Please review the following details to prepare for course registration.

**HOW TO REGISTER FOR SPRING COURSES**

Course Registration is accomplished in two phases: Course Request and Drop/Add.

**PHASE 1: COURSE REQUEST**

Course Request is Phase 1 and will take place between Tuesday, October 27 - Tuesday, November 10. It will open on October 27 at 12:01 AM Eastern Time (EST/EDT) and close on November 10 at 11:59 PM Eastern Time (EST/EDT).

Course Request is your opportunity to inform the university of the specific courses you would like to take during the spring semester. Courses are not automatically awarded during this phase and you are not guaranteed to get all of the courses or the specific times requested. Course request is not first-come, first-serve, so you can submit your request anytime during the two week window. Be sure to account for any time zone differences when submitting your request.

**PHASE 2: DROP/ADD**

Drop/Add is Phase 2 and will start on Sunday, December 5. It will open on December 5 at 12:01 AM Eastern Time (EST/EDT). Drop/Add is your opportunity to finalize your class schedule for the spring semester. Unlike Course Request, the Drop/Add period is live and first-come, first-serve. The deadline to add a class to your spring schedule is not until the end of the first week of classes in the spring semester.

**HOW TO COMPLETE COURSE REQUEST**

Use the Timetable of Classes or the Registration (Add/Drop) and Schedule system on Hokie Spa to develop a proposed class schedule. Verify pre-requisites, co-requisites, and/or major restrictions for each of the classes you are attempting to request. Locate the Course Request link in Hokie Spa and submit the Course Reference Numbers (CRN’s) for the specific course sections. Verify that you are looking at the list of classes for spring and the class dates and times are correct on your course request submission. You will find additional details on completing course request as you read through this document.
Please review the following details to prepare for course registration.

DETERMINING WHICH COURSES TO REQUEST

You will use the checksheet for your intended major to determine which courses to course request. If you are still not sure which major you want to declare, you may choose to develop a schedule that incorporates courses for multiple majors. As a reminder, your course request is not final, you will be able to make changes when drop/add opens later this semester.

RECEIVING ACADEMIC ADVISING SUPPORT

Your Academic Advisor will host appointment-based virtual advising to assist you with this process. You can schedule virtual advising sessions using Navigate and will use Zoom to connect with your advisor during your scheduled appointment time. In addition to virtual advising, you are always welcome to email your academic advisor. The General Engineering Advising Team is also offering several group advising sessions about Course Request. The necessary information for the group advising sessions can be found on the General Engineering Undergraduate Advising Events document.

The remainder of this document includes several resources to aid in course registration:

- Course Request Worksheet
  Please use the resources provided below to complete the Course Request Worksheet.
- How to Complete Course Registration
- COE Graduation Requirements (Checksheets)
- How to Read a Checksheet
- How to Check Pathways Progress
- How to Schedule an Appointment with Your Academic Advisor (ZOOM)
- Frequently Asked Questions
COURSE REQUEST WORKSHEET

INSTRUCTIONS
☐ Prior to meeting with your advisor for course request please complete the worksheet below.

TOP 3 ENGINEERING MAJOR CHOICES
☐ How to Explore Majors: https://enge.vt.edu/content/dam/enge_vt_edu/undergraduate/explore_majors.pdf

CHANGE OF MAJOR REQUIREMENTS
☐ Mark all of the Engineering change of major requirements that you have completed or are currently taking.
  • How to Declare an Engineering Major: https://enge.vt.edu/content/dam/enge_vt_edu/undergraduate/coe_com.pdf

PATHWAYS TO GENERAL EDUCATION
☐ List all of Pathways to General Education concepts you have completed or are currently taking.
  • How to Check Pathways Progress: https://enge.vt.edu/content/dam/enge_vt_edu/undergraduate/pathways_progress.pdf

TENTATIVE CLASS SCHEDULE FOR THE SPRING SEMESTER
☐ Use the College of Engineering Major Checksheets for your major choices and identify potential courses you wish to take next semester.
  • Checksheets can be found at: enge.vt.edu/content/dam/enge_vt_edu/undergraduate/checksheets.pdf

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Abbreviation and Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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Total Credit Hours
**HOW TO COMPLETE COURSE REGISTRATION**

1. PREPARE 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
- Find your degree checksheet (graduation requirements).
  - Not sure how to read a checksheet? Check out our How to Read a Checksheet document.
- Mark off any transfer credits/completed credits, as well as courses in progress on your checksheet.
  - Hokie Spa ➔ Transcripts and Certifications Menu ➔ View Unofficial Transcripts
- Determine remaining Pathways to General Education requirements.
  - Review our How to Check Pathways Progress document.
- Notate the courses you intend to request.
  - If you move a course to a different term than what is listed on the checksheet, you must check to ensure it is offered in that term and you meet the pre-requisites and co-requisites for the course.

