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 a follows:

:Use Timetable of Classes to find CRN's of classes to be requested

: Enter the CRN's in the Course Request portal

: Upon recieving 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 rescource will aid in the understanding and completion of the Course Request/add/drop process.

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	rery student who is admitted to Virginia Tech has pledged to able by the Hoor Code. All forms of academic work performed by any student enrolled on a part-time or full-time basis under any of the admission trajeries shall be subject to the stipulations of the Undergraduate or the Craduate Honor Code respectively. skie SPA Tutorial (Help in understanding navigation) (opens new window)
	Guest Account Access Manage quest access to your academic record (grades) information and financial aid information.
	Registration and Schedule
C	Grades Menui View Midsern/Inal Grades, Class Rank, transfer and Other Additional Credit Information, GPA Calculators.
C	Degree Menu Undergraduate Students: Apply for your Degree, Request and view your Degree Audit Report (DARS), Add/Change your Diploma Address. Graduate Students: Apply for your degree, view Plan of Study, view Checklist and let us know if you plan to attend commencement.
C	Transcripts and Certifications Menu View and Request Transcripts. Request Certifications of Enrollment.
	FERPA (Family Educational Rights and Privacy Act Disclosure) The Family Educational Rights and Privacy Act (FERPA) requires that you authorize the university prior to release of any academic record or account information to a third party. Completion of the following online form allows you to approve disclosure to parents, guardians, Spouse, Sponsor, etc.
NEW	V.A. Enrollment Certification Form G.I. Bill students: complete the Certification Form each semester that you want to use your VA Educational Benefits.
	View your General Student Information View your Advisor, Major, College, Academic Standing, Foreign Language requirement, etc.
	Student Conduct Notifications View your notifications from the Office of Student Conduct.
	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 Graduate Student Payroll Deduction of Comprehensive Fees Program •View HOLDS •View 1098-T
C	Financial Aid Information Review the status of your award information here, including Financial Aid Holds, Requirements to Receive Aid, Cost of Attendance, Award History, Loan Requirements, Academic Progress, and Loan Application History.
C	Housing and Dining Services Add/Change Individual Dining Plan, View Housing Assignment
	Personal Information View and Update your address(es), phone number(s), view e-mail address(es). View and update emergency contact information. View name change information & social security number change information. Change your password.
(C)	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)

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

Back to Main Self Service Menu			Log Out of Self Service
	Virginia Te	ch Time Table of Classes	
 Select Campus, Term, Subject, Section Type and op Limit your search with the course number to speed Example: MATH 1 will give you all 1xx MATH 1205 sections. 	ntionally enter course number or CRN ther up download time: x MATH sections. MATH 12 will give yo	1 press "Find". u all MATH 12xx sections, MATH 120 will give	2 you all MATH 120x sections and MATH 1205 will give you only
 Textbook ISBN and pricing informati 	on		
Important Dates and Degistration	Campus	Term	The Curriculum for Liberal Education
(opens in a new window) • Spring 2014 Calendar • Summer L 2014 Calendar	Blacksburg On-Line Courses are listed under Virtual Campus	Select Term Spring 2014 Summer I 2! Summer II 2 Fall 2014	Show All Areas Previously known as Core Curriculum
Summer II 2014 Calendar Fall 2014 Calendar	Subject		Section Type
<u>View Exam Schedules</u>	All Subjects	T	Show All Types V
Free Time and Lunch CRNs View Building Abbreviations Universal Access Campus Map Prerequisite Checking Enforced during Registration! Participating Departments enforcing Prerequisite	Course Number (Optional)	Course Request Number (CRN) Optional) - must be at least 3 digits	Display ALL Sections (FULL and OPEN)
Checking		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

