FREQUENTLY ASKED QUESTIONS

Q: What are the Virginia Commonwealth University bulletins?

A: The VCU bulletins provide course and curricular information for each of the student populations served by the institution: undergraduate, graduate and first-professional studies. Bulletins contain information about the academic requirements for each program available to the respective student populations as well as course descriptions and university policies.

Q: For whom are the VCU bulletins relevant?

A: The bulletins are most relevant for students entering VCU in the year of publication; it serves as the effective bulletin for students entering during that academic year. However, returning students may also use the Bulletin to look at new programs that may interest them as well as a source for course descriptions for the academic year.

Q: How often are the bulletins published?

A:The bulletins are published yearly. The next bulletins will be published in February 2017. However, curricular activity occurs throughout the year by way of university curriculum committee action.

Q: The requirements for my major are different here than when I entered VCU; will my classes still count the same toward graduation?

A: Yes. A student's requirements for graduation are determined by the year he or she enters VCU. If a program or major's requirements change in a later catalog, these changes will only affect students entering during that Bulletin year.

Note: Students should confer with their academic advisers each semester in order to ensure they are on track for graduation. Students may also use Degree Works to check on progress toward graduation.

Q: Does the Bulletin include course times and locations?

A: No. Current information on course times and locations can be found in eServices (http://www.eservices.vcu.edu), under the Class Schedule tab.

Q: How do I navigate the new bulletin structure?

A: While the navigation of the site is intuitive, the following key concepts should help guide the way to needed information.

- Navigation tabs are located at the top of the page for the three levels of study:

o   Undergraduate

o   Graduate

o   Professional

- Courses – lists and describes all courses offered by VCU. (The courses are presented by subject area and arranged in alphabetical order. The subject name is followed by the subject code in parentheses.)
- Index of programs – an alphabetical index of all programs offered at VCU
- Archive – a section that provides a link to the VCU Scholars Compass (http://scholarscompass.vcu.edu/vcubulletins) hosted by the VCU Libraries (Students who entered VCU prior to the current academic year can access their effective bulletins and/or course descriptions from the Scholars Compass; links to the HTML websites are also provided, but these may differ from the PDFs, which serve as the effective bulletins.)
- Quicklinks – links for the most common sites used by students: academic calendars, Blackboard, class registration, Financial Aid, maps and directions, myVCU, Technology Services, tuition and fees, and VCU Libraries
- Search – allows users to enter key search terms to find the most relevant information within the bulletins
- Print Options – allows users to print directly to a connected printer (But we encourage students to download pages as PDFs to support VCU's green initiative.)

Q: How does a department request corrections to the bulletin?

A: The bulletins reflect the curriculum and course information approved by university curriculum committees for the published academic year and are shared with the State Council of Higher Education for Virginia on a yearly basis. **Note:** Curricular updates will be handled through the regular activities of the appropriate university committee processes and not through the process described below.

Changes to published information are restricted to correcting errata or for providing clarification on compliance or regulatory issues. **Only** these types of correction requests can be submitted through the LanDESK help request form below. Please note that users will need to login to the system with an eID and password before seeing the form. The link below goes to the request form.

https://goo.gl/eR95Vb

After successfully logging in to the system, type your eID into the "Requested By" section, which will allow the system to automatically populate. You will see you information appear after the system searches on your eID. Select the information it retrieves about you and it will fill in the blanks for you.

If you are submitting the request on behalf of someone, check the box immediately below your information and place their eID in the form section that is displayed.

In the "Request Description" section, please provide as much information as you can about the request: Include the URL where instance is found, instructions to change X to Y, corrected website links, contact information updates, department narrative, etc.

For the "Request Source," select Self Service / Web.

After you have provided the requisite information, hit the **Save and close** button located at the top of the page. The information from the form will be routed to the bulletin support team.

Q: When can departments request a correction or change?

A: Changes to errata and other non-curricular update requests for inclusion in the 2016-17 bulletins must be made prior to July 15, 2016. Again, **curricular updates** will handled through the regular activities of the appropriate university committee processes and will not be addressed through the LanDESK.

Other questions? Contact bulletin@vcu.edu.