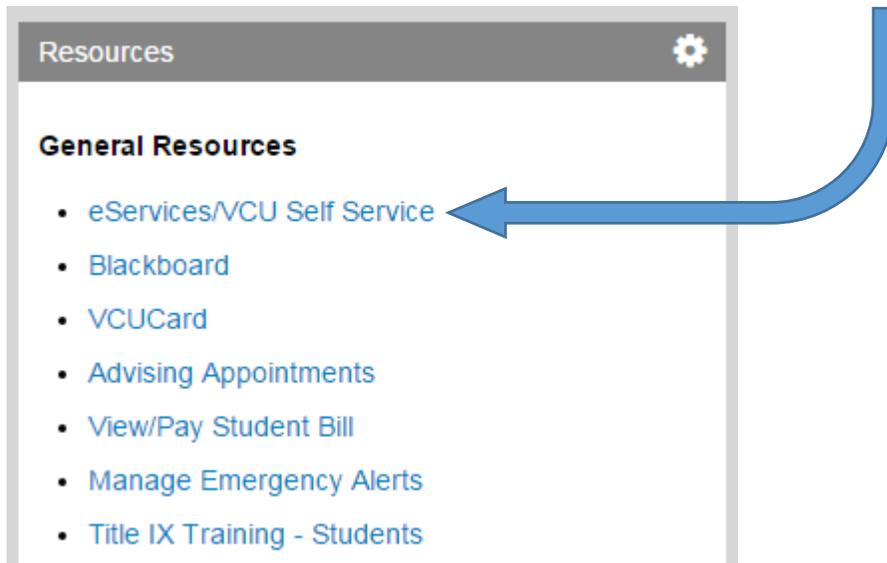


How To Check Course Information & Requirements in eServices

VCU eServices (Self Service Banner) is the registration & enrollment system used by all members of the VCU community. If you're registering for a class, it is done through eServices. This system also maintains requirements specific to each individual course (or even each individual section in some cases) and tracks transcript and program information for each student. This guide was written with Department of Biology courses in mind however it is generally applicable to most courses at VCU.

Before getting started, navigate to eServices. The simplest way to do this is to navigate to your myVCU portal (my.vcu.edu) and click on "eServices/VCU Self Service" under "General Resources." The same link shows up under both the "student" and "employee" tab of myVCU if you have both. It doesn't matter which link you use.



Looking Up Course Information

Basic information about a course can be done through the "look up a class" function by following this path:

Student > Registration > Look Up Classes > Search by Term: (select desired semester) > Submit

From here you can select one or more subjects (Biology courses are listed under either "Biology" or "Biology Lab") and then click "course search." Once you've found the course you're looking for, click "view sections."

You should see one or more listings that looks like this:

Sections Found
Biology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	11068	BIOL	317	001	MPC	3.000	ECOLOGY	MWF	10:00 am- 10:50 am	350	232	118	0	0	0	Edward R Crawford (P)	08/25- 12/10	MCALC 1107	Sustainability Content and On- Campus Billing Rate

Use the key on the next page to learn about various components of this page.

Components on the next page that are underlined> are components required for the Biology Override Request Form.

Select: Students will see one of four items here.

A checkbox means that this course is available for registration.

A letter “C” means that the course is not available for registration because it is full or otherwise has no available seats.

“SR” - “Student Restriction” which usually means that you have a hold or are not yet permitted to register for classes.

“NR” - “No Registration” which indicates that, even though this class is not full, the period for registration has already passed for this section and is no longer available.

If this column is blank, it means that you are already registered for this section.

CRN: The Course Registration Number is a five-digit number unique to that particular section. No other course in that semester has the same CRN. A CRN references a specific subject, course, and section.

Subj: The subject of the course refers to the department or academic program that offers the course. For courses in the Department of Biology, this will be either BIOL or BIOZ.

Crse: This is the course number. It refers to the specific class and usually relates in some way to the title of the course.

Sec: The section number is unique within a given course.

Cmp: The campus on which this course is organized. Every course is associated with a campus, even if it is physically held off-campus or online.

MPC: Monroe Park Campus (most common for BIOL/BIOZ courses)

MCV: MCV campus

Other campuses may be listed for non-Biology courses

Cred: The number of credit hours that are awarded upon successful completion of the course. Speak with your advisor to confirm the maximum number of hours in which you are permitted to be enrolled per semester.

