**COURSE REGISTRATION GUIDE**

**PREPARE FOR COURSE REGISTRATION**

- 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.

**COMPLETE PHASE 1: COURSE REQUEST**

- 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.

**COMPLETE PHASE 2: DROP/ADD**

- 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**

- 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

**QUESTIONS?** Contact your academic advisor.
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.

| ENGE 1215: Foundations of Engineering | ENGE 1216: Foundations of Engineering |
| MATH 1225: Calculus of a Single Variable | MATH 1226: Calculus of a Single Variable |
| CHEM 1035: General Chemistry | PHYS 2305: Foundations of Physics with Lab |
| CHEM 1045: General Chemistry Lab | 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.
  1. For date of entry 2020-2021 checksheet, select the "2022" link to view the checksheet.
  2. 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 - ___________ + _______________

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 - ___________ + _______________

6a Critique and Practice in Design and the Arts
6a (Arts): 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.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Subject and Number: Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex) 91234</td>
<td>Ex) MATH 2204: Intro Multivariable Calculus</td>
<td>Ex) 3</td>
</tr>
</tbody>
</table>

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.