**COURSE REGISTRATION WORKSHEET**

**WORKSHEET INSTRUCTIONS**

☐ To prepare for course registration, complete this worksheet.

**LIST YOUR TOP 3 ENGINEERING MAJOR CHOICES**

☐ Review our [Explore Engineering](#) website.

1 ________ 2 ________ 3 ________

**REVIEW YOUR UNOFFICIAL TRANSCRIPT ON HOKIE SPA**

☐ Go to Hokie Spa > Transcripts and Certifications Menu > View Unofficial Transcripts.

**VERIFY COMPLETION OF CHANGE OF MAJOR REQUIREMENT COURSES**

☐ Mark off the Engineering change of major requirement courses you have completed or are currently taking.

- For the full details, review our [How to Declare an Engineering Major](#) document.

| ENGE 1215: Foundations of Engineering | ENGE 1216: Foundations of Engineering |
| MATH 1225: Calculus of a Single Variable | MATH 1226: Calculus of a Single Variable |
| CHEM 1035: General Chemistry | PHYS 2305: Foundations of Physics with Lab |
| CHEM 1045: General Chemistry Lab | ENGL 1106: First-Year Writing |

**USE THE CHECKSHEETS FOR YOUR ENGINEERING MAJOR CHOICES**

☐ Download or print the [Engineering degree checksheet(s)](#) for the major(s) of interest.

- Select Checksheets > College > College of Engineering.
  - For date of entry 2020-2021 checksheet, select the "2022" link to view the checksheet.
  - For date of entry 2021-2022 checksheet, select the "2021/2022" link to view the checksheet.
  - For date of entry 2022-2023 checksheet, select the "2022/2023" link to view the checksheet.
- Learn how to read an Engineering degree checksheet by reviewing our [How to Read a Checksheet](#) document.

☐ Go to Hokie Spa > Transcripts and Certifications Menu > View Unofficial Transcripts. Mark off any transfer credits, completed courses, as well as courses currently in progress on your checksheet(s).

☐ Identify potential courses from the checksheet(s) you wish to take.

- If you move a course to a different semester than what is listed on the checksheet, you must verify it is offered in that semester. You must meet all pre-requisites and co-requisites.
- If you do not declare a degree-granting Engineering major by the start of the next semester, you may not be able to take major-restricted Engineering courses. View course restrictions on the [Timetable of Classes](#) or Course Registration System by clicking on the CRN or class title and reading [Course Restrictions](#).

☐ For ROTC students, you can use your Academic Degree Plan or the ROTC resources on our [Academic Plan of Study](#) website when planning for the courses you will take next semester.

**CHECK PATHWAYS TO GENERAL EDUCATION PROGRESS**

☐ List all Pathways to General Education concepts you have completed or are currently taking. Use the [Pathways Table](#) to determine what Pathways the courses you have taken fulfill.

- For full details, review our [How to Check Pathways Progress](#) document.

| 2 Critical Thinking in the Humanities | 6a Critique and Practice in Design and the Arts |
| 6a (Arts): Student choice - ___________ |
| All Majors: Student choice - ___________ |
| 3 Reasoning in the Social Sciences | 6 Critical Analysis of Identity and Equity in the United States |
| AE, CE, MSE, OE: students must take ECON 2005 + ___________ |
| CEM: students must take ECON 2005 + ___________ |
| All other majors: Student choice - ___________ |
| 7 Critical Analysis of Identity and Equity in the United States |
| Note: Pathway 7 courses can count for two Pathways if the course is listed as both a Pathway 7 and another Pathway concept |

**USE THE CHECKSHEETS FOR YOUR ENGINEERING MAJOR CHOICES**

☐ Download or print the [Engineering degree checksheet(s)](#) for the major(s) of interest.

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CREATE A TENTATIVE CLASS SCHEDULE

☐ Use the information you have completed above to create a tentative class schedule.

☐ Use the Timetable of Classes to review available courses for the semester. Collect the CRNs for each course you want to take. Make sure there are no time conflicts.
  - CRN = Course Request Number, a unique five-digit number which corresponds to the time and days of the course. Verify days and times do not conflict. If applicable, plan for adequate travel time between classes.
  - Full-time status during fall and spring semesters is 12 credit hours. We recommend that you enroll in 15-17 credits and follow the guidelines on your intended major(s) checksheet. The maximum number of credits you can enroll in is 19.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Subject and Number: Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex) 11234</td>
<td>Ex) ENGE 1216: Foundations of Engineering</td>
<td>Ex) 2</td>
</tr>
</tbody>
</table>

Total Credit Hours

NEED HELP? GET ACADEMIC ADVISING.

☐ Complete the General Engineering Course Request Self-Check form.

☐ Attend the Spring 2023 Course Registration Group Advising Session for more information. You can find the dates and times for this advising session on the General Engineering Student Events calendar.

☐ Review the Course Registration Frequently Asked Questions.

☐ If you still need additional help or would like to have your tentative schedule reviewed, complete this worksheet and either:
  - Make an advising appointment with your Engineering Advisor in Navigate and be prepared with this completed worksheet. AND/OR
  - Email your academic advisor a copy of this completed worksheet along with your questions.

NEXT STEPS

☐ Complete Course Request. Review Course Request availability.
  - Go to Hokie Spa > Course Request > Enter the CRN for each course > Add CRNs.
  - Once submitted, you can adjust your request until the closing date and time.
  - Requests are processed by academic level, not by submission date and time.
  - There is no guarantee you will receive all courses or the specific CRNs you request.
  - Unable to submit a request? Plan to add courses in real time during Drop/Add.

☐ Complete Drop/Add. Review Drop/Add availability.
  - Go to Hokie Spa > Registration (Add/Drop and Schedule) > Select the appropriate semester > [Drop/Add] Register for Classes.
  - Drop/Add is a live system. Seat availability changes. You may need to monitor the Timetable of Classes consistently throughout the entire live period to finalize your schedule.
  - If you are switching sections of the same course, use the Conditional Add/Drop feature. See Slide 22 of the Registration Tutorial for instructions.