

# COURSE REQUEST





1.  
THE BASICS

# THE BASICS

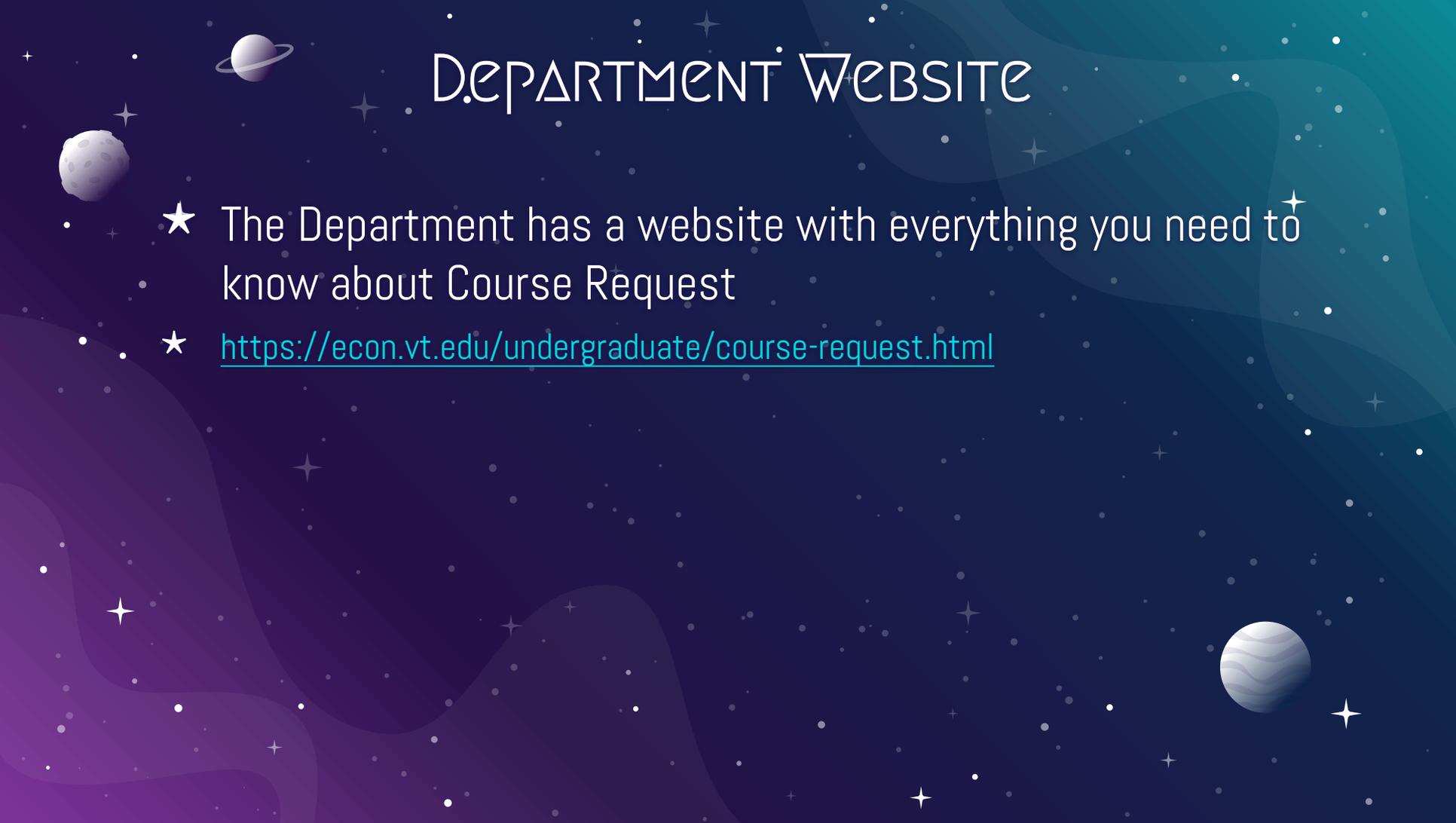
- ★ Def: a period of time in October and March in which students inform the university of the courses they intend to take in the following semester.
- ★ The first of two steps in the course registration process
  - ★ 1. Course Request
  - ★ 2. Drop/Add
- ★ For Spring 2023
  - ★ October 18 – November 1

The background is a dark blue and purple gradient space scene. It features several celestial bodies: a large planet with horizontal stripes in the top left, a ringed planet in the middle left, and a cratered moon in the bottom right. An astronaut in a white suit is floating in the upper right, holding a long, looping tether. The scene is filled with numerous small white stars and larger, four-pointed starburst patterns. Abstract, wavy shapes in shades of purple and teal are scattered throughout the background.

