Course Registration Instructions

Class registration is accomplished in two phases:

**Phase 1: Course Request**
- October 22 – 29, 2019
- Course Request is your opportunity to inform the university of the specific courses you would like to take in Spring 2020.
- 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**
- November 30, 2019 – January 27, 2020
- 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 -

### Important

**Resolve any holds on your account**
- 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).

### Step 1

**Review your plan of study OR your intended major’s most current checksheet**
- 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](#).

### Step 2

**Review your unofficial transcript**
- [www.hokiespa.vt.edu](http://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 Pathways to General Education requirements**
- Review the engineering [Pathways chart](#)
- Visit the [approved Pathways list](#)

### Step 3

**Review the Course Request webpage**

### Step 4

**First-Year GE and Transfer students Only.**

**Continuing students, proceed to Step 5**

**Attend a group advising session (first-year and transfer GE students only)**

Registration is not required; bring a current checksheet with you.

### Course Request Group Advising for First-Year Students

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, October 8</td>
<td>7:00pm – 8:00pm</td>
<td>100 McBryde Hall</td>
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<tr>
<td></td>
<td></td>
<td>(First-Year Students)</td>
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<tr>
<td>Tuesday, October 15</td>
<td>7:00pm – 8:00pm</td>
<td>100 McBryde Hall</td>
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<tr>
<td></td>
<td></td>
<td>(First-Year Students)</td>
</tr>
<tr>
<td>Monday, October 21</td>
<td>5:30pm – 6:30pm</td>
<td>100 McBryde Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(First-Year Students)</td>
</tr>
<tr>
<td>Wednesday, October 23</td>
<td>5:30pm – 6:30pm</td>
<td>100 McBryde Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(First-Year Students)</td>
</tr>
<tr>
<td>Thursday, October 24</td>
<td>5:30pm – 6:30pm</td>
<td>230 Classroom Building</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Transfer Students)</td>
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</tbody>
</table>

### Step 5

If you still have questions after completing the above steps, see your academic advisor. You must bring:

1. List of questions
2. Printed copy of a major checksheet with completed and in progress classes marked off
3. Tentative Spring 2020 class schedule
### Completing Phase 1: Course Request -

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Determining your Spring 2020 courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Use the Timetable of Classes to review Spring 2020 courses. <a href="http://www.hokiespa.vt.edu">www.hokiespa.vt.edu</a> → Scroll to the bottom to find “Timetable of Classes” listed along the bottom of the page.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<tr>
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<td>Note:</td>
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<td></td>
<td>• Make sure days and times do not conflict.</td>
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<td></td>
<td>• Verify that you will meet pre-requisites, co-requisites, and/or major restrictions by clicking on the course title.</td>
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<td></td>
<td>• Plan to have at least 15 minutes between classes to allow yourself adequate travel time.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2</th>
<th>Submit your course request</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enter each CRN at <a href="http://www.hokiespa.vt.edu">www.hokiespa.vt.edu</a> → Course Request. Submit your request beginning at 12:01am October 22 through 11:59pm October 29.</td>
</tr>
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<td></td>
<td>Note:</td>
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<td></td>
<td>• You may update your request as many times as wish prior to 11:59pm October 29.</td>
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<tr>
<td></td>
<td>• Undergraduate course requests are processed in the following academic level order: senior, junior, sophomore, and finally, first-year.</td>
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</tbody>
</table>
## Completing Phase 2: Drop/Add -

| Important | Resolve any holds on your account  
|-----------|---------------------------------  
|           | • You cannot drop and add courses if you have a hold on your account which affects registration.  

| Step 1 | View your course request results in November  
|--------|---------------------------------  
|        | • [www.hokiespa.vt.edu](http://www.hokiespa.vt.edu) → Spring 2020 Course Request Results  
|        | • You are not guaranteed to receive all of the courses or the specific CRNs requested  

| Step 2 | Adjust your schedule in real time  
|--------|---------------------------------  
|        | • If necessary, make adjustments to your Spring 2020 course schedule. [www.hokiespa.vt.edu](http://www.hokiespa.vt.edu) → Registration (Add/Drop and Schedule) → Spring 2020 → [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 close to **two** months to adjust your schedule – 12:01am November 30, 2019 through 11:59pm January 27, 2020.  

| Tips | 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 checklist for your intended major to ensure you are registering for all of the required first-year, spring courses.  
|      | • If you are switching sections of the same course, use the **Conditional Add/Drop** feature.