

# 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.

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## 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 College of Engineering Restricted Major change of major requirement courses you have completed or are currently taking.
- For the full details, review our [Change of Major/Minor](#) website.

<input type="checkbox"/>	ENGE 1215: Foundations of Engineering
<input type="checkbox"/>	MATH 1225: Calculus of a Single Variable
<input type="checkbox"/>	ENGL 1105: First-Year Writing

<input type="checkbox"/>	ENGE 1216: Foundations of Engineering
<input type="checkbox"/>	MATH 1226: Calculus of a Single Variable

## USE THE CHECKSHEETS FOR YOUR ENGINEERING MAJOR CHOICES

- ☐ Download or print the [degree checksheet\(s\)](#) for the major(s) of interest.
- Select Checksheets > College > College of Engineering.
    - 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.
    - For date of entry 2023-2024 checksheet, select the "2023/2024" link to view the checksheet.
  - Learn how to read an Engineering degree checksheet by reviewing our [How to Read a Checksheet](#) website.
- ☐ 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 Guides](#) to determine what Pathways the courses you have taken fulfill.
- For full details, review our [How to Check Pathways Progress](#) website.

## 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.

CRN Ex) 91234	Course Subject and Number: Course Title Ex) MATH 2204: Multivariable Calculus	Credit Hours Ex) 3
Total Credit Hours		

## NEED HELP? GET ACADEMIC ADVISING.

- ☐ Complete the [General Engineering Course Request Self-Check](#) form.
- ☐ Attend the Course Registration Group Advising Session for more information. You can find the dates and times for this advising session on the [General Engineering Opportunities Canvas page](#).
- ☐ 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 Registration and Schedule Menu > 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.
- ☐ Complete Drop/Add. [Review Drop/Add availability](#).
  - Go to Hokie Spa > Course Registration and Schedule Menu > 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.