

Course Registration Instructions

Class registration is accomplished in two phases:

Phase 1: Course Request

- March 20 – 27, 2018
- Course Request is your opportunity to inform the university of the specific courses you would like to take Fall 2018.
- **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 14, 2018 – May 25, 2018
- Drop/Add is your opportunity to finalize your class schedule.
- You will build on the courses you received by completing Course Request and ultimately finalize your spring schedule in this live system.

Use the links below to navigate through the instructions:

- [Preparing for Course Request](#)
- [Completing Phase 1: Course Request](#)
- [Completing Phase 2: Drop/Add](#)

Preparing for Course Request -

<u>Important</u>	Resolve any holds on your account <ul style="list-style-type: none"> You cannot submit a course request if you have a hold on your account which affects registration. If you are unable to complete Course Request, you will attempt to add all of your courses during the Drop/Add period (provided the hold has been removed at that time).
<u>Step 1</u>	Review your <u>plan of study</u> OR your intended major's most current <u>checksheet</u> <ul style="list-style-type: none"> Your priority is completing course requirements necessary to gain entry into a degree-granting engineering major See Declaring a Degree-Granting Engineering Major and/or Engineering Minor.
<u>Step 2</u>	Review your unofficial transcript <ul style="list-style-type: none"> www.hokiespa.vt.edu → Transcripts and Certifications Menu → View Unofficial Transcripts If using a checksheet, verify the completion/progress of course requirements, then mark those classes off the checksheet. Determine remaining Curriculum for Liberal Education (CLE) requirements <ul style="list-style-type: none"> Review the engineering CLE chart Visit the alphabetical listing of CLE courses
<u>Step 3</u>	Review the <u>Course Request webpage</u>
<u>Step 4</u>	Attend a departmental <u>advising session</u> for your intended degree-granting major Registration is not required; bring a current checksheet with you.
<u>Step 5</u>	If you still have questions after completing the above steps, see your academic advisor. You must bring: <ol style="list-style-type: none"> List of questions Printed copy of a major checksheet with completed and in progress classes marked off) Tentative Fall 2018 class schedule

Completing Phase 1: Course Request -

<u>Step 1</u>	Determining your Fall 2018 courses <ul style="list-style-type: none"> Use the Timetable of Classes to review Fall 2018 courses. www.hokiespa.vt.edu → Registration (Add/Drop and Schedule) → Fall 2018 → Browse Classes
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	<ul style="list-style-type: none"> Determine each class you want to request. Collect the CRNs. CRN = Course Reference Number, a unique five-digit number which corresponds to the time and days of the course <p>Note:</p> <ul style="list-style-type: none"> 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.
<p><u>Step 2</u></p>	<p>Submit your course request</p> <ul style="list-style-type: none"> Enter each CRN at www.hokiespa.vt.edu → Course Request. Submit your request beginning at 12:01am March 20 through 11:59pm March 27. <p>Note:</p> <ul style="list-style-type: none"> You may update your request as many times as wish prior to 11:59pm March 27. Undergraduate course requests are processed in the following academic level order: senior, junior, sophomore, then, first-year.

Completing Phase 2: Drop/Add -

<p><u>Important</u></p>	<p>Resolve any holds on your account</p> <ul style="list-style-type: none"> You cannot drop and add courses if you have a hold on your account which affects registration.
	<p>Adjust your schedule in real time</p> <ul style="list-style-type: none"> If necessary, make adjustments to your Fall 2018 course schedule. www.hokiespa.vt.edu → Registration (Add/Drop and Schedule) → Fall 2018 → [Drop/Add] Register for Classes. Drop/Add is a live system. You must monitor the Timetable of Classes for an open seat in the course of your choice. Remain calm, you have plenty of time to adjust your
	<p>Tips</p> <ul style="list-style-type: none"> Any required course(s) you were unable to receive through Course Request should be added during Drop/Add. You may need to rearrange your schedule to accommodate the required courses. Review the checksheet for your intended major to ensure you are registering for all of the required courses. If you are switching sections of the same course, use the Conditional Add/Drop feature. See Slide 22 for instructions.