Course Request is an extremely important part of the college experience. This guide will step you through using the course request system at Virginia Tech. The course request window is a week about half way through the previous semester so don't be surprised when it sneaks up on you. Don't miss the window but don't worry about being early either as order of submission does not affect your chances of getting into courses.

1.   Before attempting course request you should see an adviser.
2.   Go to **hokiespa**.vt.edu/ and log in with your vt pid and password.
3.   Click the hokie spa tab in the top left corner.

4.   From menu select registration and schedule.
5.
6.   If you do not have a green check as shown below. Contact your advisor or the university registrar to resolve this issue.

7.   Scroll down. There is a table with semesters in one column and links in the other column. Look for the semester you wish to do course request. Open timetable of classes link in a new tab.
8.   you should be looking at a window like this:

9.   **Ensure the proper campus. Ensure the proper Term is set.**
10.   Search for desired courses and sections. Once you find a desired course and section. Record the CRN. (I suggest you have a piece of paper handy.)
11.   Once you are ready with your proposed schedule. Go back to other tab and click the Course Request link.
12.   Enter the CRN's into the box on the page (one CRN per box). Then click "add CRN's"
13.   It will bring up the proposed classes and ask you to verify. Click to verify.
14.   If any error come up contact the department that offers the class or ask your advisor for assistance.

vt Pid – personal identifier assigned by VT and used for site logins. This is the first part of your vt-email (ex. jsmith@vt.edu 's pid is jsmith)
Checklist -
CRN – Cousre request number. This number is used to uniquely identify sections of classes.
plan of study – list of proposed classes you want to take.