

A Description and Instructions for the Course Request System at Virginia Tech

Technical Description:

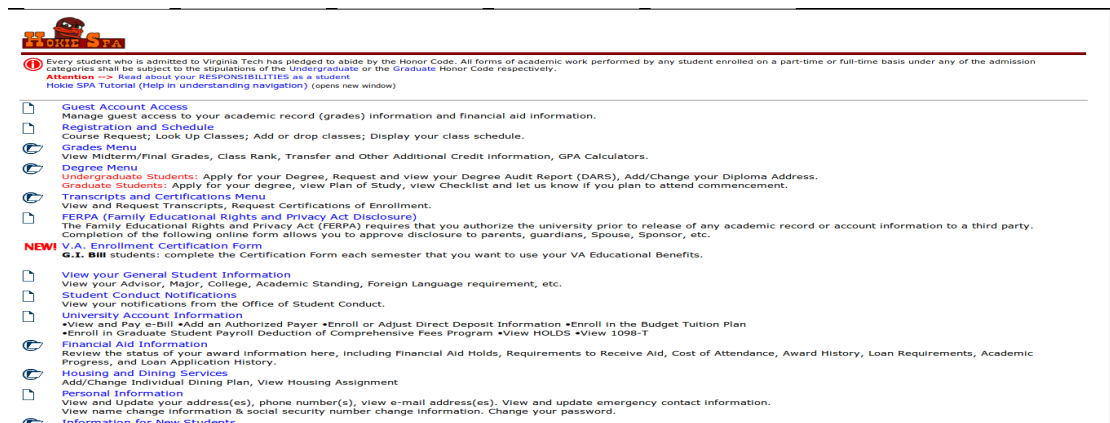
I will be writing about the course request, Drop/Add process at Virginia Tech. The process works by entering a number of codes, each corresponding to a single class section, into an online application that enrolls students in classes according to a certain set of requirements and privileges. The same portal is also used when a student wants to drop a class.

This topic is important to readers who are trying to add classes to their schedule in order to make progress toward a specific degree. There is no other way for students to enroll in classes at Virginia Tech. There is currently not an in depth description, that is easy to understand, that walks students through the process of HokieSpa course addition. The Drop/Add process is used 4-5 months before the Fall Term and 2-3 months before the Spring term.

The basic steps that are used when requesting and adding courses are as follows:

- : Use Timetable of Classes to find CRN's of classes to be requested
- : Enter the CRN's in the Course Request portal
- : Upon receiving Course request results, add any additionally desired CRN's to the "ADD" page
- : Force Add (if classes still aren't added)
- : Drop Courses by removing the CRN's from the Drop/Add page and submit

The basic knowledge that one will need to understand these instructions are how to navigate the HokieSpa website, a basic understanding of computer usage, and an idea of what courses the user needs to add to their schedule for the upcoming term. The user will also need an operation Virginia Tech PID and password. The HokieSpa site has a fairly straightforward layout but can still be confusing to navigate. This resource will aid in the understanding and completion of the Course Request/add/drop process.



The screenshot shows the HokieSpa website navigation menu. At the top, there is a red banner with a warning icon and text: "Every student who is admitted to Virginia Tech has pledged to abide by the Honor Code. All forms of academic work performed by any student enrolled on a part-time or full-time basis under any of the admission categories shall be subject to the stipulations of the Undergraduate or the Graduate Honor Code respectively. **Alerts** -> Read about your RESPONSIBILITIES as a student! Hokie SPA Tutorial (Help in understanding navigation) (opens new window)". Below the banner is a list of navigation links, each with a small icon to its left. The links are: Guest Account Access, Registration and Schedule, Course Request, Grades Menu, Degree Menu, Undergraduate Students, Graduate Students, Transcripts and Certifications Menu, FERPA, V.A. Enrollment Certification Form, View your General Student Information, Student Conduct Notifications, University Account Information, Financial Aid Information, Housing and Dining Services, Personal Information, and Information for New Students.

Glossary of Terms:

Course Number: Number that is entered into the Timetable of Classes search function to locate all possible CRN's for a course.

Course Request: Process by which courses are added to a student's schedule for upcoming terms. Usually takes place 2-5 months before the desired term.

Credit Hours: Number of hours of outside class work required for each course. For every 1 credit hour, 3 hours of work outside the classroom is required.

CRN: Course request number. Used to identify specific sections (Times and classrooms) for the desired course. This is the number used to input requests in the Course Request portal on HokieSpa.

