

**DEPARTMENT OF ECONOMICS
VIRTUAL ACADEMIC ADVISING AND COURSE REGISTRATION
CHECKLIST**

CONFIRM TECHNOLOGY SET UP

- CREATE** your VT Username (PID)
<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 device that you will be bringing to orientation.

- DOWNLOAD** Adobe Acrobat Reader on your computer for FREE! You will need this software when completing the College of Science Orientation Worksheet and other forms at the university. Complete this before attempting the remainder of this checklist.
[Download Adobe Acrobat Reader DC for free!](https://get.adobe.com/reader/) - <https://www.youtube.com/watch?v=l6-84SJB5aw>
[Watch this video on how to download and install on a PC](https://www.youtube.com/watch?v=kioB56H25xk) - <https://www.youtube.com/watch?v=kioB56H25xk>
[Watch this video on how to download and install on a MAC](https://www.youtube.com/watch?v=kioB56H25xk) - <https://www.youtube.com/watch?v=kioB56H25xk>

- DOWNLOAD** Zoom for advising appointments
[Download Zoom](https://zoom.us/support/download)- <https://zoom.us/support/download>

COLLEGE OF SCIENCE ACTION ITEMS

- RECEIVE** College of Science Welcome email in your VT email.

- COMPLETE** the Expected Courses and Credits Worksheet
Open Worksheet
https://www.science.vt.edu/content/dam/science_vt_edu/new-website/student-forms/COS_Expected_Courses_and_Credits_Worksheet.pdf
Upload the form to the Dean's Office Document Portal
https://docs.google.com/forms/d/e/1FAIpQLSeGjB6SPf-nApr0artmb8cev1N7hx_q0dp6Kcx3KUDL-Yzjw/viewform

- COMPLETE** College of Science Virtual Academic Advising and Course Registration Canvas Page

TAKE the ALEKS Placement Assessment for MATH 1225

The Department of Economics prefers students majoring in Economics complete MATH 1225 and MATH 1226, Calculus of a Single Variable. Placement in MATH 1225 requires the completion of the ALEKS Placement Assessment with a score of 80 or higher. It is recommended that you complete the ALEKS Placement Assessment by June 12 for the best chance of seats being available in MATH 1225.

[ALEKS Placement Assessment for MATH 1225 Information](https://math.vt.edu/undergrad-math/courses/math-1225/MathReadinessFAQs.html) -<https://math.vt.edu/undergrad-math/courses/math-1225/MathReadinessFAQs.html>

[MATH 1225 Information Video](https://video.vt.edu/media/First-Year Mathematics/1_ochpnnu0)- https://video.vt.edu/media/First-Year Mathematics/1_ochpnnu0

Students that do not achieve an 80 or higher on the ALEKS Placement Assessment will complete MATH 1214, Prepare for Calculus, before attempting MATH 1225 in a future semester.

REGISTER FOR CLASSES

RECEIVE Department of Economics Advising email in your VT email with information on course registration and mandatory academic advising meeting.

PREPARE for Class Registration

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

- Open Hokie Spa
- Click Hokie Scheduler (PDF Instructions - https://author.ensemble.vt.edu/content/dam/econ_vt_edu/undergraduate/Hokie%20Scheduler%20Tutorial%20-%20Students%20Fall%202022.pdf)
- Select Term – Select upcoming term 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

REGISTER for classes

- Watch How to use Hokie Scheduler instructional video, https://video.vt.edu/media/Hokie+Scheduler/1_kfijjrne
- Open Hokie Spa
- Click Hokie Scheduler
- Select Term – Select upcoming term and click Save and Continue
- Select Campus – Select Blacksburg and click Save and Continue
- Already in your Cart are the sections of courses that are required to be completed by incoming majors in Economics. These courses are in your cart for the following reasons.
 - **ECON 2005 – Principles of Economics** – The section on your schedule is the only section that is open to incoming students. As an incoming student you will only be able to complete this section which should be completed in your first semester to maintain progress toward degree. There is no other option, you cannot change this course.
 - **ECON 2984 – 1st Year Experience in Economics** – All students must complete a first-year experience course in the first term in which they enter VT in the major in which they enter. This course completes this university requirement. This is the only section of the course being offered. There is no other option, you cannot change this course.
 - **ENGL 1105 – First Year Writing** – First Year Economics students must complete ENGL 1005 and ENGL 1106 as required for Pathway Concept 1F. Due to the demand for this course you have been placed in a section to make sure that you can complete this course in your first semester. You can change to other sections of this course if seats are available, but you must complete this course in this term.

- **MATH 1214 – Prepare for Calculus** – The Department of Economics strongly recommends student complete MATH 1225-1226, Calculus of a Single Variable. Students must complete the ALEKS Placement Assessment with a score of 80 or higher to take MATH 1225. Students that receive an 80 or higher on the ALEKS Placement Assessment will automatically be moved to MATH 1225, Calculus of a Single Variable. Students that do not receive an 80 or higher must complete MATH 1214 before taking MATH 1225 in the following semester. Therefore, MATH 1214 is in your cart in the event you are unable to achieve an 80 or higher on the ALEKS Placement Assessment to make sure that you have a seat in this highly demanded course. You can change to other sections of this course if seats are available, but you must complete this course in this term if you do not score an 80 or higher on the ALEKS Placement Assessment.
- **Pathway Concept Courses** - Select two courses of your choice that can be used for Pathway Concept 2, 3, 4, 6 Art, or 6 Design.