			C	ampus: Blac	ksburg - T	erm: Fall 2014	-					
CRN2	Course	Title	Type.2	Cr Hrs	Seats	Capacity ?	Instructor	Days.	Begin	End	Location 2	Exam
88243	MATH-1014	Precale With Transcendent Func	L	3	110	110	Staff	(ARR)	(Al	RR)	EMPOR 100	00X
88244	MATH-1014	Precale With Transcendent Func	L	3	110	110	Staff	(ARR)	(A3	RR)	EMPOR 100	<u>90X</u>
<u>88245</u>	MATH-1014	Precale With Transcendent Func	L	3	110	110	Staff	(ARR)	(A8	RR)	EMPOR 100	<u>00X</u>
88246	MATH-1014	Precale With Transcendent Func	L	3	110	110	Sul	(ARR)	(Al	RR)	EMPOR 100	<u>00X</u>
88247	MATH-1014	Precale With Transcendent Func	L	3	110	110	Staff	(ABR)	(Al	(R)	EMPOR 100	202
88248	MATH-1014	Precale With Transcendent Func	L	3	110	110	Sul	(ARR)	(A3	(ARR) I		202
88249	MATH-1014	Precale With Transcendent Func	L.	3	110	110	Sul	(ARR)	(A3	RR)	EMPOR 100	<u>00X</u>
88250	MATE-1014	Precale With Transcendent Func	L	3	110	110	Staff	(ARR)	(A3	RR) EMPOR 100		<u>90X</u>
88251	MATH-1014	Precale With Transcendent Func	L	3	110	110	Sul	(ARR)	(A8	RR)	EMPOR 100	<u>200</u>
<u>88252</u>	MATH-1014	Precale With Transcendent Func	L	3	Full 0	0	Staff	MTWRF	11:15AM	12:05PM	RAND 318	118
<u>88253</u>	MATH-1014	Precale With Transcendent Func	L	3	Full 0	٥	Staff	MTWRF	10:10AM	11:00AM	PAM 2028	1003
88254	MATH-1014	Precale With Transcendent Func	L	3	Full 0	0	Staff	MTWRF	2:05AM	9:55AM	PAM 2028	0063
88566	MATH-1014	Precale With Transcendent Func	ONLINE COURSE	3	100	100	Staff	(ARR)	(A3	RR)	TBA	<u>90X</u>
<u>88255</u>	MATH-1025	Elen Calculus	L	3	110	110	Statl	(ARR)	(A8	RR)	EMPOR 100	<u>00X</u>
88256	MATH-1025	Elem Calculus	L	3	110	110	Staff	(ARR)	(ARR)		EMPOR 100	<u>00X</u>
88257	MATH-1025	Elem Calculus	L	3	110	110	Staff	(ARR)	(Al	(R)	EMPOR 100	202
88258	MATH-1025	Elem Calculus	L	3	110	110	Staff	(ARR)	(ARR)		EMPOR 100	202
88259	MATH-1025	Elen Calculus	L	3	110	110	Staff	(ARR)	(ARR)		EMPOR 100	<u>00X</u>
88260	MATH-1025	Elen Calculus	L	3	110	110	Staff	(ARR)	(A3	RR)	EMPOR 100	<u>90X</u>
88261	MATH-1025	Elem Calculus	L	3	110	110	Staff	(ARR)	(A8	RR)	EMPOR 100	00X
88568	MATH-1025	Elem Calculus	ONLINE COURSE	3	100	100	Staff	(ARR)	(Al	(R)	TBA	200X
84352	MATI6-1114	Elementary Linear Algebra	L	2	140	140	JH England	(ARR)	(Al	(R)	IMPOR 100	11
84353	MATH-1114	Elementary Linear Algebra	L	2	140	140	JH England	(ARR)	(A3	RR)	EMPOR 100	<u>EE</u>
84354	MATE-1114	Elementary Linear Algebra	L	2	140	140	JH England	(ARR)	(A3	RR)	EMPOR 100	<u>88</u>
86716	MATE-1114	Elementary Linear Algebra	ONLINE COURSE	2	100	100	JH England	(ARR)	(A8	RR)	TBA	EE
84408	MATH-1206	Calculus	L	3	50	50	Staff	MW	2:30PM	3:45PM	MCB 113	CTE
84409	MATH-1206	Calculus	L	3	40	40	Sul	MW	4:00PM	5:15PM	WLH 340	CIE
84418	MATH-1206	Calculus	L	3	40	40	Staff	M W F	10:10AM	11:00AM	SURGE 109	CIE
84423	MATH-1224	Vector Geometry	L	2	15	15	HD Hat	т	8:00AM	9:15AM	SEB 190	<u>83</u>
						 Additional Times 	•	F	3:35PM	4:25PM	MCB 204	1
84425	MATH-1224	Vector Geometry	L	2	15	15	HD Hart	т	8:00AM	9:15AM	SEB 190	<u>88</u>
			-			 Additional Times 	•	F	11:15AM	12:05PM	RAND 120	-
84426	MATH-1224	Vector Geometry	L	2	15	15	HD Hart	T	8:00AM	9:15AM	SEB 190	EE
94477	MATTERNA	Ventue Committee				Approach Times	UD Um	F	8:00AM	8.50AM	MC8 224	
(/	maininide	Thus Generally		1	0	6 Addrined Times	nu nat	F W	2/25PM	4/258M	MCD 200	- E
84429	MATH-1224	Vector Geometry	L	2	15	15	HD Bat	T	ROOAM	9.15AM	SEB 190	EE
						* Additional Times	•	w	11:15AM	12:05PM	TORG 1010	1
84436	MATH-1224	Vector Geometry	L	2	15	15	HD Bat	т	8:00AM	9:15AM	SEB 190	EE

