

## **Description**

This document will guide you in the process of signing up for courses at Virginia Tech. The cornerstone of any university is the courses offered to the students, which makes signing up for courses very important. Without signing up for courses properly, you cannot participate in those courses. The following guide will help make signing up for courses relatively painless.

## **Glossary**

**Hokie SPA:** Hokie SPA (student personal access) is Virginia Tech's "student, faculty, employee, and alumni information gateway." Hokie SPA is a Virginia Tech run website where any member of Virginia Tech can manage financial, academic, and personal information related to Virginia Tech,

**Student PID:** The student PID is a personal identifier chosen by Virginia Tech students. The PID is made after a student has been accepted to Virginia Tech. The PID is the first part of a student's Virginia Tech email before the address.

**Student Password:** The student password is a secret code known only by the student. The password is created at the same time as the student PID. The student PID and password are the main pieces of information needed to login to Hokie SPA.

**Registration Requirements:** A list of requirements found on Hokiespa that need to be completed before classes can be added to a student's schedule.

**Term:** A word used on Hokiespa that refers to each semester of the academic year.

**CRN:** CRN is an abbreviation that stands for course reference number. Each class has its own specific CRN to identify that class.

**Day Abbreviations:** When signing up for classes on Hokie SPA, the days the classes meet are abbreviated. The abbreviations, M,T,W,R, and F, stand for Monday, Tuesday, Wednesday, Thursday, and Friday accordingly.

**Subject:** At Virginia Tech there are many different courses of study, subject refers to a group of classes that are all grouped under the same category.

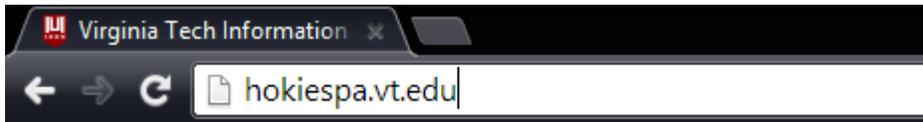
**Location Abbreviations:** There are many buildings on the Virginia Tech campus. Each building has its own specific name. To save space on documents, the university has come up with abbreviations for each building. When signing up for classes on Hokiespa the location of the classes will only be given as an abbreviation. The abbreviations are three to five letter abbreviations of the actual building name. Currently there is no official list available online for the abbreviations. To figure out what abbreviations correspond to each building, the student can put the abbreviation followed by "Virginia Tech" into an internet search engine.

## **Instructions:**

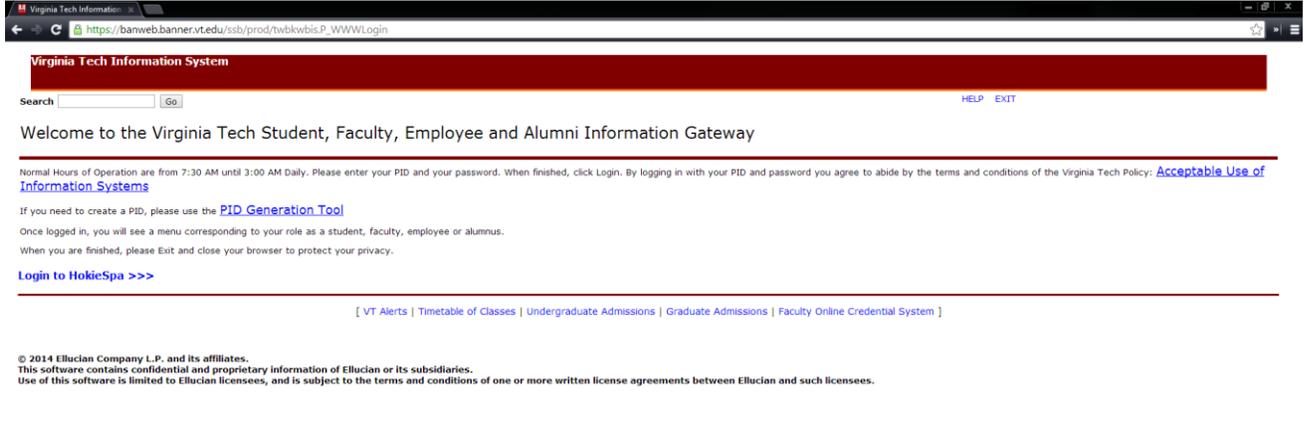
Before you begin the process of signing up for courses at Virginia Tech, you will need the following items on hand:

1. Computer with sufficient battery and a working internet connection
2. Up-to-date internet browser installed on the computer
3. Student PID and password
4. List of classes that you wish to sign up for

1. The first step in signing up for classes is to go to your internet browser and go to **hokiespa.vt.edu**.



After typing the address and hitting “enter” the following page will appear.