## 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>

# DARS REPORT

- ★ 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

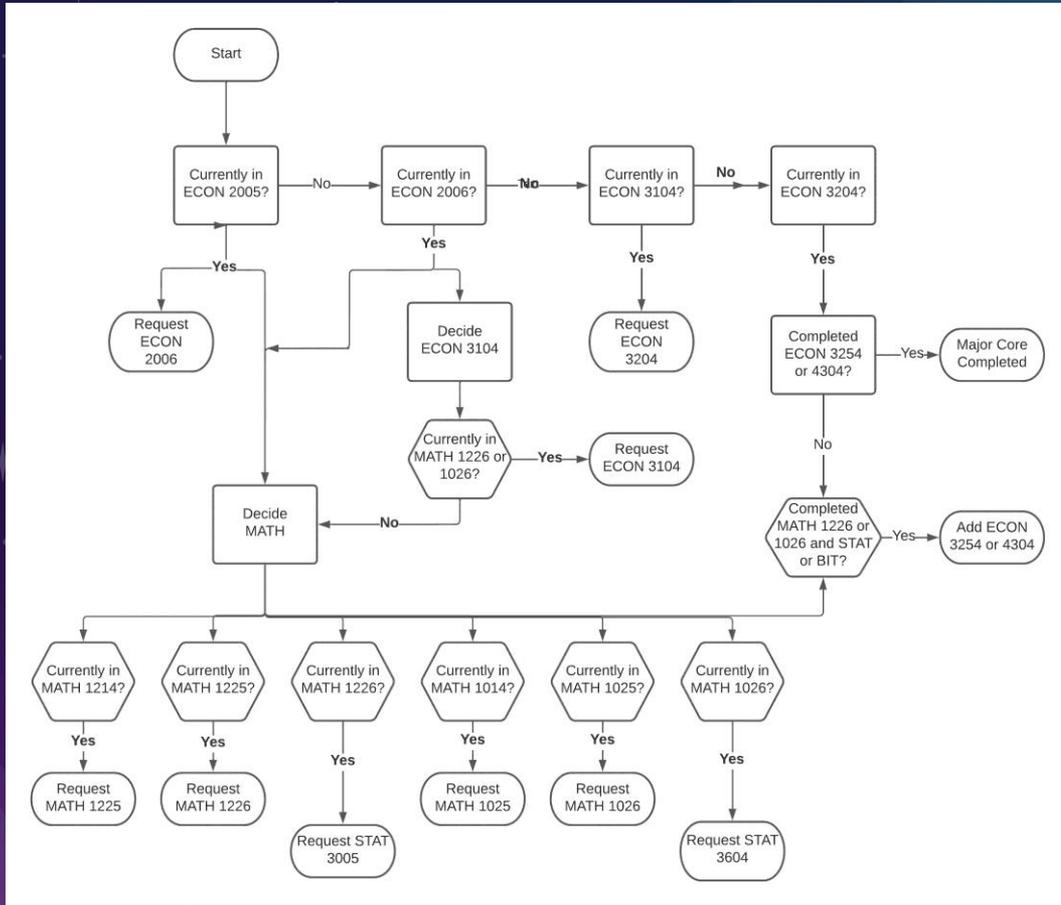
- ★ An online tool you can use to plan when you will take courses over the next four years.
- ★ To complete a Hokie GPS plan
  - ★ Log into Hokie Spa
  - ★ Scroll down to DARS and Hokie GPS – Graduation Plan for Success and Click
  - ★ Click on Student Access View Your Profile
  - ★ Click on HokieGPSs tab at top of page
  - ★ Click on New HokieGPS and follow prompts

A space-themed background with a dark blue and purple gradient. It features several celestial bodies: a large planet with horizontal stripes in the top left, a planet with a ring system in the middle left, a cratered moon in the bottom right, and an astronaut floating in the top right with a long tether. The background is filled with numerous small white stars and larger four-pointed starburst shapes.

3.

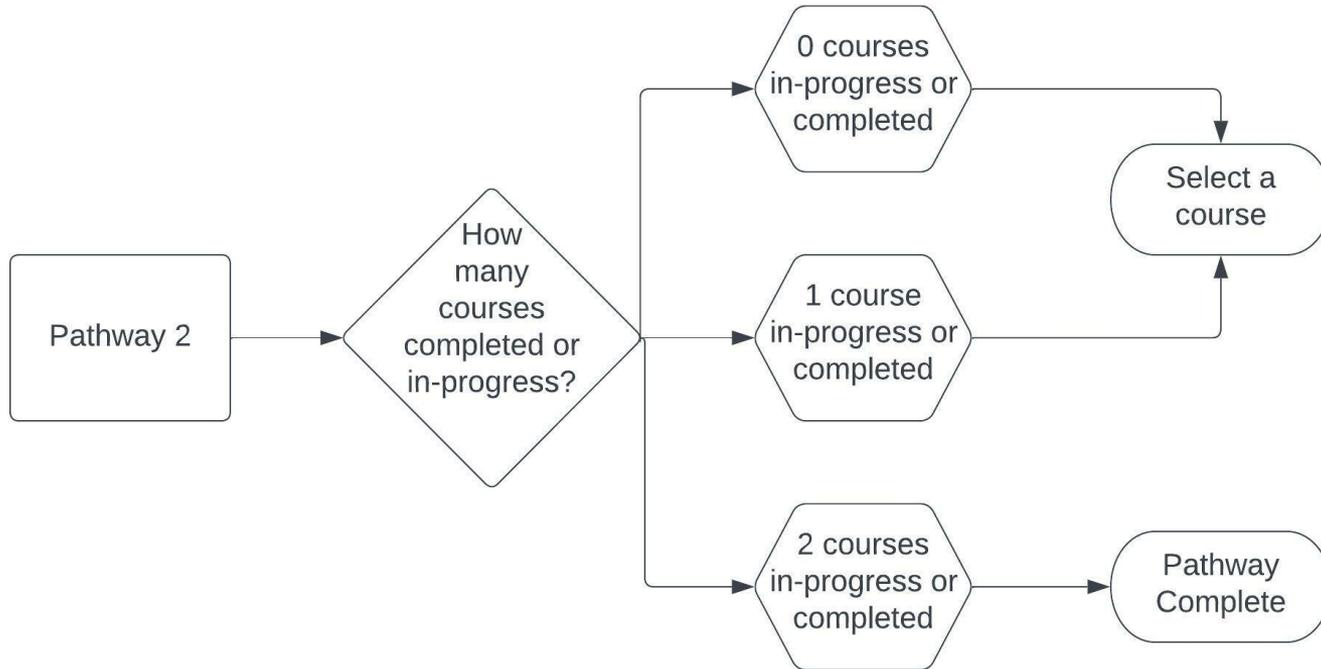
DECIDING WHICH COURSES TO REQUEST.

