Course Request
1. The Basics
The Basics

Def: a period of time in October and March in which students inform the university of the courses they intend to take in the following semester.

The first of two steps in the course registration process

1. Course Request
2. Drop/Add

For Spring 2023

October 18 – November 1
2. Resources
Checksheet

★ A list of all degree requirements for each major
★ All majors, options, and minors have a checksheet
★ To view a Checksheet
  ★ Go to the Registrar’s Office website
  ★ https://www.registrar.vt.edu/
★ Click on Graduation Requirements Checksheets
★ Open Checksheet Tab
★ Select view of Checksheets
★ To view checksheet of your choice click on 2022/2023 link next to major or minor
Department Website

The Department has a website with everything you need to know about Course Request

https://econ.vt.edu/undergraduate/course-request.html
The Degree Audit Report shows you what degree requirements you have completed and what degree requirements still need to be completed.

**Run a DARS in Hokie Spa**
- Click on DARS and Hokie GPS – Graduation Plan for Success
- Click on Student – View your profile
- Click Run Audit
- Click Run Declared Program
- Click View Audit
- Click Open All Sections to view degree requirement
DARS REPORT

DARS Reports can also be ran for other majors or options
Run a What-If DARS in Hokie Spa
  ★ Click on DARS and Hokie GPS – Graduation Plan for Success
  ★ Click on Student – View your profile
  ★ Click Run Audit
  ★ Click Select a Different Program
  ★ Select Program from drop down
  ★ First Term at VT will always be Fall 2022
  ★ Click Run Different Program
  ★ Click View Audit
  ★ Click Open All Sections to view degree requirement
DARS Report

Video on how to run and read a DARS available on the Department’s Resource Page

https://econ.vt.edu/undergraduate/resources.html

Open the tab – The Degree Audit Report (DARS)
Current Schedule

★ Your current courses are also listed in the DARS
★ View in section titled “A minimum of 120 hours required...”
★ #2 “In-Progress Courses...”

★ To view schedule
★ Go to Hokie Spa
★ Click Classic Student Schedule
Pathway Guide

⭐ List of courses that can be used to complete degree requirements
⭐ Use the guide for the year you enter VT
⭐ Go to https://www.pathways.prov.vt.edu/about/pathways-guides.html
⭐ Select Guide for Entering 2022-2023
⭐ Recommend Guide-At-A-Glance version
Hokie GPS

An online tool you can use to plan when you will take courses over the next four years.

To complete a Hokie GPS plan

- Log into Hokie Spa
- Scroll down to DARS and Hokie GPS – Graduation Plan for Success and Click
- Click on Student Access View Your Profile
- Click on HokieGPSs tab at top of page
- Click on New HokieGPS and follow prompts
3. Deciding Which Courses to Request
Deciding Courses - Major Courses

1. Start
2. Currently in ECON 205?
   - No: Currently in ECON 2006?
     - No: Currently in ECON 3104?
       - No: Currently in ECON 3204?
         - No: Request ECON 2006
         - Yes: Request ECON 3204
       - Yes: Completed ECON 3504 or 4304?
         - Yes: Major Core Completed
         - No: Request ECON 3104
     - Yes: Decide MATH
       - Yes: Currently in MATH 1216 or 1026?
         - Yes: Request ECON 3104
         - No: Completed MATH 1216 or 1026 and STAT or BIT?
           - Yes: Add ECON 3254 or 4304
           - No: Request MATH 1026
       - No: Decide MATH
         - Yes: Request MATH 1216
         - No: Request MATH 1229
3. Currently in MATH 1214?
   - Yes: Request MATH 1225
   - No: Currently in MATH 1229?
     - Yes: Request MATH 1228
     - No: Currently in MATH 1226?
       - Yes: Request STAT 3005
       - No: Currently in MATH 1014?
         - Yes: Request MATH 1025
         - No: Currently in MATH 1025?
           - Yes: Request MATH 1028
           - No: Currently in MATH 1026?
             - Yes: Request STAT 3004
             - No: Done
Deciding Courses – Pathway 1

Pathway 1

ENGL 1105

No

Admission Placed Out

No

Add ENGL 1105

Yes

Add ENGL 1106

AP/TR Credit

Yes

Currently Enrolled

No

Currently in or Completed ENGL 1106

Select a Course for 1A

No

Currently in or Completed a Course for 1A

Yes

Pathway Completed
Deciding Courses – Pathway 2

Pathway 2

How many courses completed or in-progress?