2. COMPLETE COURSE REQUEST

- Create your schedule
  - 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.
  - Pro Tips:
    - Timetable of classes will be available a few weeks before the request period begins.
    - Make sure days and times do not conflict
    - Verify you will meet pre-requisites, co-requisites, and/or major restrictions by clicking on the CRN number
    - Plan to have adequate time between classes for travel
- Submit your request
  - Enter each CRN at Hokie Spa ➔ Course Request
  - Submit your request. See Course Request Availability.
  - The system opens at 12:01 a.m. EDT and closes at 11:59 p.m. EDT on the respective dates.
  - Pro Tips:
    - You may update your request until 11:59 p.m. on the last day of the request period
    - Undergraduate course requests are processed in order of academic level, not the order received
    - There is no guarantee you will receive all courses or specific CRNs you request

3. COMPLETE 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 ➔ [Drop/Add] Register for Classes ➔ Semester
  - Drop/Add is a live system. Monitor for an open seat in the course of your choice.
  - See Drop/Add Availability. Opens at 12:01 a.m. EDT and closes at 11:59 p.m. EDT on the respective dates
  - Remain calm! You have time to adjust your schedule before the semester begins.
  - Pro Tip:
    - If you are switching sections of the same course, use the Conditional Add/Drop feature.
    - See Slide 22 for instructions.

**Questions?**
Contact your assigned General Engineering advisor.
We are happy to help!
**FOR STUDENTS:**
- GRADUATING IN CALENDAR YEAR 2022 or
- STARTING IN ACADEMIC YEAR 2020-2021

<table>
<thead>
<tr>
<th>Aerospace Engineering (AE)</th>
<th>Electrical Engineering (EE)</th>
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<tr>
<td>Biological Systems Engineering (BSE)</td>
<td>Industrial and Systems Engineering (ISE)</td>
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<tr>
<td>Biomedical Engineering (BME)</td>
<td>Materials Science and Engineering (MSE)</td>
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<tr>
<td>Chemical Engineering (CHE)</td>
<td>Mechanical Engineering (ME)</td>
</tr>
<tr>
<td>Civil Engineering (CE)</td>
<td>ME Degree Path Sheet</td>
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<tr>
<td>Computer Engineering (CPE)</td>
<td>Mining Engineering (MINE)</td>
</tr>
<tr>
<td>Computer Science (CS)</td>
<td>Ocean Engineering (OE)</td>
</tr>
<tr>
<td>Construction Engineering and Management (CEM)</td>
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</tr>
</tbody>
</table>

**Additional Resources:**
- How to Read a Checksheet
- How to Check Your Pathways Progress
HOW TO READ A CHECKSHEET

WHAT IS A CHECKSHEET?

- The university refers to graduation requirements as "checksheets."
- College of Engineering checksheets can be found [here](#).

UNDERSTANDING THE CHECKSHEET

Checksheets in the College of Engineering show a generalized course plan that includes pre-requisites, co-requisites, term offerings, and grade requirements.

It is important to review the checksheet for all majors you are interested in as the requirements will vary, specifically with regards to the minimum grade requirement in specific courses.

Additional pages on degree checksheets will include detailed information on general education requirements, satisfactory progress towards degree, and specific electives within the degree.

To find the Pathways you have already fulfilled and to find which Pathways are fulfilled through Engineering requirements, refer to the [Check Pathways Progress infographic](#).

www.enge.vt.edu
## HOW TO CHECK PATHWAYS PROGRESS

### WHAT ARE PATHWAYS TO GENERAL EDUCATION?
- Pathways to General Education are comprised of seven core learning concepts that include the skills, knowledge, tools, and perspective which every Virginia Tech student should engage before graduation.
- All engineering degrees fulfill Pathway 1f, 1a, 4, 5f, 5a, and 6d with courses required for graduation (see chart below).

### Step 1:
Access your Unofficial Transcript on Hokie Spa. On Hokie Spa select "Transcripts and Certifications Menu" and then select "View Unofficial Transcript."

### Step 2:
Use the Pathways to General Education Table to:
- Find the Pathways your transfer credits may fulfill.
- Find the Pathways the courses you have previously completed at Virginia Tech may fulfill.
- Find the Pathways the courses you plan to take in a future semester may fulfill.