MAKE changes to schedule by July 31

DO NOT DROP THE SECTIONS OF ECON 2005 and ECON 2984 IN YOUR CART. You may change to another section of ENGL 1105 and MATH 1214.

Note - If you receive AP credit for ECON 2005 you will need to add an additional course of your choice for Pathway Concept 2, 3, 4, 6 Art, or 6 Design. Economics majors complete ECON 2006 in the Spring of their first year as part of the cohort.

Note - Many AP, IB, and TR credits apply to Pathway to General Education requirements. Refer to the completed Expected Courses and Credit Worksheet you completed in Step 2 to determine which Pathway requirements you may already have credit for and which Pathway requirement for which you may select a course.

[Information about Pathways](#)

[Pathways Guides](#) Use the guides for the year you are entering Virginia Tech to select applicable courses.

COMPLETE your schedule by July 31

Select the schedule of your choice and click REGISTER in the top right corner to officially register for classes. Note - classes in cart are not actually on your schedule until you click REGISTER.

UPDATE schedule before the first day of classes.

Once AP, IB, CLEP, and Transfer credits from 2-year or 4-year institutions have been processed and appear on your [unofficial transcript](#) in Hokie Spa, you may make the following changes to your cart if credit is received for the following.

- ECON 2005 - Drop ECON 2005, Add ECON 2006
- ECON 2006 - Add ECON 2005
- ECON 2005 and 2006 - Meet with advisor to discuss option.
- MATH 1225 - Drop MATH 1214, Add MATH 1226
- 80 or higher on ALEKS Placement - Drop MATH 1214, Add MATH 1225
- ENGL 1105 - Drop ENGL 1105, Add ENGL 1106
- ENGL 1106 - Drop ENGL 1105, Add a course of your choice for Pathway Concept 1 Advanced

MEET WITH ADVISOR

- RECEIVE** Department of Economics Advising email in your VT email in mid-May with information on course registration and mandatory academic advising meeting.

- COMPLETE** the Economics Student Assessment form
You need to be logged into your Virginia Tech google account to complete the form before the date of your Mandatory Virtual Academic Advising Overview meeting.
[First-Year Students](#)
[Transfer Students](#)

- ATTEND** Mandatory Virtual Academic Advising Overview Meeting
 - Students only need to attend one meeting.
 - Sessions will be on Tuesdays in June and July virtually via Zoom.
 - Department Advisor will provide information about the major, basic course registration process, resources to assist students with registration, and answer general questions.
 - Each session will last approximately 1 hour but may continue longer depending on the questions.
 - Register using the link received in the email from the advisor.

NOTE – Students should begin registering for classes before attending this meeting.

- SCHEDULE** OPTIONAL Academic Advising Appointment
This is an optional appointment students can schedule with the advisor during the Virtual Academic Advising and Course Registration period. Once a student attends the Mandatory Virtual Academic Advising Overview Meeting the student will receive an email with the link to use to schedule a Virtual Academic Advising Appointment.

- PREPARE** for the OPTIONAL Virtual Academic Advising Appointment
Students that schedule an optional appointment need to make sure they have the following.
 - At least 48 hours before appointment - Schedule has been registered in Hokie Scheduler, Department of Economics Assessment form has been submitted, College of Science Expected Credits/Courses Worksheet has been uploaded.
 - Within 24 hours before appointment - Check VT email for the confirmation from Navigate which will include the Zoom link for the appointment.
 - Before the appointment begins - Have your ID number ready. (ex. 906121234), be prepared to take notes during the appointment.

- COMPLETE** the OPTIONAL Virtual Academic Advising Appointment

During the 20-minute meeting via Zoom the advisor will review with the student their schedule, suggest changes based on transferred credit and future plans of the student, and answer questions. Once again, students are encouraged to attend this appointment individually without others or members of your support team so our academic advisors and students can connect with each other. There will be sessions specifically for families/partners/support teams of students from the Academic Advising Initiatives Office, <https://student.advising.vt.edu/orientation.html>.

UNIVERSITY ACTION ITEMS

- COMPLETE** University New Student Orientation by July 31
- COMPLETE** the Free Application for Federal Student Aid (FAFSA) if you wish to apply for financial aid.
<http://www.finaid.vt.edu>
- SUBMIT** the immunization history form
http://www.healthcenter.vt.edu/new_student/required_immunizations.html

SUBMIT TRANSFER AND EXPECTED CREDITS TRANSCRIPT

- SEND** your official high school, community college, 2-year and 4-year institution transcripts 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
 - Scores should be reported electronically from the College Board or International Baccalaureate using the Virginia Tech School Code #5859
 - 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

CHANGING MAJOR

- SEND** request to Office of Undergraduate Admissions May 20-31.
- MEET** with a Transitional Advisor if request is not submitted to Admission in time or is denied. You will then be able to apply to change your major in December after completing the first semester of courses at Virginia Tech assuming you complete any courses required by major to which you want to switch during Fall. If you will not be able to change your major after Fall you should discuss with the Transitional Advisor changing your major to University Studies (US) to have access to the courses you need for the major to which you want to switch.