

Project EXCEL Online Enrollment Form

(PLEASE DO NOT CONFUSE THE TERM ENROLLMENT WITH THE TERM REGISTRATION)

At the beginning of each academic year, all new and returning Project EXCEL students will be **required** to complete the Project EXCEL (fall term) Online Enrollment Form (OEF), **prior** to registering for fall or yearlong Project EXCEL dual credit courses. This form, designed to capture student demographic and contact information, will allow a VU Student ID (A#) to be automatically generated and emailed to new Project EXCEL students. The A# is now **REQUIRED** for, both, Project EXCEL course registration and Accuplacer testing purposes. Students should complete the OEF during the first week of class. Students needing to take the Accuplacer placement test should complete the OEF at least one week prior to the scheduled testing date to ensure they receive their A# prior to testing

Returning students must also complete the OEF, each academic year, to reactivate their student status and verify all information, previously submitted, is current. This includes the student's mailing address, phone number, and email address.

Students who did not enroll in fall or yearlong courses, but are planning to enroll in spring courses, should complete the Project EXCEL (spring term) OEF prior to December 1.

ALL students are still required to complete the four-part paper registration form in order to register for Project EXCEL courses.

(The OEF does NOT replace the paper registration form)

The student's name, social security number, and their VU Student ID (A#) will be required on the paper registration form, along with other pertinent course registration information, currently required. Where applicable, this includes course prerequisite and placement scores and free/reduced lunch eligibility verification. **Students and parents are still required to sign the paper registration forms.** Although there is some duplication of requested information on the OEF and paper registration form, not all information requested on the OEF will be requested again on the paper registration form.

The primary purpose of the new online enrollment form is to:

- Automatically generate the student's VU ID (A#) for new students **(now required on the Project EXCEL paper registration form for ALL students and for VU Accuplacer testing).**
- Verify or update student records (i.e. address, email, phone) for returning Project EXCEL students.
- Decrease the number of data entry errors we experience during the registration process, due to illegible student handwriting.
- **Reduce the number of follow up calls and emails sent to instructors and guidance counselors, due to illegible and incomplete demographic information provided on the paper registration forms.**

EXTREMELY IMPORTANT: This significant change will require students to use **a valid email address that they can, AND WILL, check on a regular basis to verify and confirm their VU student account information.** While a personal email address is preferred, students may utilize a high school issued email address. ***Students will not be permitted to register for Project EXCEL courses until their email address is authenticated/verified.*** Students **must retain their Student ID Number (A#) and MyVU username and password,** sent to them via this email, in order to complete the following tasks:

- 1) Complete the VU Accuplacer placement exam, as needed. **The student A# is now required** – please do not allow students to use an alternative ID number, as permitted previously.
- 2) Register for Project EXCEL courses (the student A# will be **required** on the Project EXCEL registration form for **ALL** students, in addition to the SSN requirement for U.S. citizens).
- 3) Access **online bill pay** options (see separate information sheet).
- 4) Access the **required** end of course surveys.

Online Enrollment Form (OEF) Access

We ask that you provide the [link](#) below to all students the **first week of the new academic year**.

This [link](#) is also available on the Project EXCEL website under Instructors and Counselors – [Additional Resources](#) and on the [Student page](#). This form can be completed at school or at home. To avoid input errors, we recommend students use a tablet, laptop, or desktop computer to complete the enrollment form; however, the form can be completed on a smartphone.

Students registering for spring courses only should go ahead complete this form now, if they need to take the VU Accuplacer exam, or by December 1 for spring registration.

Please advise students to keep the username and password created when completing the OEF. Should their session be interrupted, or they simply do not have time to finish the session, they will be able continue without having to start the process again from the start.

Student Online Enrollment Form (OEF) Link:

<https://ssb.vinu.edu/PROD/ProjectEXCELOEF>

NEW STUDENTS - Upon successful completion of the Online Enrollment Form (OEF), new students will receive an email within 1 – 3 business days. This email will contain their VU Student ID Number (A#), and their MyVU username and password. **Please remind new students that this A# must be listed on the paper registration form.**

It is imperative that students enter a valid email address on the OEF that can, AND WILL, be checked.

Students must access this email and follow the instructions for authenticating the email address they listed on the OEF. This step is **required** prior to submission of the four-part Project EXCEL registration form.

RETURNING STUDENTS - must also complete the OEF, each year, to reactivate their student status and confirm or update the current information listed for him or her in the VU system. In most cases, returning students will not receive an email with their VU Student ID and MyVU information, because this information was previously sent to them after their first Project EXCEL course registration.

If returning students do not have their VU credentials, they must utilize the following methods to retrieve this information. **IMPORTANT: returning students must follow these steps in order to authenticate their email address and retrieve their A# - BOTH of which are required in order to register for PE courses and take the VU Accuplacer placement test.**

Returning students needing their MyVU information - go to vinu.edu and click "MyVU" (top right side of screen). Click "Need Username/Password Help?" link (bottom left of screen), enter their SSN, and follow the instructions.

Once a returning student has access to their MyVU portal, they need to:

- 1. Log into MyVU, where they will be prompted to designate or confirm their preferred email address – this will require them to login to that email account and follow instructions to authenticate the email.***
- 2. Obtain their A# (required for course registration and Accuplacer testing), by logging into their [MyVU](#) account:***
 - a. Go to vinu.edu and click "Sign In" (top right side of screen)***
 - b. Once signed in, click on "Need your A number?" under Quick Links (left side of the screen under "Contact Information, etc.").***