

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.



Hokie PLUS (Personal Look-Up System)

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.

FERPA Release	Not Required		Add/Update	Permits third parties (such as your parents) to dis
VT Alerts	YES		Sign in for VT Alerts	You must either OPT in or OPT out of VT Alerts Refresh this page after completing the VT Alerts
Self-Disclosure of Arrest/Conviction	YES		Read/Confirm	Read and acknowledge the VT Student Conduct p Must acknowledge understanding of policy annua You last confirmed this on July 15, 2013 at 06:03
Registration Holds	YES			As of 11:03 pm MAR 27, 2014 you do not have a
Registration Permitted?	YES			You have met all the requirements for registration

Requirement Legend: MET NOT MET NOT I

Registration Links

You have met all the requirements for registration. You should be able to register for classes.

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:

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 2014

Summer II 2014

Fall 2014

The Curriculum for Liberal Education

Show All Areas

?

Previously known as Core Curriculum

Subject

CS - Computer Science

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**

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 – Course request number. This number is used to uniquely identify sections of classes.

plan of study – list of proposed classes you want to take.