriate Term for Enrollment – FL13 – Click Submit



STEP 5:

REQUIRED ITEM: INSTITUTE POLICIES

- ***You are required to read and acknowledge that you have received a copy of each of the Institute Policies listed below:***
  - *Annual Notification of Rights and Responsibilities*
  - *Academic Standards 2013/2014*
  - *Family Educational Rights and Privacy Act – Yearly Notification*
  - *Emergency Contact / Secret Service Release*
  - *Higher Education Opportunity Act – Drug Conviction Notification*
  - *VMI Marriage & Parenthood Policy*

- ***Click on one of the policies. Once you have completed reading it, click submit. This will record that you have received a copy of the policy and will also return you to the original screen where you may choose the next policy to review.***

YOU ARE NOW ENROLLED!

Now that you are enrolled you are able to make changes to your schedule.

Additional Information:

- **Return with proper haircut and be in proper uniform by 2200, 25-August 2013.**

- **Course Changes***:* All course changes may be made on line thru Post View, and final schedules may be obtained directly on Post View.

- **Additional Assistance and Frequently Asked Questions:** Please visit the following VMI Website:
  http://www.vmi.edu/PostView.aspx?id=6575&ekmensel=fb5d653b_345_0_6575_3