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 ENGL 3764  
 Re: Project 2

## How to Register for Classes at Virginia Tech

### Description

**Registering** for classes is a necessary process for students to complete for each semester that they are attending school. There are many steps needed to register for classes, and for first time users of the Hokiespa system, this could be confusing. This document will provide step by step instructions on how to complete this process in the easiest way possible.

The **Hokiespa** system is the online tool that Virginia Tech uses to allow its students access to all kinds of information, including their grades from past semesters, current **financial standing**, and **educational information** releases. It is also where one can register for classes. This is not allowed, however, if there are **holds** on your account. These holds are generated by the other information, such as the examples provided above, having forms that are not completed. There are several documents, such as **emergency contact forms**, **FERPA release** forms, and **VT Alert** forms that have to be completed, or they will create the holds on the account. Other causes include unnotified arrests and convictions, or unpaid tuition, which will not be covered.

<b>Registration Requirements</b>			
Registration Requirement	Requirement Met?	Update/View	Message
<b>Local Mailing Address</b>	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> <a href="#">Refresh this page</a> after entering your Mailing Address.
<b>Emergency Contact Address</b>	YES	<a href="#">Update address</a>	Provide Emergency and/or Missing Persons Contact information. <a href="#">Refresh this page</a> after entering your Contact Information.
<b>Emergency Contact Confirmed</b>	YES		You must confirm this information each academic year. You last confirmed this on August 10, 2013 at 02:41pm
<b>FERPA Release</b>	Not Required	<a href="#">Add/Update</a>	Permits third parties (such as your parents) to discuss your educational records with university officials.
<b>VT Alerts</b>	YES	<a href="#">Sign in for VT Alerts</a>	You must either OPT in or OPT out of VT Alerts <a href="#">Refresh this page</a> after completing the VT Alerts requirement.
<b>Self-Disclosure of Arrest/Conviction</b>	YES	<a href="#">Read/Confirm</a>	<a href="#">Read</a> and acknowledge the VT Student Conduct policy on Arrests and Convictions. Must acknowledge understanding of policy annually. You last confirmed this on August 10, 2013 at 02:41pm
<b>Registration Holds</b>	YES		As of 01:03 pm MAR 06, 2014 you do not have any registration holds on your record.
<b>Registration Permitted?</b>	YES		<b>You have met all the requirements for registration. You should be able to register for classes.</b>
<b>Requirement Legend:</b>		MET	NOT MET
			NOT REQUIRED

An example of how the registration screen in Hokiespa appears to a student is shown above. There are blocked in colors next to each registration requirement, with green for “met”, yellow for “not required” and red for “not met”. This makes it easy to determine what you have and have not completed. As long as you have no red boxes, you are able to register for classes and can thus proceed to the instructions section.

### **Instructions:**

What you will need:

- Computer with Internet Access
- Pencil
- 2 Pieces of Paper
- Telephone
- Major Checksheet



### **Before Registration:**

1. Start out by removing any holds on your account. To do this, log into Hokiespa, click on the tab, Hokiespa, and click on Registration and Schedule. Scroll down and click on the link to update your local mailing address.
2. Once that is finished, go to the next link to update your emergency contact information. If you do not know the phone numbers, use your phone’s contact list to find them.
3. Confirm these emergency contacts in the following section.
4. Now you have the option to complete the FERPA release mentioned earlier. This is not required, but if you so choose, you can fill it out. (See glossary for FERPA information)
5. Sign up for the VT Alerts. All that is required is a phone number or email or both. This will notify you of any dangerous situations around campus.
6. Notify Virginia Tech of any arrests or convictions in the following section. If you have none, this should be quick and easy.

### **Registration:**

1. To start, print out a **Major Checksheet** from the college of the major you are a part of. This will help guide you in deciding which classes to take.
2. Open the **Timetable of Classes** tab for the semester you are registering for in a new tab. This requires right-clicking and selecting open in new tab.

- Using the Timetable of Classes, begin the search for classes that you wish to take. For each class that you find, use the pencil and a sheet of paper to write down the **CRN**, the name of the class, the number of **credits** it is worth, as well as the times and days of the week the class is in session.
- Once you have approximately 15-21 credits worth of classes, sit down and eliminate classes that have conflicting times, based on your personal preference.
- Be wary of classes that require a **lab component**. If you find that a class has a B and an L section, such as Physics 2305, ensure that you sign up for both the lecture(L) and the lab(B).

