HOW TO COMPLETE COURSE REGISTRATION (FALL 2019)

1. PREPARING FOR COURSE REQUEST

- Resolve any holds on your account. You cannot submit a course request if you have a hold on your account which affects registration.
  - Hokie Spa ➔ Hokie Wallet ➔ Administrative Holds
- Review your plan of study
- If you do not have a plan of study, review your intended major’s most current checksheet.
- Review your unofficial transcript. Verify completion/progress of course requirements, then mark those classes off the checksheet.
  - Hokie Spa ➔ Transcripts and Certifications Menu ➔ View Unofficial Transcripts
- Determine remaining Pathways to General Education requirements
  - Check your Pathways progress
- Attend the departmental advising session for the major(s) of interest
  - Registration is not required
  - Missed the session? Review the session materials here once they have been uploaded.

2. COMPLETING COURSE REQUEST

- Determine your Fall 2019 courses
  - Use the Timetable of Classes to review courses
  - Collect the CRNs for each course you want to request. CRN = Course Reference Number, a unique five-digit number which corresponds to the time and days of the course.
- Submit your request
  - Enter each CRN at Hokie Spa ➔ Course Request
  - Submit your request beginning at 12:01am March 19 through 11:59 pm March 26

Tips:
- Make sure days and times do not conflict
- Verify that you will meet pre-requisites, co-requisites, and/or major restrictions by clicking on the course title
- Plan to have at least 15 minutes between classes to allow yourself adequate travel time

Questions?
Contact your GE advisor.

3. COMPLETING DROP/ADD

- Resolve any holds on your account
  - Hokie Spa ➔ Hokie Wallet ➔ Administrative Holds
- Adjust your schedule in real time
  - Hokie Spa ➔ Registration (Add/Drop and Schedule) ➔ Fall 2019 ➔ [Drop/Add] Register for Classes
  - Drop/Add is a live system. Monitor for an open seat in the course of your choice.
  - Remain calm. You have time to adjust your fall schedule before the semester begins.
  - Drop/Add Availability:
    - 12:01 am April 13 through 11:59 pm May 31
    - 12:01 am August 3 through 11:59 pm August 30

Tips:
- If you are switching sections of the same course, use the Conditional Add/Drop feature.
- See Slide 22 for instructions.

Unable to complete Course Request?
Plan to add courses with open seats during the Drop/Add periods.