Drop/add Portal: Page on the HokieSpa site into which CRN's are entered and submitted to include specific class sections into ones schedule.

Full Time/Part Time Student: Full time Student takes 12-19 credit hours per term. Part Time Student takes 1-11 Credit Hours per term.

Timetable of Classes: Page on the HokieSpa site that gives all possible sections of a class and their corresponding CRN.

Instructions: How to Add Courses for a term at Virginia Tech

Step 1: Log into HokieSpa using your Virginia Tech PID and password.

- Enter the web address hokiespa.vt.edu into your browser
- Use your PID/Password to login
- You should now be at the Hokiespa home screen (shown below)

Module Navigation Links

[VT Alerts](#)

Virginia Tech's notification system, comprised of a variety of methods by which the university can contact students, faculty, and staff.

[Hokie PLUS](#)

View and update your address(es) and phone number(s), View e-mail address(es). View and update emergency contact information. View name change & social security number change information. Change your password.

[Hokie Team](#)

Benefits, job data, paystubs, direct deposit enrollment or changes, W2 forms, W-4 and VA-4 data, leave balances, and Performance Management.

[Hokie Spa](#)

Register, View your Academic and Financial Aid records.

[Timetable of Classes](#)

[Undergraduate Admissions](#)

Apply for Undergraduate Admission. [\(Opens in new browser to external Web Site\)](#)

[Graduate Admissions](#)

File an application for admissions; Review existing applications, their status, and the status of supporting requirements. [\(Opens in new browser\)](#)

[University Account Information](#)

•View and Pay e-Bill •Add an Authorized Payer •Enroll or Adjust Direct Deposit Information •Enroll in the Budget Tuition Plan
•Enroll in the Graduate Student Payroll Deduction of Comprehensive Fees Program •View HOLDS •View 1098-T

[Faculty Online Credential System](#)

[[VT Alerts](#) | [Hokie PLUS](#) | [Hokie Team](#) | [Hokie Spa](#) | [Timetable of Classes](#) | [Undergraduate Admissions](#) | [Graduate Admissions](#) | [University Account Information](#) | [Faculty Online Credential System](#)]

Step 2: Open the Required Tabs and Find Courses

- Click to open the Timetable of Classes and HokieSpa tabs (in separate windows)
- Use your major checksheet or advisor plan to lookup what classes you want to add
- Enter the name of the department, course number, and term in the appropriate boxes in the Timetable of Classes search bar

Virginia Tech Time Table of Classes

- Select Campus, Term, Subject, Section Type and optionally enter course number or CRN then press "Find".
- Limit your search with the course number to speed up download time:
Example: MATH 1 will give you all 1xxx MATH sections. MATH 12 will give you all MATH 12xx sections, MATH 120 will give you all MATH 120x sections and MATH 1205 will give you only MATH 1205 sections.

Textbook ISBN and pricing information

Important Dates and Registration Information

(opens in a new window)

- Spring 2014 Calendar
- Summer I 2014 Calendar
- Summer II 2014 Calendar
- Fall 2014 Calendar
- View Exam Schedules
- Free Time and Lunch CRNs
- View Building Abbreviations
- Universal Access Campus Map

Prerequisite Checking Enforced during Registration!
Participating Departments enforcing Prerequisite Checking

Campus

Blacksburg

On-Line Courses are listed under Virtual Campus

Term

Select Term
Spring 2014
Summer I 21
Summer II 2
Fall 2014

The Curriculum for Liberal Education

Show All Areas

Previously known as Core Curriculum

Subject

All Subjects

Section Type

Show All Types

Course Number

(Optional)

Course Request Number (CRN)

(Optional) - must be at least 3 digits

Display

ALL Sections (FULL and OPEN)

FIND class sections **Reset**

Step 3: Find CRN and add it to the Course Request portal

- Look through the search results to find which section fits your schedule
- The search results should look like this

