HOW TO COMPLETE COURSE REGISTRATION (FALL 2020)

### 1. PREPARING 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 checklist
  - Not sure how to read a checklist? Check out our How to Read a Checksheet document.
- Mark off any transfer credits/completed credits, as well as courses in progress on your checklist.
  - Hokie Spa ➔ Transcripts and Certifications Menu ➔ View Unofficial Transcripts
- Determine remaining Pathways to General Education requirements
  - Review our How to Check Pathways Progress document
- Highlight the courses you intend to request for the fall 2020 semester
  - If you move a course to a different term than what is listed on the checklist, you must check to ensure it is offered in that term and that you meet the pre-requisites and co-requisites for the course.

### 2. COMPLETING COURSE REQUEST

- Determine your Fall 2020 courses
  - 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.
- Submit your request
  - Enter each CRN at Hokie Spa ➔ Course Request
  - Submit your request beginning at 12:01 a.m. March 24 through 11:59 p.m. April 7

### 3. COMPLETING 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) ➔ Fall 2020 ➔ [Drop/Add] Register for Classes
  - Drop/Add is a live system. Monitor for an open seat in the course of your choice.
  - Remain calm. You have time to adjust your fall schedule before the semester begins.
- Drop/Add Availability:
  - 12:01 a.m. April 25 through 11:59 p.m. May 29
  - 12:01 a.m. August 3 through 11:59 p.m. August 28
  - Last Day to Drop without Grade Penalty: 11:59 p.m. October 5

- Tip:
  - If you are switching sections of the same course, use the Conditional Add/Drop feature.
  - See Slide 22 for instructions.

Unable to complete Course Request? Plan to add courses with open seats during the Drop/Add periods.