



Course Request Instructions

Class registration is accomplished in two phases:

Phase 1: Course Request

- March 21-28, 2017
- During Course Request you use the Timetable of Classes to select your course CRN's, Times, Days, etc. After selecting the CRN's, you will use Hokie Spa, Class Registration, and the Course Request link to formally request the specific CRN's you wish to enroll in.
- Please note, courses are not automatically awarded during this phase and you are not guaranteed to get all of the courses or the specific times requested. This phase is designed to ensure the departments are planning to offer enough seats in courses to accommodate the demand.

Phase 2: Drop/Add

- April 15, 2017 – May 12, 2017
- Drop/add is your opportunity to finalize your class schedule, this is a live system in which you will build on the courses you received as a result of completing course request and ultimately finalize your fall class schedule. This process will be completed on Hokie Spa, Registration (Add/Drop) and Schedule.

How to prepare for course request?

Step 1: Review your intended major checksheet draft

http://www.eng.vt.edu/files/undergraduate/pdf_checksheets.pdf

Step 2: Review your unofficial transcript

Go to: www.hokiespa.vt.edu

Click Hokie Spa

Click Transcripts and Certifications Menu

Click View Unofficial Transcripts

Click Submit

Verify the completion /progress of course requirements; then mark those classes off of the checksheet

Step 3: Run a "what if" degree audit

A "what if" degree audit will automatically place courses in the appropriate requirement area...such as CLE's

Go to: www.hokiespa.vt.edu

Click Hokie Spa

Click Degree Menu

Click Undergraduate Student Degree Menu

Click Degree Audit Report Menu

Click Request a "What-If" Degree Audit Report

Select Major

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Select Degree
Select Graduation Term
Click Run Analysis
Once complete: Click View Link
The Degree Audit will open in new window
Click Open All Sections
Scroll down

How many Curriculum for Liberal Education (CLE) Requirements do I have remaining?

- Review the engineering [CLE chart](#)
- Visit the [alphabetical listing of CLE courses](#)

What courses should I take?

- If you still have questions after completing steps 1, 2, and 3...seek the assistance of your academic advisor.

How do I request courses?

1. Use the Timetable of Classes to develop a proposed class schedule.
2. Verify required pre-requisites, co-requisites, and/or major restrictions by clicking on the CRN for the Comments and Restrictions on the Timetable of Classes.
 - It is **your responsibility** to meet all pre-requisites and co-requisites.
3. Locate the Course Request link in Hokie Spa under Registration and Schedule for the fall 2017 semester.
4. Submit the CRNs for specific sections of each course you are requesting.
5. Verify the class dates and times on your course request submission
 - Make sure the days and times do not conflict.
 - Plan to have at least 15 minutes between courses to allow yourself adequate travel time

Notes:

- Course Request opens open at 12:01 am on March 21 and closes at 11:59 pm on March 28.
- Course Request is not first come, first serve → there is no benefit to completing your course request early during the request period.
- No actual scheduling is done until after Course Request is closed.
- If you have any holds on your record, you will not be able to request courses. Check this **now** and take immediate steps to clear all holds.
- There can be multiple sections of a class; some sections might be restricted while others are not. If a class you want is restricted check other CRN's to see if any other sections are not restricted.

When do I finalize my class schedule?

- You will use [drop/add](#) to finalize your class schedule
- Students receive their course request results in April
- Drop/Add will be open April 15-May 12 (You will have the opportunity to make adjustments to your fall 2017 course schedule during this period).

What to bring to advising?

Advising is a collaborative process and if you choose to come to course request express advising, you **MUST** come prepared with the following:

1. List of questions
2. Printed copy of a major [checksheet](#) (**Step 2...**with completed/in progress classes marked off)
3. Tentative class schedule

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