CRN	Course	Title	Type	Cr Hrs	Seats	Capacity	Instructor	Days	Begin	End	Locations	Exam
88243	MATH 1014	Prereq With Transferred Fac	L	3	110	110	Stat	(ARR)	---	(ARR)	EMPOR 100	053
88244	MATH 1014	Prereq With Transferred Fac	L	3	110	110	Stat	(ARR)	---	(ARR)	EMPOR 100	053
88245	MATH 1014	Prereq With Transferred Fac	L	3	110	110	Stat	(ARR)	---	(ARR)	EMPOR 100	053
88246	MATH 1014	Prereq With Transferred Fac	L	3	110	110	Stat	(ARR)	---	(ARR)	EMPOR 100	053
88247	MATH 1014	Prereq With Transferred Fac	L	3	110	110	Stat	(ARR)	---	(ARR)	EMPOR 100	053
88248	MATH 1014	Prereq With Transferred Fac	L	3	110	110	Stat	(ARR)	---	(ARR)	EMPOR 100	053
88249	MATH 1014	Prereq With Transferred Fac	L	3	110	110	Stat	(ARR)	---	(ARR)	EMPOR 100	053
88250	MATH 1014	Prereq With Transferred Fac	L	3	110	110	Stat	(ARR)	---	(ARR)	EMPOR 100	053
88251	MATH 1014	Prereq With Transferred Fac	L	3	110	110	Stat	(ARR)	---	(ARR)	EMPOR 100	053
88252	MATH 1014	Prereq With Transferred Fac	L	3	Full 0	0	Stat	M T W R F	11:55AM	12:05PM	RAND 108	110
88253	MATH 1014	Prereq With Transferred Fac	L	3	Full 0	0	Stat	M T W R F	10:50AM	11:00AM	PAM 202B	100
88254	MATH 1014	Prereq With Transferred Fac	L	3	Full 0	0	Stat	M T W R F	9:50AM	9:55AM	PAM 202B	100
88256	MATH 1014	Prereq With Transferred Fac	ONLINE COURSE	3	100	100	Stat	(ARR)	---	(ARR)	TBA	053
88255	MATH 1025	Elem Calcul	L	3	110	110	Stat	(ARR)	---	(ARR)	EMPOR 100	053
88256	MATH 1025	Elem Calcul	L	3	110	110	Stat	(ARR)	---	(ARR)	EMPOR 100	053
88257	MATH 1025	Elem Calcul	L	3	110	110	Stat	(ARR)	---	(ARR)	EMPOR 100	053
88258	MATH 1025	Elem Calcul	L	3	110	110	Stat	(ARR)	---	(ARR)	EMPOR 100	053
88259	MATH 1025	Elem Calcul	L	3	110	110	Stat	(ARR)	---	(ARR)	EMPOR 100	053
88260	MATH 1025	Elem Calcul	L	3	110	110	Stat	(ARR)	---	(ARR)	EMPOR 100	053
88261	MATH 1025	Elem Calcul	L	3	110	110	Stat	(ARR)	---	(ARR)	EMPOR 100	053
88268	MATH 1025	Elem Calcul	L	3	100	100	Stat	(ARR)	---	(ARR)	TBA	053
84152	MATH 1114	Elementary Linear Algebra	L	2	140	140	Hy English	(ARR)	---	(ARR)	EMPOR 100	EE
84153	MATH 1114	Elementary Linear Algebra	L	2	140	140	Hy English	(ARR)	---	(ARR)	EMPOR 100	EE
84154	MATH 1114	Elementary Linear Algebra	L	2	140	140	Hy English	(ARR)	---	(ARR)	EMPOR 100	EE
84155	MATH 1114	Elementary Linear Algebra	ONLINE COURSE	2	100	100	Hy English	(ARR)	---	(ARR)	TBA	EE
84180	MATH 1206	Calculus	L	3	50	50	Stat	M W	2:30PM	3:40PM	MCR 113	C13
84189	MATH 1206	Calculus	L	3	40	40	Stat	M W	4:00PM	5:10PM	WLR 140	C13
84118	MATH 1206	Calculus	L	3	40	40	Stat	M W F	10:50AM	11:00AM	WLR 109	C13
84157	MATH 1214	Vectors Geometry	L	2	15	15	Hy Stat	T	8:00AM	9:15AM	SEB 100	EE
								F	3:30PM	4:25PM	MCR 104	
84152	MATH 1214	Vectors Geometry	L	2	15	15	Hy Stat	T	8:00AM	9:15AM	SEB 100	EE
								F	11:55AM	12:05PM	RAND 108	
84126	MATH 1214	Vectors Geometry	L	2	15	15	Hy Stat	T	8:00AM	9:15AM	SEB 100	EE
								F	8:00AM	9:15AM	MCR 104	
84127	MATH 1214	Vectors Geometry	L	2	15	15	Hy Stat	T	8:00AM	9:15AM	SEB 100	EE
								F	3:30PM	4:25PM	MCR 100	
84129	MATH 1214	Vectors Geometry	L	2	15	15	Hy Stat	T	8:00AM	9:15AM	SEB 100	EE
								F	11:55AM	12:05PM	TORG 101B	
84116	MATH 1214	Vectors Geometry	L	2	15	15	Hy Stat	T	8:00AM	9:15AM	SEB 100	EE

-Record the CRN for the section you want to request

-Input the CRN in an open slot in the Course Request portal

Course Request a process to REQUEST courses which will be assigned to you in the future. You will then have the opportunity to make changes to your schedule using rop/Add.