-Record the CRN for the section you want to request

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

ourse Request a process to		You	curre	ntly have	e no Co	ourse Ree	quest	s for this	term		
EQUEST surses which ill be assigned you in the ture. You will				,	Add new	CRNs belo	w			-	
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portunity to ake changes your hedule using	0	Enter up to "ADD CRN(Information	o 10 DIFF s)" Butto n (Subjec	ERENT Cours n. The CRNs t and Course	e Request will be val Number,	Numbers (CF idated and yo Title, Credit H	RNs) into u will be lours, Gr	the boxes be presented wit ading Mode).	low and p h the Cou	ress the Irse	
rop/Add.	#No	CRN	#No	CRN	#No	CRN	#No	CRN	#No	CRN	
Important Dates and	1.		2.		3.		4.		5.		
nformation	6.		7.		8.		9.		10.		
window)				Ad	d CRNs	Rese	t				
limetable of lasses											
Spring 2013 alendar											
View Exam chedules											

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

-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

c c c Doturn to Dogistr	ation Status page									
<<< Return to Registra	auon status page									
The following cour	rse(s) were not scheduled b	ecause of the reason give	en.							
-										
IESE COURSES \	WERE NOT SCHEDUL	ED								
Reason	Request	ed Course	Title		Credit Hours	ОРТ	Begin Time	End Time	Days	Location
Section Full	16884	ENGL 3764	Technical Writing		3	A - F	(ARR)	(ARR)	(ARR)	TBA
Restriction on: Mator/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
OU WERE SCHEP										
be Course information	n (days, times and location)	is based on the SCHEDULI	FD CRN.							
his is the original clas	ss ticket, go to the Detail Sch	edule page to view your s	chedule if you drop or add o	lasses.						
ESE COURSES V	WERE SCHEDULED									
Scheduled CRN	Course	Title		Credit Hours	ОРТ	Begin Time	End Time	1	Days L	ocation
11088	BIOL 2604	General Microbiology		3	A - F	12:30 PM	01:45 P	м	TR L	ITRV 1670
11091	BIOL 2614	Gen Microbiology Lab		1	A - F	02:00 PM	03:50 Pf	м	TR H	AHN N 217
16336	STAT 3615	Biological Statistics		3	A - F	05:30 PM	06:45 Pt	м	MW T	ORG 2150
		TOTAL CREDIT	HOURS ENROLLED:	7						
nis information is stati	ic information and IS NOT	UPDATED when you mak	e schedule changes.							
ease be sure to check	k your Detail Schedule page	for class ticket information	n if you drop or add classes.							
			[Account !	Summary B	y Term]					
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			Crede	ential Syste	m j					

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/Prerequisits) schedule an appointment with your advisor to talk about other possible options.