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!