### Step 3:
Use the empty spaces in the chart above to write the Pathways courses you have completed.

### Pathways Fulfilled Through Engineering Requirements

<table>
<thead>
<tr>
<th>Pathways Fulfilled Through Engineering Requirements</th>
<th>Pathways Fulfilled Through Student Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Discourse](1f (Foundational): Fulfilled with ENGL 1105-1106)</td>
<td>![Critical Thinking in the Humanities](All Majors: Student choice - _____________ + _____________)</td>
</tr>
<tr>
<td>![1a (Advanced)](Major Choice - _____________)</td>
<td>![Reasoning in the Natural Sciences](Fulfilled with CHEM 1035/1045 and PHYS 2305)</td>
</tr>
<tr>
<td>![4](Reasoning in the Natural Sciences)</td>
<td>![Quantitative and Computational Thinking](Fulfilled with MATH 1225-1226)</td>
</tr>
<tr>
<td>![5f (Foundational)](5a (Advanced): Fulfilled with MATH 2214 or CS 3114)</td>
<td>![5a (Advanced)](Fulfilled with MATH 2214 or CS 3114)</td>
</tr>
<tr>
<td>![Critical Thinking in the Humanities](6a (Arts): Student choice - _____________)</td>
<td>![6d (Design)](Fulfilled with ENGE 1215-1216)</td>
</tr>
<tr>
<td>![Discourse](6d (Design): Fulfilled with ENGE 1215-1216)</td>
<td>![Critical Analysis of Identity and Equity in the United States](All majors: Student choice - _____________)</td>
</tr>
<tr>
<td>![6a (Arts)](Note: Pathway 7 courses can count for two Pathways if the course is listed as both a Pathway 7 and another Pathway concept)</td>
<td>![Critical Analysis of Identity and Equity in the United States](All majors: Student choice - _____________)</td>
</tr>
</tbody>
</table>

**Major Choice:** Denotes a Pathways course which will be required by your specific major before graduation.

**Student Choice:** Denotes Pathways courses which students can select from approved Pathways courses.

### FINDING YOUR PATHWAYS

- **Step 1:** Access your Unofficial Transcript on Hokie Spa. On Hokie Spa select "Transcripts and Certifications Menu" and then select "View Unofficial Transcript."
- **Step 2:** Use the Pathways to General Education Table to:
  - Find the Pathways your transfer credits may fulfill.
  - Find the Pathways the courses you have previously completed at Virginia Tech may fulfill.
  - Find the Pathways the courses you plan to take in a future semester may fulfill.
- **Step 3:** Use the empty spaces in the chart above to write the Pathways courses you have completed.

### Unofficial Transcript

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS</td>
<td>1114</td>
<td>Intro to Software Design</td>
<td>T</td>
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<tr>
<td>ECON</td>
<td>2006</td>
<td>Principles of Economics</td>
<td>T</td>
</tr>
<tr>
<td>ENGL</td>
<td>1105</td>
<td>First-Year Writing</td>
<td>T</td>
</tr>
<tr>
<td>HIST</td>
<td>1115</td>
<td>History of the United States</td>
<td>T</td>
</tr>
<tr>
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<td>1116</td>
<td>History of the United States</td>
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<td>HIST</td>
<td>1215</td>
<td>Intro to World History</td>
<td>T</td>
</tr>
<tr>
<td>HIST</td>
<td>1216</td>
<td>Intro to World History</td>
<td>T</td>
</tr>
</tbody>
</table>

**Tip:** Not all courses are Pathways. If a course does not appear in the Pathways Table, it has not been approved as a Pathways course. Always verify the current status of an a Pathways course.

<table>
<thead>
<tr>
<th>Course</th>
<th>CMP</th>
<th>Course Title</th>
<th>Pathways Concept</th>
<th>Other Concept</th>
<th>Current Status</th>
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</thead>
<tbody>
<tr>
<td>HIST</td>
<td>3123</td>
<td>Introduction to World History</td>
<td>2</td>
<td>3</td>
<td>APPROVED</td>
</tr>
<tr>
<td>1216</td>
<td></td>
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</tbody>
</table>

**Tip:** Some courses may count as two Pathways concepts. Unless it is listed as Pathway 7 and another concept, this course can only count as one OR the other.
HOW TO SCHEDULE AN ADVISING APPOINTMENT (ZOOM)

WHY SHOULD I MEET WITH MY ACADEMIC ADVISOR?