2. Once on this page, click on “Login to Hokiespa >>>”. After clicking the following page will appear:



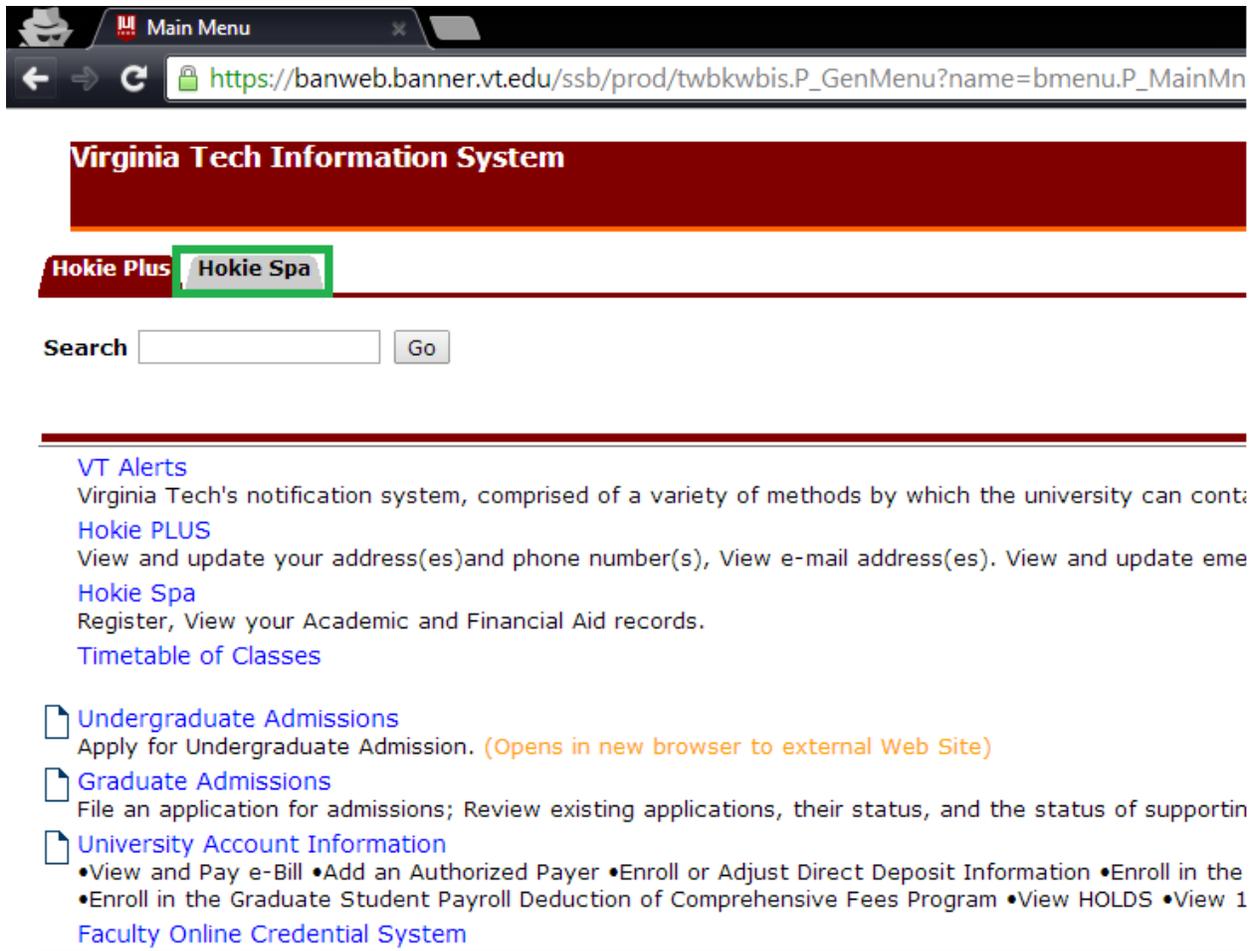
In the box next to “Username”, please enter your student PID.  
In the box next to “Password” please enter your student password.

Once finished entering the PID and password, click the “Login” button.

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3. If the PID and password were entered correctly, you will now be logged into the Virginia Tech Information System.

To get into Hokie SPA. click the Hokie Spa tab at the top of the page. In the following graphic, the Hokie Spa tab has a green box around it to clarify its location.



After clicking the tab, you will now be in Hokie SPA, and you can start signing up for classes. In Hokie Spa, click on “Registration and Schedule”.

