

Here's how to get started with Distance Education at VU:

- Apply online at <https://apps.vinu.edu/VUApply/app> or print off an application found here http://www.vinu.edu/cms/export/sites/default/future_students/future_students_download_gallery/ADMISSIONS_APPLICATION_VU_Logo_Y9Z7Z7.pdf and mail or fax it to the Distance Education Office. Please select a major available through the Distance Education program. Those degrees can be found here. http://www.vinu.edu/cms/opencms/future_students/distance_education/complete_online_programs/index.html
- If you will require Financial Aid to purchase books, please fill out your FAFSA as soon as possible at <http://www.fafsa.ed.gov/>. Once Vincennes University receives your Student Aid Report, the Financial Aid Office will require additional forms to be submitted, so please check with the VU Financial Aid Office 812-888-4361 or fa@vinu.edu to ensure your file is complete.
- Submit all official transcripts from other colleges or universities for evaluation and high school transcripts if using Financial Aid. The transcripts will be forwarded to the Records Office and all evaluations will be completed through that office. Any questions regarding the evaluation of college credits should be directed to that office at 812-888-4220 or records@vinu.edu.

Please have transcripts issued to:

Distance Education
Vincennes University
1002 N. First St.
Vincennes, IN 47591

- Complete placement testing if not transferring in ENGL 101 English Composition I and MATH 101 Intermediate Algebra.

http://www.vinu.edu/cms/export/sites/default/future_students/distance_education/distance_ed_pdf/Placement_Testing_instructions_for_website.pdf
- After placement testing is complete, fill out a registration form, listing the courses you want to take for the semester. Please designate the course section number you wish to enroll in.

http://www.vinu.edu/cms/opencms/future_students/distance_education/register_now/index.html

OR, (cont.)

You may enroll in courses that do not have prerequisites prior to placement testing. Please see the Vincennes University catalog online for complete placement score and prerequisite requirements, as well as your degree outline.

http://www.vinu.edu/cms/export/sites/default/academic_resources/academic_resources_download_gallery/catalog.pdf (Course descriptions listed in alphabetical order starting on page 415 in the PDF document)

A list of courses offered in the current semester may be found here.

http://www.vinu.edu/cms/opencms/future_students/distance_education/view_courses/index.html

- Check the email account you listed on the registration form and/or your MyVU account for the confirmation email. This email will have your courses, start and end dates, instructor contact information, Blackboard log-in, and instructions for obtaining your course materials. **Please keep this email for future reference.**

NOTE: MATH 009, MATH 011, MATH 012, MATH 101, MATH 102, MATH 115, MATH 109, MUSM 105 and MUSM 118 do not utilize Blackboard, and you will receive instructions in a separate email for accessing these courses.

- You can monitor your account, pay for tuition, and check grades on your MyVU account. Your log-in information will be mailed to you, or you can contact myvuhelp@myvu.vinu.edu
- If you need to withdraw from a course, the request must be submitted in writing, either through email or faxed. The credit adjustment schedule, as well as the last day to drop a course, can be found here.

http://www.vinu.edu/cms/opencms/future_students/distance_education/student_resources/withdrawals_drops_credit_main.html

For more information on Distance Education policies and procedures, please refer to the Distance Education Catalog.

http://www.vinu.edu/cms/export/sites/default/future_students/distance_education/distance_education/Distance_Learning_Catalog_2008.pdf