# DECIDING COURSES – MAJOR COURSES

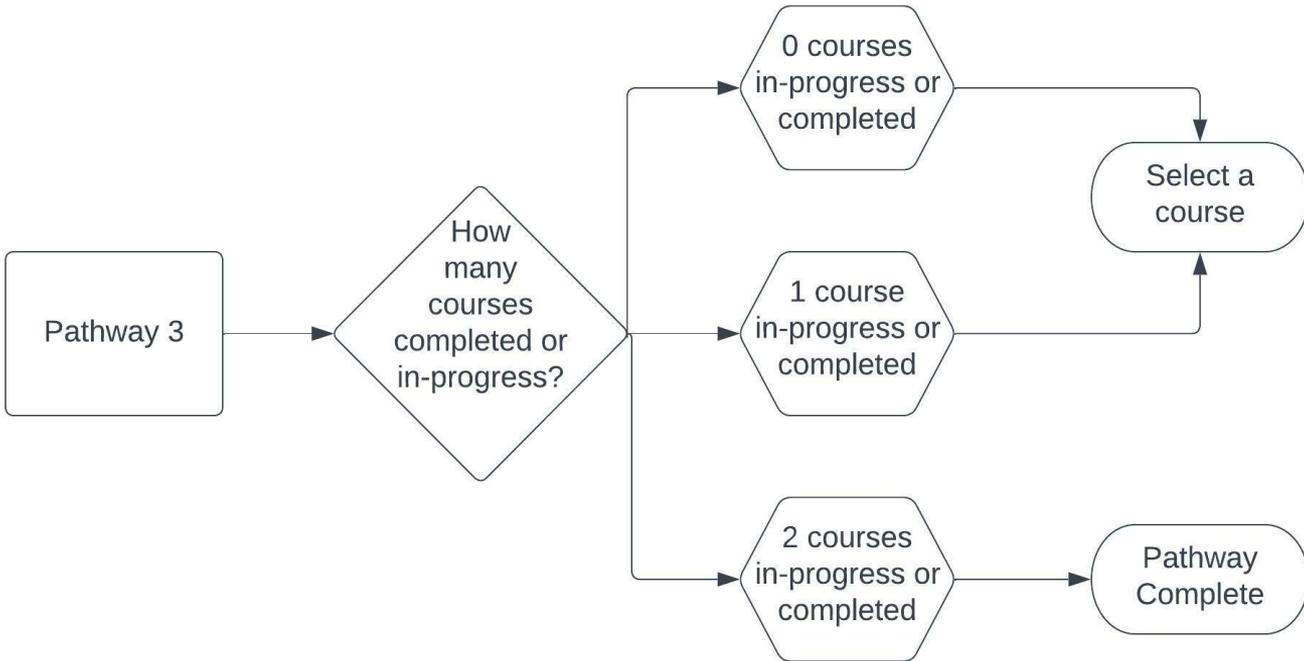




# DECIDING COURSES – PATHWAY 2



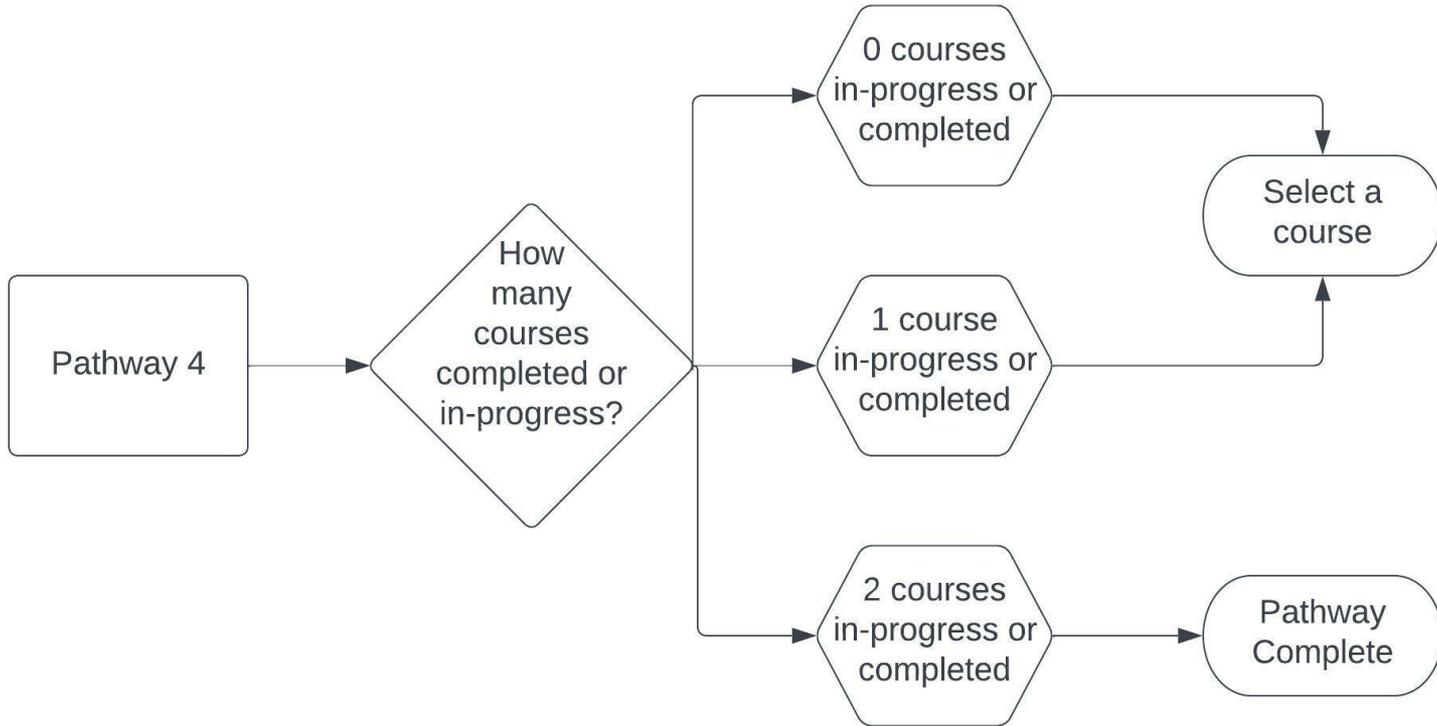
