

COURSE REGISTRATION GUIDE

PREPARE FOR COURSE REGISTRATION

Complete steps below

PHASE 1: COURSE REQUEST

Review [Course Request Dates](#)

PHASE 2: DROP/ADD

Review [Drop/Add Dates](#)

1

PREPARE FOR COURSE REGISTRATION

- Resolve holds on your account. You cannot submit a course request or drop and add courses if you have a hold on your account which prevents registration.
 - Go to Hokie Spa > Hokie Wallet > Administrative Holds.
- Complete all pre-registration requirements on Hokie Spa. Review the [Registration Tutorial](#).
 - Go to [Hokie Spa](#) > Registration (Add/Drop and Schedule) > Prepare for Registration.
- Verify your transfer credits are showing on Hokie Spa. You cannot request or add courses if the pre-requisites are not showing on Hokie Spa.
 - Go to Hokie Spa > Grades Menu > Transfer and Other Additional Credit.
- Complete our Course Registration Worksheet on the next page.

2

COMPLETE PHASE 1: COURSE REQUEST

Watch our [Course Request video!](#)

- Enter your request on Hokie Spa
 - Go to Hokie Spa > Course Request > Enter the CRN for each course > Add CRNs.
 - Don't forget to click or tap the Add CRNs button.
 - The request system opens at **12:01 a.m. Eastern Time** and closes at **11:59 p.m. Eastern Time** on the [respective dates](#).

3

COMPLETE PHASE 2: DROP/ADD

Watch our [Drop/Add video!](#)

- Monitor seat availability on the Timetable of Classes and adjust your schedule in real time.
 - Go to Hokie Spa > Registration (Add/Drop and Schedule) > Select the appropriate semester > [Drop/Add] Register for Classes.
 - Drop/Add opens at **8:00 p.m. Eastern Time** and closes at **11:59 p.m. Eastern Time** on the [respective dates](#).

ADDITIONAL RESOURCES

Questions? Contact your academic advisor.

- Use these additional resources to help you with the course registration process:
 - * [How to Explore Majors](#)
 - * [How to Declare an Engineering Major](#)
 - * [COE Graduation Requirements \(Checksheets\)](#)
 - * [How to Read a Checksheet](#)
 - * [How to Check Pathways Progress](#)
 - * [Course Registration Frequently Asked Questions](#)

COURSE REGISTRATION WORKSHEET

WORKSHEET INSTRUCTIONS

- To prepare for course registration, complete this worksheet.

LIST YOUR TOP 3 ENGINEERING MAJOR CHOICES

- Review our [How to Explore Majors document](#).

1 _____ 2 _____ 3 _____

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 Engineering change of major requirement courses you have completed or are currently taking.
- For the full details, review our [How to Declare an Engineering Major document](#).

<input type="checkbox"/>	ENGE 1215: Foundations of Engineering
<input type="checkbox"/>	MATH 1225: Calculus of a Single Variable
<input type="checkbox"/>	CHEM 1035: General Chemistry
<input type="checkbox"/>	CHEM 1045: General Chemistry Lab
<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
<input type="checkbox"/>	PHYS 2305: Foundations of Physics with Lab
<input type="checkbox"/>	ENGL 1106: First-Year Writing

USE THE CHECKSHEETS FOR YOUR ENGINEERING MAJOR CHOICES

- Download or print the [Engineering degree checksheet\(s\)](#) for the major(s) of interest.
- Select Checksheets > College > College of Engineering.
 - For date of entry 2020-2021 checksheet, select the "2022" link to view the checksheet.
 - For date of entry 2021-2022 checksheet, select the "2021/2022" link to view the checksheet.
 - Learn how to read an Engineering degree checksheet by reviewing our [How to Read a Checksheet document](#).
- 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 Table](#) to determine what Pathways the courses you have taken fulfill.
- For full details, review our [How to Check Pathways Progress document](#).

2 — Critical Thinking in the Humanities
 All Majors: **Student choice** - _____ + _____

6a — Critique and Practice in Design and the Arts
 6a (Arts): **Student choice** - _____

3 — Reasoning in the Social Sciences
 AE, CE, MSE, OE: students must take ECON 2005 + _____
 CEM: students must take ECON 2005 + ECON 2006
 All other majors: **Student choice** - _____ + _____

7 — Critical Analysis of Identity and Equity in the United States
 All majors: **Student choice** - _____
 Note: Pathway 7 courses can count for two Pathways if the course is listed as both a Pathway 7 and another Pathway concept

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: Intro Multivariable Calculus	Credit Hours Ex) 3
Total Credit Hours		

NEED HELP? GET ACADEMIC ADVISING.

- Complete the [General Engineering Fall Course Request Self-Check](#) form.
- Attend the Fall 2022 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 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.
 - Unable to submit a request? Plan to add courses in real time during Drop/Add.
- Complete Drop/Add. [Review Drop/Add availability](#).
 - Go to Hokie Spa > 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.