- 0 courses in-progress or completed
- Select a course

- 1 course in-progress or completed

- 2 courses in-progress or completed
  - Pathway Complete
Deciding Courses – Pathway 3

 Paths:

- 0 courses in-progress or completed
  - Select a course

- 1 course in-progress or completed
  - How many courses completed or in-progress?

- 2 courses in-progress or completed
  - Pathway Complete

ECON courses cannot be used by majors for Pathway
Deciding Courses - Pathway 4

Pathway 4

How many courses completed or in-progress?

0 courses in-progress or completed
Select a course

1 course in-progress or completed

2 courses in-progress or completed
Pathway Complete
Deciding Courses - Pathway 5 Foundation

- MATH 1026 and 1226 cannot be used by majors for Pathway
Deciding Courses - Pathway 5 Advanced

- BIT, ECON, and STAT courses cannot be used by majors for Pathway
Deciding Courses - Pathway 6 Art

Pathway 6 Art

How many courses completed or in-progress?

0 courses in-progress or completed
Select a course

1 course in-progress or completed
Pathway Complete
Deciding Courses - Pathway 6 Design

Pathway 6 Design

How many courses completed or in-progress?

0 courses in-progress or completed
Select a course

1 course in-progress or completed
Pathway Complete
Deciding Courses – Pathway 7

- Pathway 7

  How many courses completed or in-progress?

  - 0 courses in-progress or completed → Select a course
  - 1 course in-progress or completed → Pathway Complete
Deciding Courses – Electives

- ECON Electives
  - Completed Major Core
    - Yes
      - Currently in or completed 0-3 ECON Electives
        - Yes
          - Select 2 ECON Electives
        - No
          - Do Not Add an Elective
            - No
              - Completed ECON 2005 and 2006
                - Yes
                  - Currently in ECON 3104
                    - Yes
                      - Select 1 ECON Elective
                    - No
                      - Currently in ECON 3204
                        - Yes
                          - Currently in ECON 3204
                            - Yes
                              - Select 1 ECON Elective
                            - No
                              - Completed ECON 3254 or 4304
                                - Yes
                                  - Select 1 ECON Elective
                                - No
                                  - Completed ECON 3254 or 4304
  - No
    - Currently in ECON 3104
      - Yes
        - Select 1 ECON Elective
      - No
        - Currently in ECON 2005 and 2006
          - Yes
            - Currently in or completed 4 ECON Electives
              - Yes
                - Select 1 ECON Elective
              - No
                - Currently in or completed 5 ECON Electives
                  - Yes
                    - Major Completed
                  - No
                    - Currently in ECON Electives
                      - Yes
                        - Select 1 ECON Elective
                      - No
                        - Completed ECON Electives
4. Major Options
Major Options

- Options in Major
  - Business Option (ECNB)
  - Managerial Economics and Data Science (MEDS)
  - Policy and Regulation (PORE)

- To add an option
  - Send an email to me for links to form and upload
Major Options - Business Option

1. Are you in or have you completed ACIS 1504?
   - Yes: ACIS 2115
   - No: Add ACIS 1504

2. Are you in or have you completed ACIS 2115?
   - Yes: ACIS 2116
   - No: Add ACIS 2115

3. Are you in or have you completed ACIS 2116?
   - Yes: ACIS 2116
   - No: Add ACIS 2116

4. Are you in or have you completed MATH 1524?
   - Yes: Add MATH 1524
   - No: Have you completed MATH 1225 and 1226?
     - Yes: Add BIT 2405
     - No: Add BIT 2405

5. Are you in or have you completed BIT 2405?
   - Yes: BIT 2406
   - No: Not currently in or completed:
     - Add BIT 2406

6. Are you in or have you completed BIT 2406?
   - Yes: Select 1 from FIN 3104, 3054, 3074, MGT 3104, MKTG 3304, BIT 3414
   - No: Not currently in or completed:
     - Add BIT 2406

Select 1 from FIN 3104, 3054, 3074, MGT 3104, MKTG 3304, BIT 3414
Other Factors to Consider
Major Options - MEDS and PORE