Important Dates and Registration information opens in a new window

[Timetable of classes](#)
[Spring 2013 calendar](#)
[View Exam schedules](#)
[Free Time](#)

You currently have no Course Requests for this term

Add new CRNs below

ADD Course Request Numbers

i Enter up to 10 DIFFERENT Course Request Numbers (CRNs) into the boxes below and press the "ADD CRN(s)" Button. The CRNs will be validated and you will be presented with the Course Information (Subject and Course Number, Title, Credit Hours, Grading Mode).

#No	CRN	#No	CRN	#No	CRN	#No	CRN	#No	CRN
1.	<input type="text"/>	2.	<input type="text"/>	3.	<input type="text"/>	4.	<input type="text"/>	5.	<input type="text"/>
6.	<input type="text"/>	7.	<input type="text"/>	8.	<input type="text"/>	9.	<input type="text"/>	10.	<input type="text"/>

Step 4: Repeat Step 3 for the Remainder of Your Schedule

- Look up your remaining courses 1 at a time and add the CRN's to the portal page
- When finished, press the "Add CRN's button"

Step 5: Check Course Request Results

- A few weeks before the semester, the results of your course request will be released
- Check to see which classes were added and which were not
- If all classes were added the process is complete; if not, continue with the instructions**
- Determine which classes weren't added and why they weren't added

[<<< Return to Registration Status page](#)

⚠ The following course(s) were not scheduled because of the reason given.

THESE COURSES WERE NOT SCHEDULED

Reason	Requested CRN	Course	Title	Credit Hours	OPT	Begin Time	End Time	Days	Location
⚠ Section Full	16884	ENGL 3764	Technical Writing	3	A - F	(ARR)	(ARR)	(ARR)	TBA
⚠ Restriction on: Major/Minor	13692	GEOG 4084	Introduction to GIS	3	A - F	10:10 AM	11:00 AM	MW	MCB 136
View Restrictions					** Additional times **	05:30 PM	07:30 PM	W	TORG 1010

✔ YOU WERE SCHEDULED FOR THE FOLLOWING COURSE(S):

The Course information (days, times and location) is based on the SCHEDULED CRN. This is the original class ticket, go to the [Detail Schedule](#) page to view your schedule if you drop or add classes.

THESE COURSES WERE SCHEDULED

Scheduled CRN	Course	Title	Credit Hours	OPT	Begin Time	End Time	Days	Location	
✔ 11088	BIOL 2604	General Microbiology	3	A - F	12:30 PM	01:45 PM	TR	LITRV 1670	
✔ 11091	BIOL 2614	Gen Microbiology Lab	1	A - F	02:00 PM	03:50 PM	TR	HAHN N 217	
✔ 16336	STAT 3615	Biological Statistics	3	A - F	05:30 PM	06:45 PM	MW	TORG 2150	
TOTAL CREDIT HOURS ENROLLED:			7						

⚠ This information is static information and **IS NOT UPDATED** when you make schedule changes. Please be sure to check your [Detail Schedule](#) page for class ticket information if you drop or add classes.

[\[Account Summary By Term \]](#)

[\[VT Alerts \]](#) | [Hokie PLUS](#) | [Hokie Team](#) | [Hokie Spa](#) | [Timetable of Classes](#) | [Undergraduate Admissions](#) | [Graduate Admissions](#) | [University Account Information](#) | [Faculty Online Credential System](#)

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Step 6: Try to add remaining Courses

-If the request failed due to the section being full, you can make frequent checks of the Timetable of Courses to see if a seat has opened up

-Quickly add the CRN of the open section to the Drop/Add Portal (Which is almost identical to the Course Request portal and can be found from the registration page on Hokiespa)

-If the request failed due to another problem (Restrictions/Prerequisites) schedule an appointment with your advisor to talk about other possible options.