Once on this page, you will see a list of registration requirements, all of these must have a green or yellow requirement block next to it before you can begin. The following is an example of an

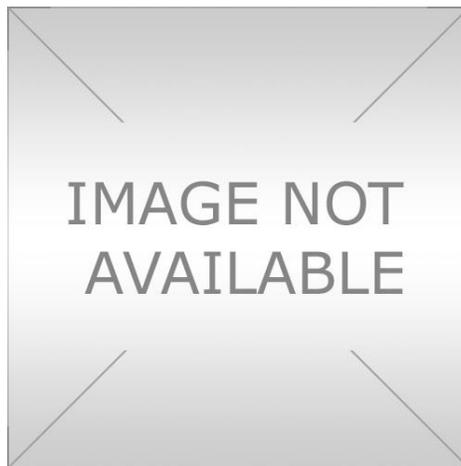
Registration Requirements			
Registration Requirement	Requirement Met?	Update/View	Message
Local Mailing Address	YES	<a href="#">Update MAILING address</a>	You must provide a local mailing address (Blacksburg and surrounding area). <b>Be sure to choose the MAILING ADDRESS on the address page.</b> Refresh this page after entering your Mailing Address.
Emergency Contact Address	YES	<a href="#">Update address</a>	Provide Emergency and/or Missing Persons Contact information. Refresh this page after entering your Contact Information.
Emergency Contact Confirmed	YES		You must confirm this information each academic year. You last confirmed this on June 03, 2013 at 03:47pm
FERPA Release	Not Required	<a href="#">Add/Update</a>	Permits third parties (such as your parents) to discuss your educational records with university officials.
VT Alerts	YES	<a href="#">Sign in for VT Alerts</a>	You must either OPT in or OPT out of VT Alerts. Refresh this page after completing the VT Alerts requirement.
Self-Disclosure of Arrest/Conviction	YES	<a href="#">Read/Confirm</a>	Read and acknowledge the VT Student Conduct policy on Arrests and Convictions. Must acknowledge understanding of policy annually. You last confirmed this on June 03, 2013 at 03:48pm
Registration Holds	YES		As of 01:03 pm MAR 04, 2014 you do not have any registration holds on your record.
Registration Permitted?	YES		You have met all the requirements for registration. You should be able to register for classes.

Requirement Legend: ■ MET ■ NOT MET ■ NOT REQUIRED

acceptable table of registration requirements:

4. Once you have confirmed that you meet all the requirements to enroll in classes, click on “Look up Classes to Add” located right above the registration requirements.

After clicking, a new window will open, if nothing happens, you need to enable pop-ups for the current web page. On this page you will see “Search by Term” followed by a drop-down menu.

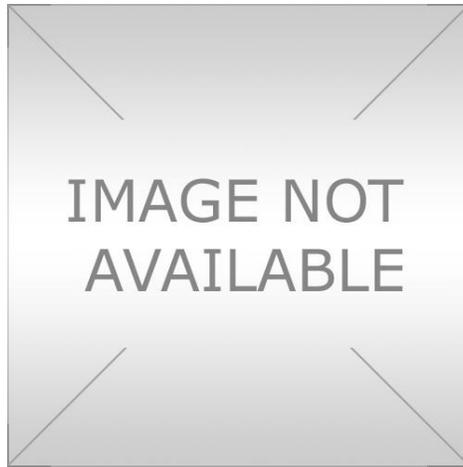


In the drop-down menu, choose the term in which you wish to sign up for classes.

After selecting the correct term, click the “Submit” button.

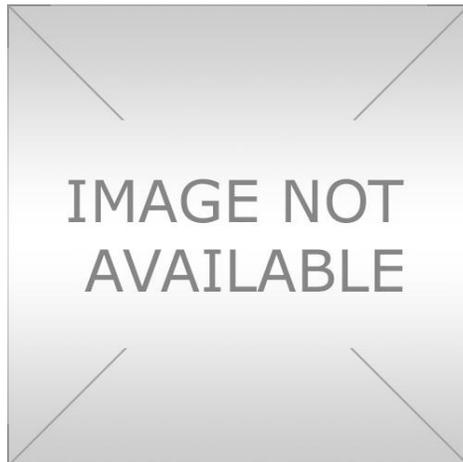
5. Next, you will see a list of subjects followed by their abbreviations. On your list of classes to sign up for look for the subject abbreviation next to the class. On the webpage, look through the list of subjects till you find the matching subject.

Click on the desired subject and click “course search”.



After clicking course search you will see a list of offered courses in the desired subject.

Find the course in the list that you wish to take, and click on the “View Sections” button to see the available sections for that particular class.



Look at each section offered and choose an open class to add. To add the selected section click the box under the “Select” column. At the bottom of the page click “Add to Worksheet”. This action will bring you to a new page with a detailed view of your schedule, at the bottom of the page click “Submit Changes”. You have now successfully added a class.

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**6.** To add the rest of your classes, simply repeat step 5 for each individual course. Be sure to pay attention to the dates and times for each class. Hokie SPA will not let you overlap class times, so you must create a schedule with the available times that will work.

Note which building each class is located in, you need an ample amount of time to walk to and from classes.

**Image Sources:**

Screenshots taken from [hokiespa.vt.edu](http://hokiespa.vt.edu)