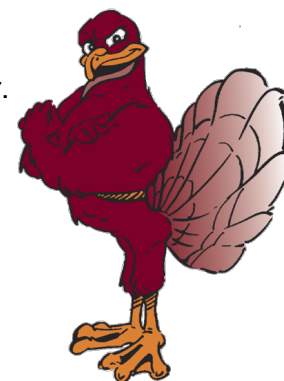



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CRN?	Course	Title	Type	Cr Hrs	Seats	Capacity	Instructor	Days	Begin	End	Location?	Exam
<a href="#">15637</a>	PHYS-1056	Introduction to Astronomy	L	3	234	647	N Arav	M W F	1:25PM	2:15PM	SQUIR COLNL	<a href="#">13M</a>
<a href="#">15638</a>	PHYS-1156	Astronomy Laboratory	B	1	21	30	JH Simonetti	R	8:00PM	9:50PM	DER 4009	<a href="#">20R</a>

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- If you want to know if the CRN you chose requires a lab with a different **course number**, simply click on the CRN in the timetable, and a description of the course will appear in a separate window so you can view any **prerequisites**, labs required, or majors the class is available for.
- Write down your final list on the second sheet of paper, and click on Drop/Add classes on the registration and schedule section of Hokiespa. In the "Add Classes" section, enter all of the CRN's you chose and click "Submit Changes". If there are no conflicting issues, you will have added all of the classes you chose.
- If you do not have at least 12 credits of classes, you are required to select more courses to continue as a **full-time student**. Complete steps 3 and 5 again as necessary in order to reach this requirement.
- Congratulations! You are now registered for classes for the semester.



## Glossary

1. **Course Number** - Number defining the course within a specified college. For example, the course number of CHEM 1036 is 1036.
2. **Credits** - The value given to the course to determine its weight when determining GPA calculations. Most courses are 3 credits, however this can vary from 1 - 6.
3. **CRN** - The number defining the course in the university catalogue. This number is 5 digits and varies depending on time and professor for each class.
4. **Educational Information** - In this context, this is the information such as current overall GPA, academic standing, or class rank.
5. **Emergency Contact** - A person who the university can reach in case of emergency. If possible, this person should be located in-state or locally, but during freshman year most likely your parents will be your emergency contacts.
6. **FERPA** - Family Educational Rights and Privacy Act. This is the act that allows you to share your educational information with your parents or anyone else you wish to share the information with. You are not required to share this information with anyone, including your parents.
7. **Financial Standing** - Current financial status from the university standpoint. If all bills are currently paid and there is no outstanding balance on your account, you are in good financial standing.
8. **Full-time Student** - A student currently taking 12 or more credit hours worth of classes is considered full-time. A full-time student who drops classes and becomes part time during the semester will incur financial penalties.
9. **Hokiespa** - The site where hokies can log in using their PID and password, and gives them access to all of their personal information, class schedule, and other information.
10. **Holds** - Blocks on an account that restrict access to certain features of Hokiespa until the holds are removed. This is usually achieved through achieving good financial standing or completing the personal information section.
11. **Lab component** - Certain courses require a separate class section which allows students to work hands-on with the material they are learning. These labs must be signed up for separately from the lecture section and can potentially be worth credits.

12. **Major Checksheet** - A checklist of every individual course requirement within a major given your graduation year. This can be found online on your college's website.
13. **Prerequisite** - A class that must be taken before the current course you are searching can be taken. For example, MATH 1205 must be taken before you are allowed to take MATH 1206. A grade of C- or better is required in all prerequisites.
14. **Registering** - The process of signing up for classes and filling out your personal information.
15. **Timetable of Classes** - The list of every class offered at Virginia Tech. Can be used to search for classes by semester, subject, CRN, course number, or area.
16. **VT Alert** - An alert system to inform all VT students, or anyone registered on the site, of an emergency alerts happening on or around campus. Alerts can be delivered by choice of phone, text, and/or email.