Title: The name of the course. Most courses have the same name for each section. Some courses don’t.

Days: The days that the class meets. M-Monday, T-Tuesday, W-Wednesday, R-Thursday, F-Friday, S-Saturday.

Time: The time of day during which this course is held. The times indicated are effective on the days listed in the previous column. “TBA” may indicate that a time has yet to be determined or that the class does not meet at a specific, regular time of day.

Cap: The maximum number of students that the system will permit to freely enroll in this section of the course.

Act: The actual number of students currently enrolled in this section of the course.

Rem: The remaining spots available in this section for which a student can freely register. If the “Rem” number is zero (0) or less, then the class is full – regardless of listed maximum capacity or remaining seats.

XL Cap, Act, Rem: Refers to space possibly allotted to cross-listed sections or sections not listed.

Instructor: Names of all instructors and TAs leading the course. The Primary Instructor is indicated by a (P).

Date: Starting and ending date for the course. Take note of any start/end dates that do not span the entire semester.

Location: Indicates physical location where the class is held. If the class is not held on campus or is not held at a physical location, it will be indicated here.

Attribute: Various additional characteristics of the course, if any. If you see any that are confusing or seem out of place, contact the instructor of the course. Attributes are put in manually, so errors are possible.

Seeing Class Schedule Listing

The class schedule listing shows more detailed information about a specific section. To view it, navigate to the listing of sections for a course as described in the **Looking Up Course Information** portion. From there, click on the CRN for the specific section you'd like to view.

You should see this information about the listing:

Sections Found

ECOLOGY - 11068 - BIOL 317 - 001

Associated Term: Fall 2016

Registration Dates: Mar 29, 2016 to Aug 31, 2016

Levels: Undergraduate

Attributes: Sustainability Content, On-Campus Billing Rate

Monroe Park Campus
Lecture Schedule Type
3.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	10:00 am - 10:50 am	MWF	MPC Academic Learning Commons	1107 Aug 25, 2016 - Dec 10, 2016	Lecture	Edward R Crawford (P)

Associated Term: This reflects the semester and year of the course.

Registration Dates: Indicates the time period during which registrations can be made. Most courses follow a university-set schedule for registration dates however certain courses are shorter or start and end at unusual times and so their registration dates may be different. Additionally, this does not refer to when you, specifically, can begin registration. You will be permitted to register at the time indicated by Records and Registration, and may be prevented from registration due to academic standing, registration holds, or other reasons.

Levels: Shows the required class level. Usually either Undergraduate, Graduate, or First Professional. You can view your level under Student Records in the "View Student Information" section.

Attributes: These are the same attributes visible from the list of sections.

Listed together is the campus, the schedule type (either Lecture or Lab for Biology courses), and the number of credits awarded for completion. It's notable that the schedule type refers to the type that the subject is. If the class is listed under BIOL, it will be considered a lecture type even if laboratory credits are associated with it.

View Catalog Entry: When clicked, this link navigates to a page listing the credit hours, weekly number of hours spent in lecture and/or lab as applicable, the class level again, the true schedule types attached to the course, the responsible department or academic unit, and the same course attributes from the previous two pages.

Scheduled Meeting Times: Outlines each regular meeting time associated with the course. Most of this information is similar to what is seen on the section listing page, but the location, listed as **Where**, is more detailed and the **schedule type** is displayed per meeting time.

Seeing Detailed Class Information

The Detailed Class Information has much of the same information as the previous pages but with added segments regarding registration requirements. This page can help you predict if you will have any issues with registration before you are able to register.

To view this information page, click on the name of the course directly beneath “Sections Found” on the Class Schedule Listing page.

From here, you will be able to see restrictions, prerequisites, and other requirements that may impact your ability to register for this course.

Registration Availability: As shown on the listing for the sections, this will show you whether there are available seats in the class.

Restrictions: Many classes may be restricted to specific programs, majors, advising tracks, cohorts, or classes. If you do not belong to the correct group, you will not be able to freely register for the course. Most applicable groups are visible under Student Records in the “View Student Information” section if you are a member of said group. Questions about these restrictions should first be directed to your assigned academic adviser, *not* the department teaching the course. If there are no restrictions, this section will not appear.

Prerequisites: This will list courses that you must have completed *prior* to registering for this course. It will list the level, course subject and number, and the minimum grade required. If no required grade is listed, then you simply must have earned credit for completing the course. If there are no prerequisites, this section will not appear.