- registering for the next semester's classes
- dropping a class
- withdrawing from a class
- resigning from a semester
- choosing a major and/or minor
- taking classes at another institution
- studying abroad
- completing undergraduate research
- accepting a co-op/internship

USE THE NAVIGATE PLATFORM:  https://vt.campus.eab.com

A few notes:

- Advising appointments will be held virtually through the Zoom video-conferencing tool.
- Students can connect to Zoom using a URL or by calling through a phone.
- Specific details for joining the Zoom meeting for your scheduled appointment are available in several places:
  1) under the special instructions when you schedule the appointment
  2) in your appointment confirmation email
  3) in your appointment reminder email
- When scheduling the appointment, leave a comment so your advisor can prepare for your meeting,
- For the meeting, be prepared with a list of questions, a blank checksheet for your intended major(s) and something to take notes with.
WHAT IF I HAVE A HOLD ON MY ACCOUNT?
First, to check if you have a HOLD on your account, visit Hokie Spa -> select the Hokie Spa tab -> click on Hokie Wallet -> select Administrative Holds. If you have a HOLD on your account, you will need to contact the office that has placed the HOLD on your account prior to being able to complete your Course Request. If you are unable to remove your HOLD in time to complete your Course Request, you will be able to add the necessary courses to your schedule during the Drop/Add period provided that the HOLD is removed at that time.

ENGLISH FREQUENTLY ASKED QUESTIONS:
If your English Placement was ENGL 1106 and you were unable to take ENGL 1106 in the fall, you should plan on taking ENGL 1106 in the spring. As a reminder, you will need to earn a C- or better in ENGL 1106 to receive retroactive advanced standing credit for ENGL 1105.

If your English Placement was ENGL 1106 and you were able to take ENGL 1106 in the fall, but you did not earn a C- or better in ENGL 1106, you may need to complete both ENGL 1105 and ENGL 1106. If you are in this situation, it is recommended to reach out to your advisor.

If you have earned credit for both ENGL 1105 and ENGL 1106, you will not need to course request any English courses for the spring semester.

PHYSICS FREQUENTLY ASKED QUESTIONS:
If you are planning to take PHYS 2305 in the spring semester, make sure to add both a 4-credit lecture and a 0-credit lab to your schedule. Please be aware that you will need to request two separate CRN's and that the additional time listed for the 4-credit lecture is NOT the lab.

CHEMISTRY FREQUENTLY ASKED QUESTIONS:
If you were not able to take CHEM 1045 in the fall, you should plan to take CHEM 1045 in the spring.

WHAT IS FULL TIME STATUS FOR THE SPRING SEMESTER?
Full time status during both fall and spring semesters is 12 credit hours. We recommend that you enroll in at least 15 credits and follow the guidelines on your intended majors checksheet.

WHAT IS THE MAXIMUM NUMBER OF CREDITS HOURS I CAN TAKE IN THE SPRING?
The maximum number of credit hours you can take is 19 for the spring semester.

WHAT IF THE COURSE OR SECTION IS RESTRICTED?
There can be multiple sections of a class; some sections might be restricted while others are not. If a class you want is restricted, please check other CRNs to see if any sections are not restricted. If all sections are restricted, you will not be able to request that class.

HOW MUCH TIME SHOULD I ALLOW BETWEEN EACH OF MY CLASSES?
You should plan to have at least 15 minutes between courses to allow yourself adequate travel time.

WHAT ARE THE CHANGE OF MAJOR REQUIREMENTS?
There are nine courses that are required to be completed before you are eligible to apply to a degree-granting engineering major: CHEM 1035, CHEM 1045, ENGE 1215, ENGE 1216, ENGL 1105, ENGL 1106, MATH 1225, MATH 1226, and PHYS 2305. There is also a minimum 2.0 GPA requirement that is needed before you can apply to change your major. For additional information about the Change of Major process and requirements, please review the How to Declare and Engineering Major document.
Please be aware that technical issues have created a delay in transcript processing, which the university is currently addressing as quickly as possible. The university is hopeful to have AP results, IB scores, dual enrollment credits, and transfer credits fully processed by the time that course request opens on October 27. If you have sent AP scores, IB scores, or transcripts for dual enrollment or transfer credits that are not yet showing up in Hokie Spa, please continue to monitor Hokie Spa. If these credits have not shown up by October 20, please alert your advisor on that day. The college will collect this information and address continuing problems at that time. If you have not sent your AP scores, IB scores, or dual enrollment transcripts to Virginia Tech, you should send them to Virginia Tech as soon as possible.

For Course Request, you will not be able to request any courses that you do not have the pre-requisites showing on Hokie Spa. If you are unable to request certain classes due to not having the pre-requisites showing on Hokie Spa, you will have the opportunity to add those classes during the Add/Drop period once your transfer credits are processed.

How to Explore Engineering Majors:
Use the How to Explore Majors guide, which outlines the process of major exploration, beginning with learning about yourself, then researching majors and careers.