HOW TO DECLARE AN ENGINEERING MAJOR

1. COMPLETE THE COURSE REQUIREMENTS
   - CHEM 1035: General Chemistry
   - CHEM 1045: General Chemistry Lab
   - ENGE 1215: Foundations of Engineering (C- min)
   - ENGE 1216: Foundations of Engineering (C- min)
   - ENGL 1105: First-Year Writing
   - ENGL 1106: First-Year Writing
   - MATH 1225: Calculus of a Single Variable (math ready)
   - MATH 1226: Calculus of a Single Variable
   - PHYS 2305: Foundations of Physics

   Verify course completion of all courses:
   Hokie Spa ➔ Transcripts and Certifications Menu ➔ View Unofficial Transcript

2. EARN GPA HOURS
   GPA hours include any A-F graded courses taken at Virginia Tech (excluding W's and P/F if the class is passed).

   Minimum: 12 GPA Hours
   Maximum: 55 GPA Hours

   Maximum of 55 GPA hours is only applicable to students in General Engineering.

3. MEET THE GPA REQUIREMENT
   Admission to all degree-granting engineering majors (except Biomedical Engineering) determined by space-availability and is based on each student’s Virginia Tech GPA.

   Minimum: 2.00 Overall GPA
   Guarantee: 3.00 Overall GPA

   3.00 GPA guarantee is only applicable to students in the College of Engineering.

4. APPLY ON HOKIE SPA
   Hokie Spa ➔ Change of Major Application (Undergraduate)

   Applications may only submitted three times per year, see FAQ 2 and FAQ 3 on the next page for specific dates and deadlines.

   Students can select up to three engineering major choices. Directions for selecting additional choices can be found on slides 10 and 11 here.

5. SUBMIT ESSAY RESPONSES
   Non-Engineering students must submit essay responses to the prompts below, of no more than 350 words per essay, at the following link: https://www.enge.vt.edu/em/essay
   1) Explain why you chose your first-choice major and how you made that decision.
   2) Explain why and how you selected your second and third choice major.

IMPORTANT UPDATES
- Biomedical Engineering (BME) has an additional application/interview process and does not adhere to the 3.00 guarantee. Applications for BME are only reviewed in the spring semester.

See the next page for a list of frequently asked questions (FAQ) about the College of Engineering change of major process.
FREQUENTLY ASKED QUESTIONS (FAQ):

1. What are the engineering majors at Virginia Tech?

<table>
<thead>
<tr>
<th>Aerospace Engineering (AE)</th>
<th>Computer Engineering (CPE)</th>
<th>Materials Science &amp; Engineering (MSE)</th>
</tr>
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<tbody>
<tr>
<td>Biological Systems Engineering (BSE)</td>
<td>Computer Science (CS)</td>
<td>Mechanical Engineering (ME)</td>
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<tr>
<td>Biomedical Engineering (BME)</td>
<td>Construction Engineering &amp; Management (CEM)</td>
<td>Mining Engineering (MINE)</td>
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<tr>
<td>Chemical Engineering (CHE)</td>
<td>Electrical Engineering (EE)</td>
<td>Ocean Engineering (OE)</td>
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<td>Civil Engineering (CE)</td>
<td>Industrial &amp; Systems Engineering (ISE)</td>
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2. When can I apply to an engineering major?
   The application is available three times per year: end of spring, end of summer, end of fall (with the exception of Biomedical Engineering which will only review applications in the spring semester). A full list of dates and deadlines can be viewed in FAQ 3.

3. What are the application dates and deadlines?

<table>
<thead>
<tr>
<th>Application &amp; Essay*</th>
<th>End of Spring 2020</th>
<th>End of Summer 2020</th>
<th>End of Fall 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>May 17, 2020</td>
<td>August 16, 2020</td>
<td>January 3, 2021</td>
</tr>
<tr>
<td>Upload Proof of Transfer Credit**</td>
<td>May 20, 2020</td>
<td>August 19, 2020</td>
<td>January 6, 2021</td>
</tr>
<tr>
<td>Decision &amp; Notification</td>
<td>May 21, 2020</td>
<td>August 20, 2020</td>
<td>January 7, 2021</td>
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</tbody>
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* The essay is only required for non-engineering students; see Step 5 on first page.
** Proof of transfer credit is only required if a course requirement is not displayed on the VT unofficial transcript; see Step 1 on first page.

4. What if I have transfer credit for a change of major course and it's not awarded on Hokie Spa?
   Upload a copy of your unofficial transcript from your transfer institution to the following link: https://www.enge.vt.edu/em/transfercredit (see the deadline to upload proof of transfer credit in FAQ 3)

5. How do I apply for an engineering major as a secondary major?
   Applications for a secondary major in engineering should be submitted using the following link: https://www.appss.enge.vt.edu/forms/com (all dates and deadlines in FAQ 3 apply for secondary major applications as well)

6. When can I take ENGE 1215?
   ENGE 1215 is taught fall, spring, summer I, and summer II.
   - **Fall Semester:** Only available to General Engineering students; non-engineering students are not permitted to take the course in the fall semester.
   - **Spring Semester:** Available to all General Engineering students; non-engineering students with a minimum 2.0 overall GPA are permitted to take this course, on a space-available basis.
   - **Summer I Session:** Available to all General Engineering students; non-engineering students with a minimum 2.0 overall GPA are permitted to take this course, on a space available basis.
   - **Summer II Session:** Only General Engineering students admitted to the Summer Academy program are permitted to take this course in summer II.

   ENGE 1216 is taught fall, spring, summer I, and summer II. General Engineering students are permitted to take this course during any term. Non-engineering students with a minimum 2.0 overall GPA are permitted to take this course during any term, on a space-available basis.

7. When can I take courses within a specific engineering discipline?
   Most courses within the disciplines are restricted to students currently in the majors. The exceptions are: CS 1114, ECE 1004, ESM 2104, ESM 2204, ESM 2304, and ISE 1404. For all other courses, students will need to be officially declared in the major to enroll. Students are encouraged to review the checklist for their intended major to understand course offerings and future impacts.

8. How can I declare one of the specialized electrical engineering or computer engineering majors?
   Students must first declare Electrical Engineering (EE) or Computer Engineering (CPE). Upon completion of ECE 2014: Engineering Professionalism in ECE or ECE 2804: Integrated Design Project, students may apply to declare one of the 7 electrical engineering majors (CMNW, ECRA, ERES, MNSY, PHTN, RFWM, SPCS) or 5 computer engineering majors (CPI, CRA, MCHL, NWCS, SFTW). Students may also choose to remain in EE or CPE.