

DEPARTMENT OF ECONOMICS PRE-ACADEMIC ADVISING CHECKLIST

GETTING STARTED WITH TECHNOLOGY

- CREATE YOUR VT USERNAME (PID)** (complete this by June 13)
<https://onboard.it.vt.edu>
- ENROLL** in the 2-Factor Authentication with Duo
<http://www.tech.it.vt.edu/2factor>
- DOWNLOAD** the DUO Mobile App on your personal smartphone and enroll the device
https://vt4help.service-now.com/kb_view_customer.do?sysparm_article=KB0010700#installduomobile
- ADD** your VT email to the personal smartphone that you will be bringing to orientation

COLLEGE OF SCIENCE ACTION ITEMS

- COMPLETE THE STEPS ON THE COLLEGE OF SCIENCE ORIENTATION WEBSITE** (complete this by July 6)
<https://www.science.vt.edu/resources/orientation.html>
- COMPLETE THE EXPECTED COURSES AND CREDITS WORKSHEET** (complete this by July 6)
[Open Form](#)
[Upload the form to the Dean's Office Document Portal](#)
- UPLOAD CHECKSHEET** found [HERE](#) when asked on the College of Science website (complete this by July 6)

ECONOMICS ACTION ITEMS

- COMPLETE** the Economics Orientation Survey (complete this by June 30)
 - You must be logged into your Virginia Tech google account to complete the form
 - Students Admitted to Economics as a **First-Year Student**: <https://forms.gle/bDUZaizMXQsTi7yZ8>
 - Students Admitted to Economics as a **Transfer Student**: <https://forms.gle/kfzfp3u6qBfHvmhdA>
- TAKE** the ALEKS Placement Assessment for MATH 1225 (complete this by June 13 to guarantee a seat in course)
<https://math.vt.edu/undergrad-math/courses/math-1225/MathReadinessFAQs.html>
 - MATH 1225 and MATH 1226, Calculus of a Single Variable, is the MATH sequence preferred by the Department of Economics
 - Since March 9 you have received multiple emails from the Math Department with information and links to the exam
 - A score of 80 is required on the ALEKS Placement Assessment to be placed in MATH 1225
 - You will have three attempts at the ALEKS Placement Assessment to earn a score of 80
 - If you are not successful in completing the ALEKS Placement Assessment you will need to register for MATH 1214, Preparation for Calculus, for Fall

PREPARE for Class Registration (complete this by June 30)

<http://www.hokiespa.vt.edu>

- Open Hokie Spa
- Click Hokie Scheduler
- Select Term – Select Fall 2022 and click Save and Continue
- Select Campus – Select Blacksburg and click Save and Continue
- When directed click on Open Action Items to update: Emergency Contact Address, Emergency Contact Confirmed, FERPA Release, VT Alerts, Self-Disclosure of Arrest/Conviction, and Student Financial Responsibility
- A new student hold will be place on your account July 1 and remain until your academic advising appointment.

COMPLETE Class Registration (complete this by June 30)

- Open Hokie Spa
- Click Hokie Scheduler
- Select Term – Select Fall 2022 and click Save and Continue
- Select Campus – Select Blacksburg and click Save and Continue
- Preregistered courses -These courses have been added to your Cart for Registration since they are required for first semester Economics majors
 - ECON 2005 – Principles of Microeconomics
 - First course required for major
 - Applies to Major Core
 - ECON 2984 – Pathways in Economics
 - Course designed to introduce you to your major and resources available at Virginia Tech to help you be successful
 - Virginia Tech requires all students to complete a First Year Experience (FYE) course During their first semester at Virginia Tech
 - Applies toward 30 hours required for Economics majors and FYE requirement
 - MATH 1225 – Calculus of a Single Variable
 - Preferred Math for majors
 - Applies to Pathway 5 Foundation
 - ENGL 1005 – First Year Writing
 - English course to be completed during your first year
 - Applies to Pathway 1 Foundation
 - AAEC 2104 – Personal Professional Planning
 - Course that covers topics necessary for financial success in the future (creating a budget, insurance, investments, buying a house, planning for retirement and other live events)
 - Applies to Pathway 5 Advance
- Adjust schedule
 - If you have AP or Transfer credit for ECON 2005, drop ECON 2005 and add ECON 2006 Principles of Macroeconomics to your cart
 - ECON 2984 must be completed. This course cannot be removed from your cart
 - If you do not complete the ALEKS Placement Assessment with at least a score of 80 after three attempts, drop MATH 1225 and add MATH 1214 to your cart
 - If you have AP or Transfer credit for ENGL 1105, drop ENGL 1105 and add ENGL 1106 First Year Writing to your cart
 - If you are not interested in AAEC 2104, drop the course from your cart and add a course of your choosing that can be used for Pathway Concepts 2, 3, 4, 5 Advance, 6 Art, 6 Design, or 7

- You can also add other courses to your cart up to a total of 19 hours
 - Click Submit to complete registration
 - Your schedule will be reviewed during your Academic Advising Appointment
- SCHEDULE ACADEMIC ADVISING APPOINTMENT** using the link provided in the email sent from your academic advisor, Erika Perdue (complete this between June 13 and July 6)
- Appointments must be scheduled in Navigate
 - Appointments are available weekdays July 6 to July 21
 - Appointments will be 30 minutes
 - Appointments are for you to meet with academic advisor to review your schedule, answer any questions you have about the Economics major and Virginia Tech
- PREPARING FOR YOUR ADVISING APPOINTMENT** (complete this at least 24 hours before your scheduled appointment)
- What you need to know about the appointment
 - Appointment is virtual via Zoom
 - Appointments are available weekdays July 6 to July 21
 - Appointments will be 30 minutes
 - Appointments are for you to meet with academic advisor to review your schedule, answer any questions you have about the Economics major and Virginia Tech
 - Email will be sent via Navigate to confirm appointment and include link to Zoom 24 hours before appointment
 - Have AP scores and transcripts from other community colleges and 4-year institutions available to share with advisor (PDF or screen shots work best)
 - Complete College of Science Expected Courses and Credits Worksheet
 - Complete the ALEKS Placement Assessment for MATH 1225

UNIVERSITY ACTION ITEMS

- COMPLETE** the Free Application for Federal Student Aid (FAFSA) if you wish to apply for financial aid <http://www.finaid.vt.edu>
- COMPLETE and SUBMIT** the immunization history form http://www.healthcenter.vt.edu/new_student/required_immunizations.html
- SEND** your official transcript to the Office of Undergraduate Admissions once you have final grades
- Office of Undergraduate Admissions, 925 Prices Fork Road, Blacksburg, VA 24061
- SEND** all AP, IB, CLEP, and Cambridge scores to Virginia Tech
- Office of Undergraduate Admissions, 925 Prices Fork Road, Blacksburg, VA 24061
 - If you took exams in multiple years, request that your entire score report be sent.
- VERIFY** receipt of AP, IB, CLEP, Cambridge, transfer credits on Hokie Spa (continuously review) <http://www.hokiespa.vt.edu>
- Click Hokie Spa
 - Click Grades Menu
 - Click Transfer and Other Additional Credits