



Paperwork

1,2,3

Paperwork 1, 2, 3

**Arrive Ready Series | VCU
Engineering**



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Paperwork

1, 2, 3

Today's Session

- Registering for Classes
- Tuition and Billing
- Reminders
- Question and Answer



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Registering for Classes

Academic Calendar

Schedule of Classes

Talking to Your Advisor

Degree Audit

How to Register

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Senior Graduate Academic Specialist

Academic Calendar

[VCU Academic Calendars](#)

Important Spring 2026 Dates

Week of January 5th– orientations
Engineering's will be January 9th

January 12th– classes begin

January 12th-18th – ADD/DROP and late registration!

January 2026

M-F	Dec 22 - Jan 2	University closed [This is a begin date change]
F	9	Holiday intersession classes end
M	12	Classes begin MCV campus students - follow departmental schedule
M-Su	12 - 18	Add/drop and late registration
M	19	University closed**
T	20	Deadline for dean/departmental offices to submit all approved undergraduate change of major requests effective for the spring 2026 semester
T-M	20 - Feb 9	Progress reports due for undergraduate students in need of academic support
F	23	Last day for degree candidates to submit graduation applications for May degrees
F	23	Deadline for students to provide advance written notification to instructors of intent to observe religious holidays*

Schedule of Classes

[Schedule of Classes](#)

The Schedule of Classes is where you can view courses being offered for the upcoming semester. If you are looking for a course not listed, please contact your [graduate program director](#) to see if it will be added to the schedule.

The screenshot displays the VCU Office of the University Registrar website. The browser address bar shows the URL <https://registrar.vcu.edu/academic-schedules/schedule-of-classes/>. The page header includes the text "Strategic Enrollment Management and Student Success" and "Office of the University Registrar". A navigation menu at the top contains links for "About", "Records", "Registration", "Academic schedules" (which is highlighted), "Graduation", "For faculty and staff", and "Forms". On the right side of the header, there are links for "Transcripts", "Forms", and "Contact", along with a search bar. A left sidebar menu lists "Schedule of classes", "Academic sessions", and "Final exam schedule". The main content area features the heading "Schedule of classes" and two prominent image-based links: "Summer 2025 schedule" (accompanied by a photo of a student sitting on a bench) and "Fall 2025 schedule" (accompanied by a photo of a student playing a trumpet). A small chat icon is visible in the bottom right corner of the page.

Talk to Your Advisor!

The most important thing you can do as a graduate student is keep in contact with your advisor!

Who is my advisor?

For a master's student, your advisor is your graduate program director.

For a doctoral student, your advisor is your PI (principal investigator).

There are two places to find the curriculum for your program.

- The first is the VCU Bulletin: bulletin.vcu.edu
- The second is your Degree Audit. See the next slide

Degree Audit

The official definition: “Degree Works is a web-based degree audit tool that helps students and advisors monitor progress toward degree completion. It produces an easy-to-read report that outlines the general education, major, ancillary requirements and electives for a student’s degree program, and tracks the student’s progress in completing those requirements.”

For you: It’s the best place to go! You can see what courses you need to take for your program, what your current GPA is, how your courses are slotting and where you need to chat with your advisor about a course that’s not slotting.

This link is a tutorial on how to log onto your degree audit:

<https://registrar.vcu.edu/graduation/degree-audit/>

How to Register

Log onto eServices using your eID and password!

Registration tutorial

<https://www.youtube.com/watch?v=6aUGEmgDVv4>

Step-by-step instructions

Register for classes

1. Log onto eServices.
2. Select the Students tab.
3. Scroll to the Student-Registration Section.
4. Click on Register for Classes.
5. Select the term for which you'd like to register and click continue.
6. Enter your search criteria. You may search by subject and any other search options of your choice. All the classes that match your criteria will be displayed.
7. Click Add for the class for which you would like to register. The class will be displayed in your schedule.
** Note that you are not yet registered for the class.**
8. Go to the Summary section on the bottom right. The class(es) will be listed as pending.
9. Click submit to attempt to register for the class(es).

Please be aware of add/drop dates on the academic calendar. You cannot add or drop a course without additional administrative paperwork once the add/drop date has passed.