# DECIDING COURSES – PATHWAY 3



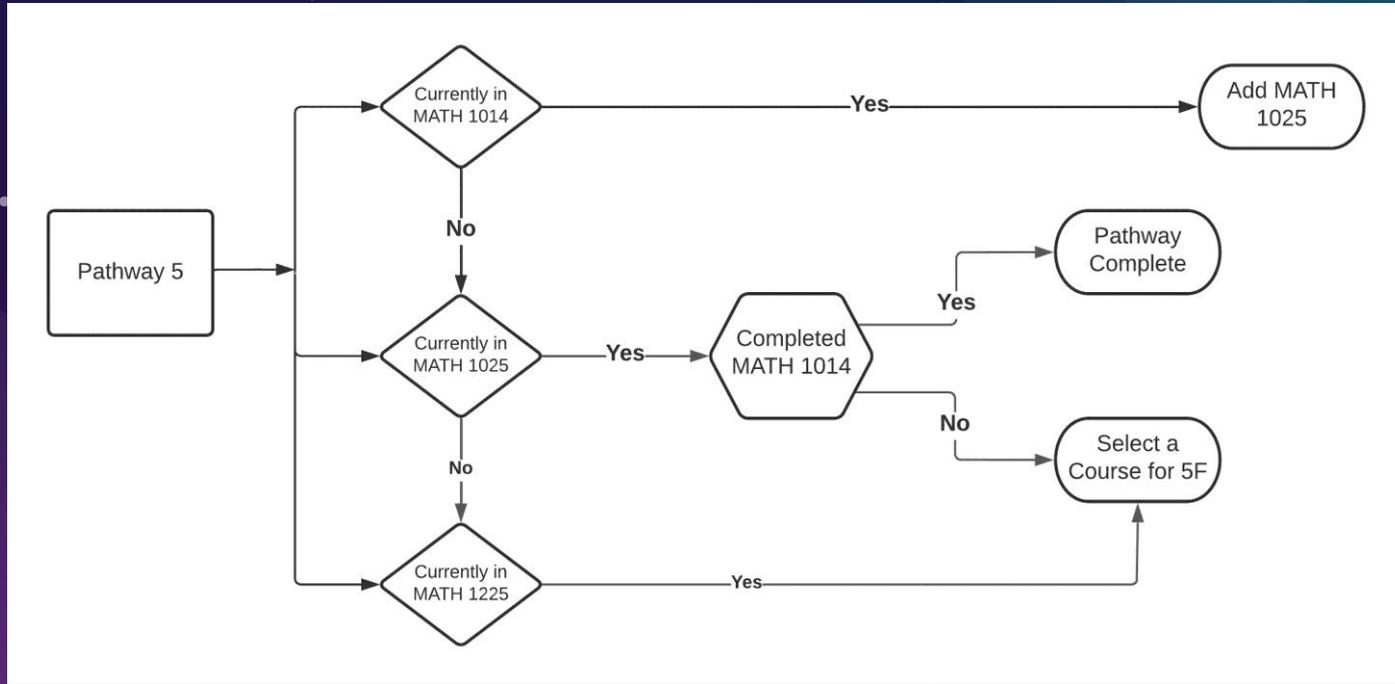
★ ECON courses cannot be used by majors for Pathway



