

ENGINEERING CHANGE OF MAJOR

FALL 2018 APPLICATION TIMELINE

STEP 1: DETERMINE THE APPROPRIATE APPLICATION

TIMELINE: DECEMBER 17 - JANUARY 6

For changing your primary major

- Submit university Change of Major Application on [Hokie Spa](#).
- Remember that students can submit up to three different change of major applications for Engineering majors.

For adding a secondary major

- Submit the College of Engineering [Secondary Major Application](#).

For adding an engineering minor

- Submit the College of Engineering [Minor Application](#).

STEP 2: UPLOAD PROOF OF TRANSFER CREDIT

TIMELINE: NOVEMBER 17 - JANUARY 10

- Upload proof of transfer credit for any change of major coursework not displayed on Hokie Spa to enge.vt.edu/em/transfercredit.
- Request official transcript to be sent to the Virginia Tech Registrar's Office:

Office of University Registrar
Suite 250 Student Services Building
800 Washington St. SW
Blacksburg, Virginia 24061

STEP 3: COMPLETE ESSAY (NON-ENGINEERING STUDENTS ONLY)

TIMELINE: NOVEMBER 17 - JANUARY 6

- Non-Engineering students wishing to transfer into the College of Engineering must complete an essay as part of their Change of Major application. Students will submit answers to this essay at enge.vt.edu/em/essay.

STEP 4: APPLICATIONS PROCESSED

TIMELINE: JANUARY 11

- Processing of College of Engineering major and minor applications.
- Email notifications will be sent to student's Virginia Tech email account by 5:00 PM.

STEP 5: ADD MAJOR RESTRICTED ENGINEERING COURSES

TIMELINE: AFTER APPLICATION IS PROCESSED - JANUARY 28

- After change of major applications have been processed students are notified of acceptance, students who have been accepted into a degree granting engineering can add major-restricted courses.