★ For MEDS and PORE
★ In addition to Major and Pathway courses
★ Select one
★ ECON 1104 – Economics of Gender
★ ECON 1204 – Economics of Race
★ ECON 1214 – Economic History of Diversity and Inclusion
Other Factors

★ Free Electives
★ Any course in any subject that is of interest to you
★ Includes
★ Courses for double majors
★ Courses for minors
★ Courses for Corps of Cadets/ROTC
Other Factors

- Adding Double Major or Minor
  - Contact advisor for department of major
  - Follow the instructions the advisor provides
  - Advisor of Double Major or minor will provide you with courses to complete each semester
6. Completing Course Request
Completing Course Request

- Timetable will be viewable October 12
- Use the Classic Timetable to find classes
- https://econ.vt.edu/undergraduate/resources.html
  - Select The Timetable – A List of Classes Offered
  - Two videos showing you how to use the Timetable
Completing Course Request

★ Go to Hokie Spa
★ Scroll to bottom of page click on TIMETABLE OF CLASSES
Completing Course Request

Select search criteria

- Term – Spring 2023

![Completing Course Request](image)

Virginia Tech Timetable of Classes

<table>
<thead>
<tr>
<th>Campus</th>
<th>Blacksburg</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Line Courses are listed under Virtual Campus</td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>All Subjects</td>
</tr>
<tr>
<td>Course Number</td>
<td>(Optional)</td>
</tr>
<tr>
<td>Course Modality</td>
<td>All Modalities (Optional)</td>
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</tbody>
</table>

Term

- Select Term
  - Fall 2021
  - Winter 2023

The Curriculum for Liberal Education Area or Pathway to General Education

- Show All Areas
- Previously known as Core Curriculum

Section Type

- Show All Types

Display

- All Sections (FULL and OPEN) (Optional)

Comments: ✅
## Completing Course Request

**Select section that you prefer**

**Note the CRN**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Type</th>
<th>Modality</th>
<th>Cr Hrs</th>
<th>Seats</th>
<th>Capacity</th>
<th>Instructor</th>
<th>Days</th>
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<td>Economics of Gender</td>
<td>L</td>
<td>Face-to-Face Instruction</td>
<td>3</td>
<td>2</td>
<td>25</td>
<td>Z Yang</td>
<td>M W F</td>
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<tr>
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<td>Principles of Economics</td>
<td>L</td>
<td>Face-to-Face Instruction</td>
<td>3</td>
<td>2</td>
<td>450</td>
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<td>M W F</td>
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<td>3</td>
<td>1</td>
<td>50</td>
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<td>4</td>
<td>61</td>
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<td>F</td>
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</tr>
</tbody>
</table>

**Note:** Additional Times (ARR) indicated in parentheses.
Completing Course Request

★ Go to Hokie Spa
★ Click on COURSE REQUEST

Every student who is admitted to Virginia Tech has pledged to abide by the Honor Code. All forms of academic work performed by any student enrolled in Virginia Tech shall be subject to the stipulations of the Undergraduate or Graduate Honor Code, respectively.

Attention --> Read about your RESPONSIBILITIES as a student
Hokie SPA Tutorial (Help in understanding navigation) (opens new window)

- Change of Major Application
  For undergraduate students only, who have completed at least a fall or spring semester of graded VT coursework on the VT transcript.

- Information for New Students
  New Freshmen, Transfer, and International students should complete these essential steps toward enrollment by June 1st.

- Financial Checklist for New & Returning Students
  Complete the following tasks to enable an easy fiscal transition for you and family members.

- Guest Account Access
  Manage guest access to your academic record (grades) information, financial aid information, Hokie Passport, student account summary, and

- Course Request
- Course Request Results
  View your course request results.
Completing Course Request

Enter the CRN of the sections of courses you would like.
Completing Course Request

Watch video showing Course Request Process

https://youtu.be/oA3buVlp8w
7. Advising During Course Request
Advising During Course Request

★ Make Appointment now
★ [https://vt.campus.eab.com/a/123456](https://vt.campus.eab.com/a/123456)

★ You can always send an email with your questions
★ Please include your ID number

★ Just want your selection checked
★ Complete Course Request Form
★ [https://forms.gle/9ozvAi6RDrdQ2tDg7](https://forms.gle/9ozvAi6RDrdQ2tDg7)
Questions