# DECIDING COURSES - PATHWAY 4

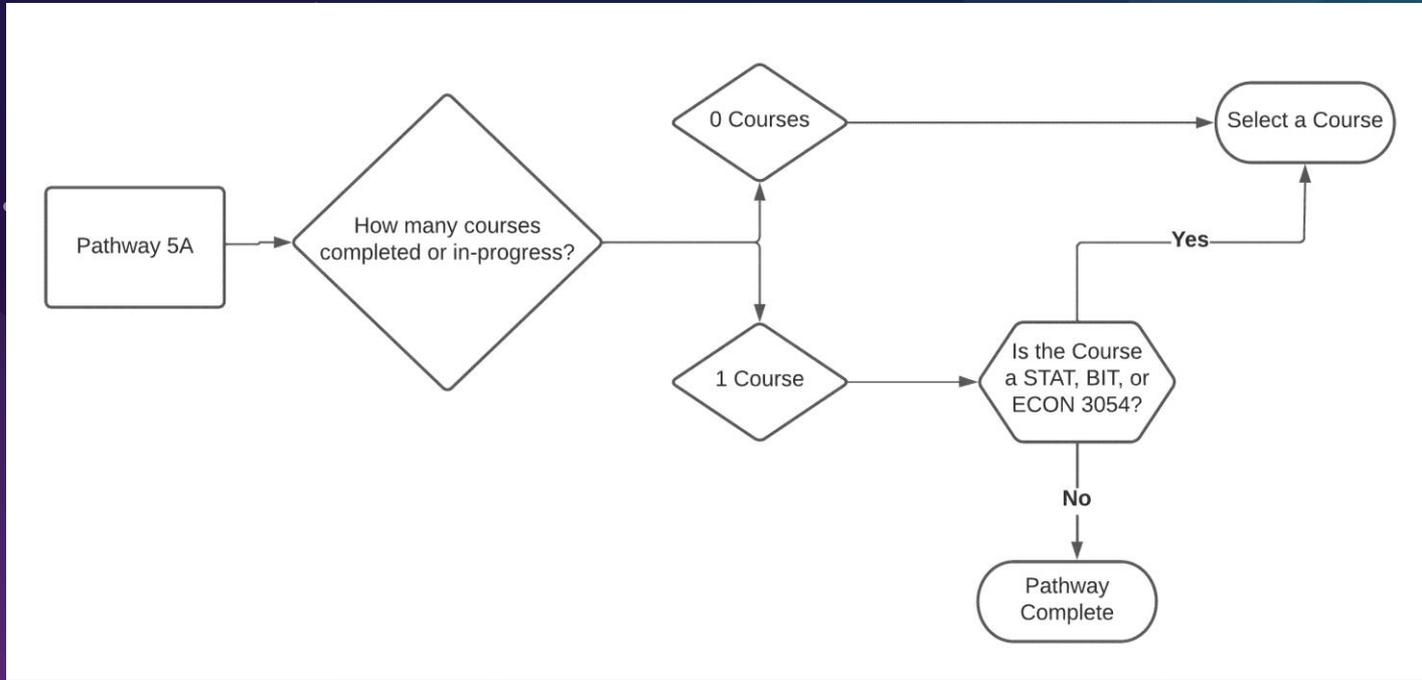


# DECIDING COURSES - PATHWAY 5 FOUNDATION



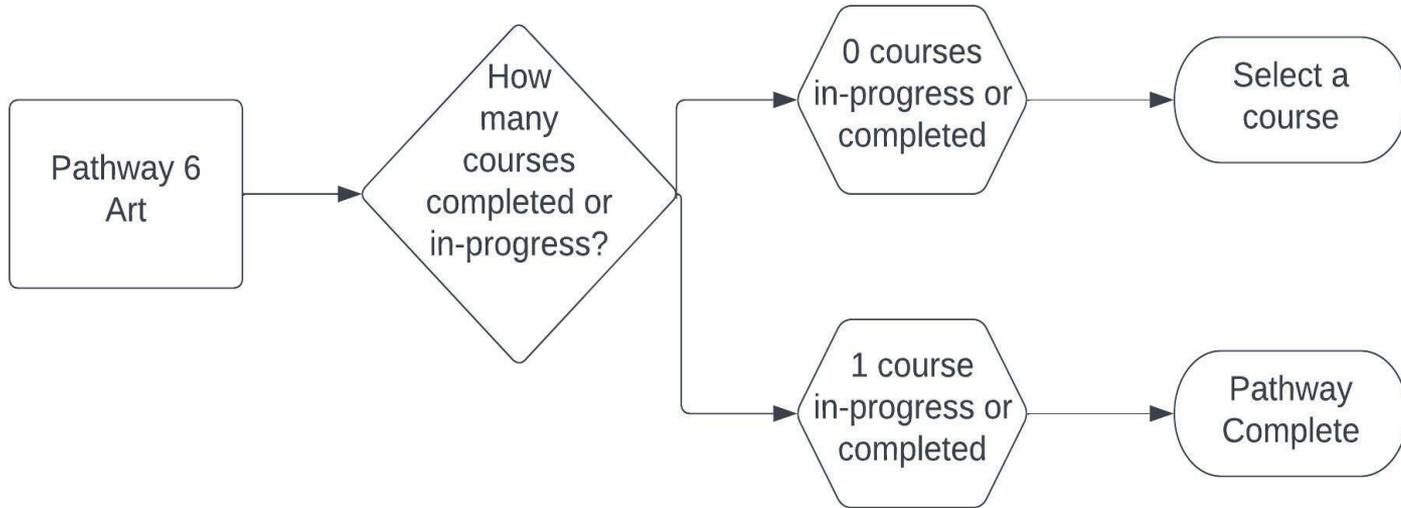
★ MATH 1026 and 1226 cannot be used by majors for Pathway

