

# Developing an engineering plan of study

A plan of study is a unique and useful tool for every student. It allows you to plan all of the courses needed to fulfill the graduation requirements of the degree you wish to earn. It can be a helpful way to determine how to fit in additional activities you may wish to participate in such as: co-ops, internships, honors, study abroad, corps of cadets, etc. You can utilize the pathways planners on Hokie Spa, Excel, or other tools to assist with mapping out your plan. If you have questions after completing the below steps, please schedule an appointment with your [academic advisor](#).

## Step 1: Plan of Study Template

Download the appropriate plan of study template:

- [ENGE Plan of Study Template](#)
- Air Force: [Form 48](#)
- Army: [104R](#) (*right click, select save link as*)
- Navy: [4-year Plan](#)
- Raider: [4-year Plan](#)

## Step 2: Major Checksheet (Graduation Requirements)

Locate your intended major checksheet at:

[http://enge.vt.edu/content/dam/enge\\_vt\\_edu/undergraduate/checksheets.pdf](http://enge.vt.edu/content/dam/enge_vt_edu/undergraduate/checksheets.pdf)

## Step 3: Unofficial Transcript

Go to: [www.hokiespa.vt.edu](http://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
- Place all transfer courses (if applicable) on your plan of study template
- *Military students only: place all [military courses requirements](#) the template*
- Place your fall courses in the appropriate section/column on the template
- Continue adding courses to the template based on the checksheet recommendations
  - If you move a course to a different semester other than that listed on the checksheet, you must check to see if it is typically offered in that semester by using the timetables or check your intended major's departmental website for pre-req charts, flow charts, and course offerings.

## Step 4: Curriculum for Liberal Education

To identify which courses count for the appropriate CLE area: visit the [alphabetical listing of CLE courses](#) and/or run a "what if" degree audit ([see step 5](#))

- Denote the [CLE courses](#) with the appropriate area number on the template
- Example: PHIL 1204 Knowledge and Reality (Area 2) 3 credits

### Step 5: “What If” Degree Audit (DARS)

A “what if” degree audit will automatically place courses in the appropriate requirement area...such as CLE’s

Go to: [www.hokiespa.vt.edu](http://www.hokiespa.vt.edu)

Click Hokie Spa

Click Degree Menu

Click Degree Audit Report Menu

Click Request a “What-If” Degree Audit Report

Select Major

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

### Special instructions:

1. Plan of study resources are available at:  
<http://enge.vt.edu/undergraduate/planofstudy.html>
2. The maximum credit hours is 19, full time status is 12 credit hours. Do not plan for more than 19 credit hours a semester.
3. If you move a course to a different semester other than that listed on the checksheet, you must check to see if it is typically offered in that semester by using the timetables or check your intended major’s departmental website for pre-req charts, flow charts, and course offerings.
  - **Timetable of Classes:**
    - [https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P\\_DisRequest](https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P_DisRequest)
    - The timetable provides a searchable listing of the current or upcoming classes offered at VT.
    - **Click on the CRN# for course descriptions, pre-req’s, co-req’s, restrictions, etc.**
  - **Historical Timetable:**
    - [https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P\\_DisHistorical](https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P_DisHistorical)
    - This database allows you to see if a class was taught in a given semester. For example, if you were wondering if a particular class would be taught in the spring you could look at past spring semesters on the Historical Timetable and see if it was taught then.
4. You are not required to select the courses you wish to take for each CLE Area or Technical Elective at this time. If you choose to select the classes you wish to take for these requirements, please place in parentheses beside the corresponding area or technical elective notation.

CLE & Technical Elective Example		
Course #	Course Title	Hrs
PHIL 1204	Knowledge and Reality (AREA 3)	3
ME 4454	Adv Technology Motor Vehicles (TE)	3
<b>Reminder:</b> Not all classes are offered every semester...it is very important that you check the timetable and historical timetables for class offerings.		