Override Request Form

Student Services Website

- Frequently Asked Questions
- Continuing Students
- “I need a course override to register for a class. Where do I submit a request?”
- Override request form

Tuition & Billing

What to expect

Sam Stiver

Graduate Affairs Finance Analyst



Understanding the cost to attend

- **Educational expenses**
 - Tuition and fees – see [what fees include](#)
 - Health insurance – see [VCU insurance plan pricing](#)
 - Enrollment in VCU student health insurance is **automatic** for all eligible, which includes full-time PhD and international students on F- and J-visas.
 - **Take action** every fall + spring during the “open enrollment” period to [enroll](#) and pay the insurance premium or to [opt-out](#) of the semester’s coverage.
- **Living expenses**
 - Housing: rent, utilities
 - Meals: groceries, campus meal plan
 - Other: supplies, books, transportation, entertainment & other essentials



What's on a billing statement

- Tuition, fees, VCU health insurance premiums, as well as on-campus housing and/or meal plan charges.
- The payment deadline is listed on the billing statement and in the email. Pay on time to avoid a late fee or [hold](#).
- **Billing process:**
 - Charges are based on the number of registered credits
 - Statements are issued by email. See [billing schedule](#).
 - “Health Insurance Premium” fees are separate and in addition to the “Health Fee.” [Learn more](#).
 - Pay using [eServices](#). An [installment payment plan](#) is available to spread out payments (for a fee).
- **Full-time vs. Part-time:**
 - **9–15 credits (full-time):** billed as a flat rate
 - **1–8 credits (part-time):** billed by the credit hour
 - Virginia residents earn in-state rates
 - Non-resident and international M.S. students automatically earn [GEIP reduced tuition rates](#)



PhD students with an assistantship award

- **Review your signed award letter** regularly for details regarding assistantship funding and requirements.
- **Tuition and mandatory fees support will process over the first few weeks of a semester.** Note: You will still receive billing statement emails during this time.
- **Pay your health insurance premium:** Insurance costs are not covered by college assistantships. Your billing statement will list a “Health Insurance Premium” fee you must pay every fall and spring. If you opt-out (i.e., you already have insurance), a waiver will appear.
- **Keep in touch** with your advisor and program director.
- **Be alert to emails** from the Office of Graduate Studies (OGS), Human Resources (HR), or other VCU offices regarding your assistantship position.



Financial resources

- **Student Financial Services**
 - stuacctg@vcu.edu, (804) 828-1550
 - [Expense planning](#) and [financial counseling](#)
 - [Cost calculator](#) and [cost to attend examples](#)
- **VCU student health insurance**
 - **PhD students:** gradhealthins@vcu.edu
 - **MS students** (international only): intlhealthins@vcu.edu
- **Housing costs:** [on-campus](#) and [off-campus](#)
- **Employment opportunities***
 - [Part-time hourly](#) (on-campus)
 - [Handshake](#) (on-campus, off-campus)
 - [F-1 employment](#) (on-campus), [CPT](#) and [OPT](#) options
 - College of Engineering [career services](#)

**Assistantship-funded students are ineligible for secondary paid positions.*



Academic and Student Supports

- [Academic Calendar](#)
- [Schedule of Classes](#)
- [Bulletin](#)
 - Go-to resource for curriculum requirements
- [New-Student FAQ](#)
- [Academic Resources](#)
- [On-Campus Resources](#)
- [GEO Student Supports](#)

Graduate Program Directors

- **Biomedical Engineering, Rehabilitation Engineering, and Tissue Engineering**
 - Dean Krusienski, Ph.D., djkrusienski@vcu.edu
- **Chemical & Life Science Engineering, Environmental and Sustainable Engineering**
 - Thomas Roper, Ph.D., tdroper@vcu.edu
- **Computer Science**
 - Kostadin Damevski, Ph.D., csggrad@vcu.edu

- **Electrical & Computer Engineering, Systems Engineering**
 - Yanxiao Zhao, Ph.D., ecegradinfo@vcu.edu
- **Mechanical & Nuclear, Aerospace, and Engineering Management**
 - Karla Mossi, Ph.D., mnegrad@vcu.edu
- **Pharmaceutical Engineering**
 - Thomas Roper, Ph.D., tdroper@vcu.edu



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Meet the OGS Team

- **Jeni Stanley-Shanks – Director**
 - Strategic oversight and external engagement
- **Lori Floyd-Miller – Senior Academic Specialist**
 - Academic and program support
- **Johnny Ramey – Admissions Specialist**
 - Recruitment and new student support
- **Sam Stiver – Finance Analyst**
 - Tuition and funding
- Email: gradengr@vcu.edu



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Reminders

- **Computer & Data Science Advising Sessions ([Register here](#))**
 - January 7 – 9am EST
- **Course Registration – Now [open](#)!**
- **Orientations**
 - Launchpad (College of Engineering) – January 9 ([Register here](#))
 - Graduate School – January 8 ([Register here](#))
 - International Student Orientation – January 7 ([Register here](#))
- **Global Education Office [Pre-Arrival Meetups](#)**
 - [January 5](#), 8am
- **VCU Winter Break | University closed December 22 - January 2**



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Question and Answer

- Please enter in Q&A Zoom section
- You can also raise your hand to ask verbally



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