<div align="center">

**Hop on the RegExpress!!**
**Go to https://DataVU.valpo.edu/**

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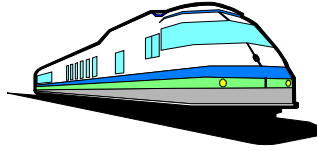**Quick Hints:**

1.  Do not search for classes for the whole semester!  You will get an error message and time out. Make sure you limit your selection to one semester with at least one  additional field, otherwise the search will take a very long time.  If you are searching by instructor name, use the LAST name only.
2.  Do **NOT** use the "Back" browser button – click "Menu" at the top.
3.  After making a selection on a DataVU screen, scroll to the bottom of the screen and click the "Submit" button.
4.  Make sure to enter the course numbers and section designation correctly (e.g., use the number 1, not the small letter "l" for number one, the number 0, not the letter "O" for zero).
5.  If registration for a course fails, the reason will display at the top.
6.  **Make sure to "Log Out" of DataVU when you are finished!**
7.  If you have any problems, report the problem to one of the following:
    **Technical assistance**, login:  Help Desk (it@valpo.edu), phone 219-464-5678
    **Law Students**:  Law Registrar (debbie.gleason@valpo.edu), phone 219-465-7840
    Law Assistant Registrar (linda.canada@valpo.edu), phone 219-465-7889

**Login:**  Your login name is the same as your VU e-mail.
**Password:**  Your password is the same as your VU e-mail
If you have any problem logging in, or if you do not have a VU e-mail account, contact the Help Desk.

**REGISTERING FOR CLASSES (options on https://DataVU.valpo.edu):**
**A**.  **SEARCH FOR SECTIONS**
This will display a listing of classes and the class status (open, closed, waitlisted) based on the criteria you submit, but you will **NOT** be able to register for them here.

**B.  REGISTER FOR SECTIONS**
If you click on this link, you will have two choices for registration:
**1.  SEARCH AND REGISTER FOR CLASSES**
Use this option if you would like to look for sections and register for them
**2.  EXPRESS REGISTRATION**
Use this option if you know the exact subject, course number, and section of the course sections for which you wish to register (e.g., LAW 210 A)

| Subject | Course # | Section | Term |
|---|---|---|---|
| *Click on drop down & select* | *Type number* | *Type letter(s)/number* | *Click on drop down & select* |

An intermediate screen pops up that asks you to choose an action for ALL sections or an individual action (one or some sections), not both.  The most common action will be RG – Register; but you can also select preferred sections prior to your registration time, put them on a preferred listing on this screen.  Then when it is your time to register, go to 'Register for Previously Selected Courses' option and choose the RG action.

The following are options available to you:
**3.  REGISTER FOR PREVIOUSLY SELECTED COURSES**
Use this option if you have already placed sections on your preferred list and would like to register now.
**4.  DROP SECTIONS**
Use this option if you would like to drop a section.  (The other choices also allow you to drop one section and register for another.)
**5.  MANAGE MY WAITLIST**
Use this option if you have been given permission to register for a waitlisted course or to remove sections for which you are currently waitlisted (and no longer want or need.)

Click on "Class Schedule" to view your final course selection.  Print a copy of your schedule for your records.  Rerun your degree audit to see how your pre-registered classes will fit into your requirements.