# DECIDING COURSES – PATHWAY 5 ADVANCED

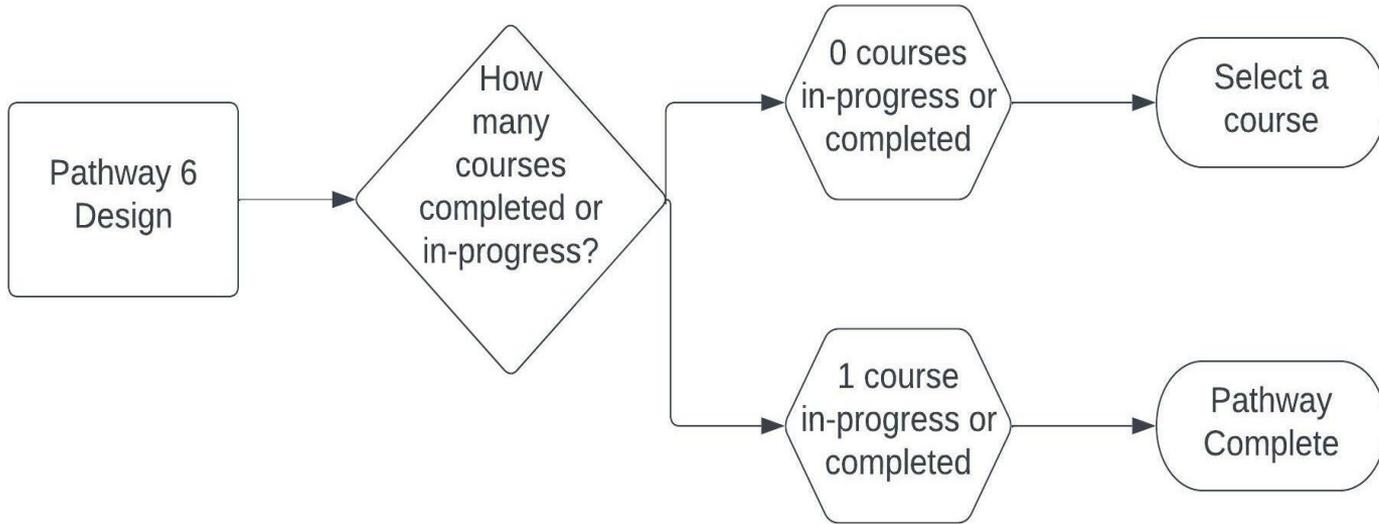


★ BIT, ECON, and STAT courses cannot be used by majors for Pathway

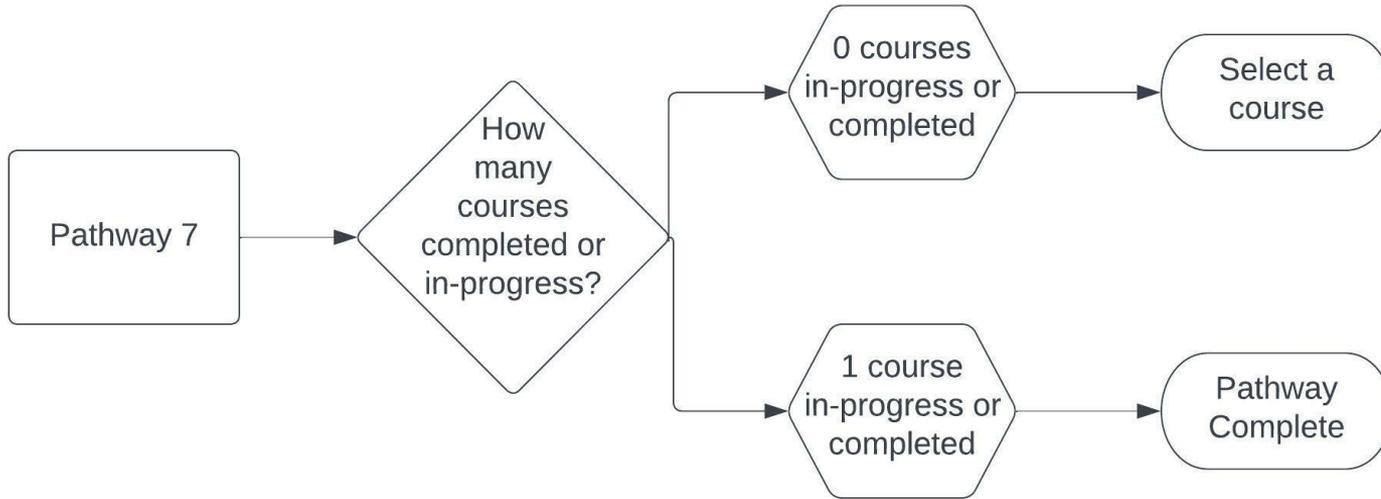
# DECIDING COURSES - PATHWAY 6 ART.



