



THE DEPARTMENT OF
STUDENT CONDUCT

Steps to Re-enroll at Virginia State University

Dear Student:

Once you have completed your suspension, please follow the steps below to ensure a smooth re-enrollment process back to Virginia State University (VSU).

1. Review your student account and sanction verification. Please log into your Banner student account to review the holds on your account. If you were assigned additional sanctions, please send a copy of the completed sanctions to Mrs. Jacquelyn N. Griffin-Hammonds, Administrative Assistant for the Department of Student Conduct at jgriffin-hammonds@vsu.edu and copy Ms. Cathleen Braxton, Director of Student Conduct at cbraxton@vsu.edu on the email. The Department of Student Conduct will verify that you have completed all of your sanctions and remove the student conduct hold if all sanctions have been completed. If have any questions concerning the documentation that is needed, please call (804)524-5866 or you can email Ms. Regina Barnett-Tyler, Assistant Vice Provost for Student Success at rbarnett@vsu.edu.
2. VSU Police Department. Please contact the VSU Police Department at (804) 524-5360 or by email at police@vsu.edu to discuss the removal of your "No Trespassing Order". The removal of the "No Trespassing Order" will be determined by the VSU Police Department. Only the VSU Police Department has the authorization to remove the no trespass hold.
3. Admissions. Please contact the Office of Admissions to check your status at (804) 524-5902 or admiss@vsu.edu. Only students that have been suspended for over a year must be readmitted to the university. The re-admit process is online at <http://www.vsu.edu/admissions/apply/index.php>. Students who are suspended for one semester only, do not need to reapply.
4. Financial Aid. Please contact the Financial Aid Office to check your financial aid award and Satisfactory Academic Progress (SAP) status. For more information, please email Finaid@vsu.edu or call (804)524- 5990.
5. Registration. During the validation period of your returning semester, students who have completed 29 credit hours and below should meet with their assigned Advisor in the Academic Center for Excellence for course registration. Students who have completed 30 credit hours and above should meet with their departmental Academic Advisor. Note: You can only register for classes when you return from your suspension during the validation period. Therefore, you will not be able to register for classes while suspended.
6. Housing. To obtain an on-campus housing assignment, you must resubmit a Housing Application on the housing self-service portal via banner for the term you are returning to VSU. After your application has been submitted online, you must contact the Housing Office by email at

reslife@vsu.edu or by phone at (804) 524-6840 so that the housing coordinator can review your account and process your assignment.

7. Student Accounts. Online payments can be made at www.vsu.afford.com. Also, payments can be made via credit/debit cards by calling Virginia State University's Cashier Office at 804-524-5150 or you can make a payment at the office located in Gandy Hall, Rm B30A. VSU Cashier Office accepts cash, money orders, credit & debit cards. For more information, contact Student Accounts at (804) 524-5506 or bursar@vsu.edu.
8. Trojan Card. Reactivation of ID cards can only be done in person, and pending confirmation by Student Conduct and/or VSU Police Department that the hold or band has been lifted.
9. Helpdesk. If you have trouble logging into your student email, Banner, and Blackboard please contact the VSU Helpdesk by phone at (804) 524-2000 or by email at VSUStudentHD@vsu.edu.

We hope that you are ready to complete your education at VSU. We welcome you back to the Trojan Family and wish you the very best on your educational journey.

A handwritten signature in black ink, appearing to read "Ra'meer Roberts". The signature is fluid and cursive, with the first name "Ra'meer" and the last name "Roberts" clearly distinguishable.

Ra'meer Roberts
Coordinator of Student Conduct,
Division of Student Success and Engagement