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.

☐ 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.

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

☐ Use the checksheets for your engineering major choices

☐ 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.

<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>
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NEED HELP? GET ACADEMIC ADVISING.

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

☐ Attend the Fall 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 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.