

How to transfer to Building Construction from Engineering

Technical Description

The Building Construction program here at Virginia Tech focuses on the all aspects of making buildings as well as the performance during and after the construction is complete. There are four degree options available within the Building Construction department, which include Design, Real Estate Double Degree, Sustainable Building Performance and Energy Management, and Building Information Technology and Management. The course of study for each degree option can be found on the Building Construction webpage.

The main purpose of this paper is to inform Virginia Tech students the process that one must complete in order to transfer from the College of Engineering to Building Construction in the College of Architecture & Urban Studies. Students will most likely complete this process at specific times of the academic year. The more common times would be in between semesters or at the end of a semester. These two times of the year would allow for adequate time for the students to complete the transfer without having to rush. The last time of the year would be in the first week of a semester before the drop/add deadline. This can be complicated especially if the student is having trouble finding the necessary courses and must force add courses before the deadline.

The process begins by talking with the Building Construction academic advisor to determine if a degree in Building Construction is a good fit and if one is eligible to transfer into the department. Next, the student will be given a Change of Major form in which the student must gather signatures from the Building Construction academic advisor, the Dean of the College of Architecture & Urban Studies, the student's academic advisor from engineering, and the Dean of the College of Engineering. After, the form is processed University Registrar and the student will be officially transferred to Building Construction. At this point, the student will be able to register for classes that were restricted before.

Glossary of Terms

Academic Advisor - a mentor to students for any affairs involving course planning, registration, and counseling.

Building Construction - major in which the area of focus on the making and performance of a building during and after construction is complete.

Change of Major - a form in which a student request to be transferred from one major to another.

Course of Study - a roadmap for a student's classes broken down by semester.

Dean - the head official within a specific college.

Drop/Add Deadline - the point in a semester where classes cannot be added or dropped. For adding classes, this is usually the Friday of the first week of classes.

Force Add - a method of adding classes even though the course is full. This usually means a student must join a waitlist or talk to the department of the classes involved.

University Registrar - the office that serves students, faculty, staff, and alumni with all matters involving student records.

Unofficial transcript - a version of a student's academic record that can be used within the college.

Instructions to Transfer from the College of Engineering to Building Construction

The following step-by-step instructions will walk through the process of changing majors from Engineering to Building Construction. The only required items for the student would be email access and an unofficial transcript printed from HokieSPA.

NOTE: A Virginia Tech campus map will be helpful if building location is unknown. The campus map can be printed from www.maps.vt.edu.

1. Email Building Construction academic advisor for an appointment.

Currently, the academic advisor and recruiter for Building Construction department is Mrs. Renee Ryan. She can be reached at renee.ryan@vt.edu. In the email, specify the times that you are available to meet.

2. Attend meeting at set time with Mrs. Renee Ryan.

The meeting will take place in Mrs. Ryan's office in 430 Bishop-Favrao Hall.

- Will need to explain why a Building Construction degree is a good fit.
- Will check transcript to determine eligibility for transfer.
- If accepted, will go through the different degree options and plan out the course of study.

NOTE: A photo of Mrs. Ryan can be found on the Faculty and Staff Building Construction page at <http://www.bc.vt.edu/employees> for reference.

3. Complete Change of Major form.

Will be given a Change of Major Form, to fill out and obtain signatures from:

- Academic Advisor for Building Construction, Mrs. Ryan
- Dean for College of Architecture & Urban Studies, Dr. Davis in 202 Cowgill Hall
- Academic Advisor for engineering major
- Dean for College of Engineering, Dr. Benson in 212 Hancock Hall

NOTE: Campus map will be helpful in finding the different buildings. For the signatures from the deans, secretaries or assistants will have stamps so a meeting is not required.


4. Turn in Change of Major Form to Mrs. Ryan.

Mrs. Ryan will turn the form into the University Registrar who then will process the document and officially transfer the student into the Building Construction department within the College of Architecture & Urban Studies.

5. Check HokieSPA and register for classes.

Check HokieSPA under the “View your General Student Information” link to make sure transfer is complete and new major is listed as BC - Building Construction.

NOTE: Use the course of study recommend by Mrs. Ryan at the previous meeting when registering for classes.

Curriculum Information	
 Historical Curriculum Information is available on the Unofficial Transcript.	
Level:	Undergraduate
Campus:	Blacksburg
Primary Major Information	
Primary College:	Architecture & Urban Studies
Primary Major:	BC - Building Construction
Primary Degree:	Bachelor of Science
Degree Status:	Not Complete
Anticipated Graduation Date:	14-MAY-16

Conclusion

After following the step-by-step instructions above any student should be able to transfer effortlessly. Students should be aware that this process takes time in order to visit the different buildings for signatures and for the University Registrar to process the Change of Major form. If a student is completing these tasks during the first week of classes, be aware that you might have to force/add classes or substitute courses. These same steps can also be applied to most majors except for the initial meeting would be with a different academic advisor and different requirements would need to be met.