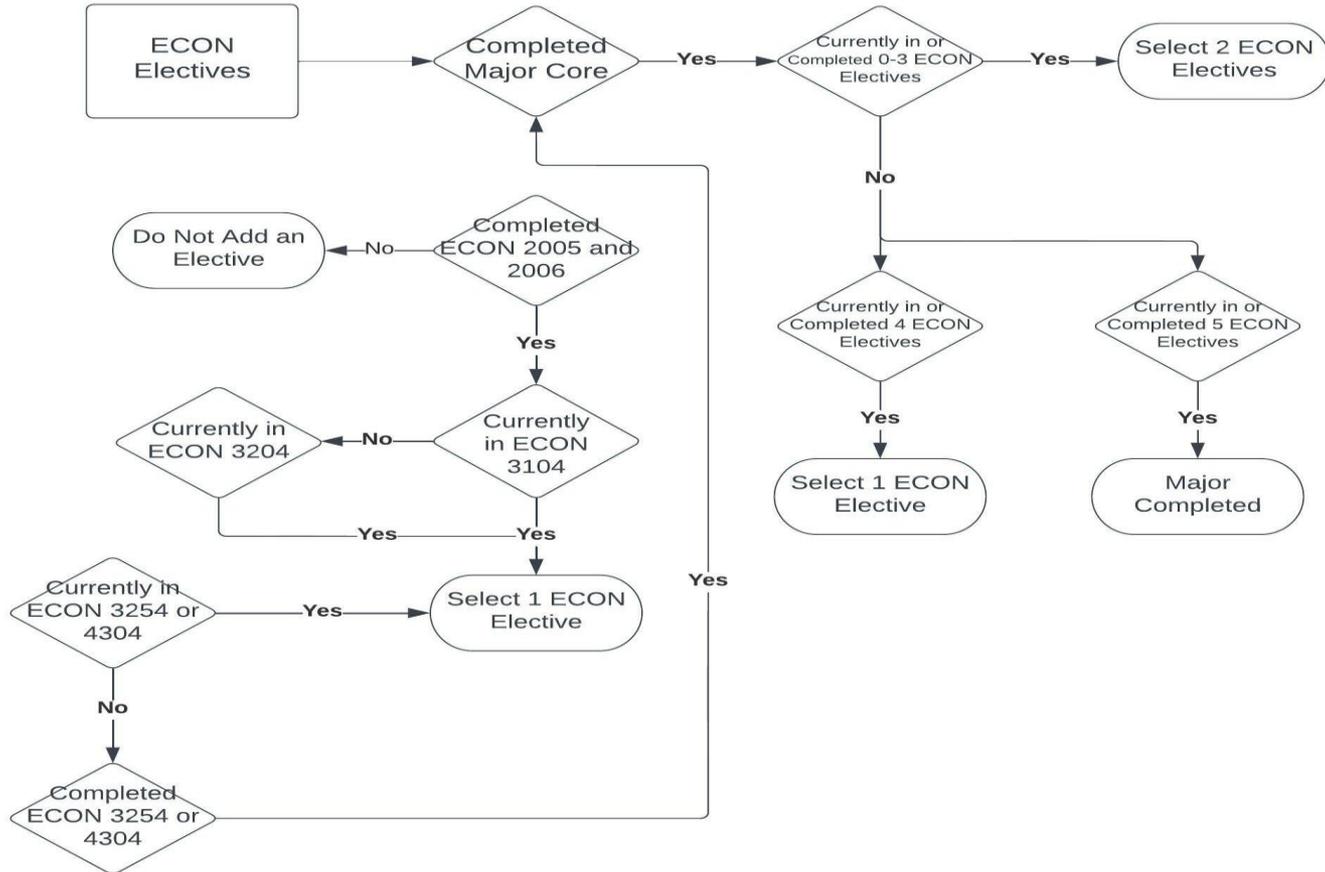
# DECIDING COURSES - PATHWAY 6 DESIGN



# DECIDING COURSES – PATHWAY 7



# DECIDING COURSES - ELECTIVES



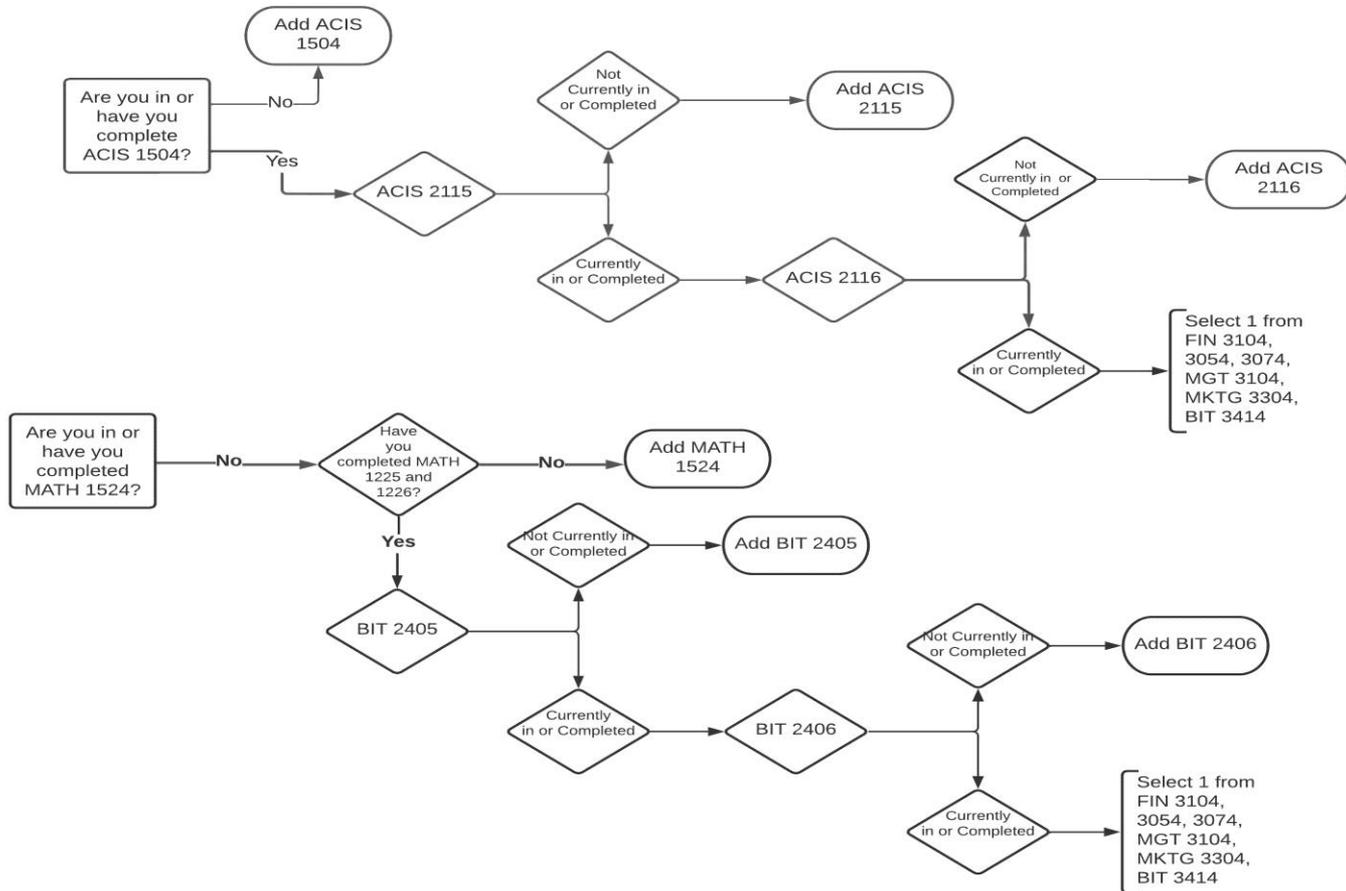
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# 4. MAJOR OPTIONS

# 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



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5.  
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

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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



[University Catalog Page](#)

View Course Catalog. [\(Opens in new browser\)](#)



[Student Organizations Menu](#)

Fraternity and Sorority Life, Student Organization Registration and Student Organization Room Reservation.

[ [VT Alerts](#) | [Hokie PLUS](#) | [Hokie Team](#) | [Hokie Spa](#) | [Faculty Access](#) | [Timetable of Classes](#) | [Admissions](#) | [Hokie Wallet](#) | [Dean of Students Reporting System](#)  
[Request Menu](#) | [Faculty Online Credential System](#) | [Faculty Online Credential System - Individual](#) | [Change of Major Application \(Undergraduate\)](#) | [Banner](#)





# COMPLETING COURSE REQUEST

- ★ Select search criteria
  - ★ Term – Spring 2023

**Virginia Tech Timetable of Classes**

tionally enter course number or CRN then press "Find".  
up download time:  
ATH 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.

**on**

<p><b>Campus</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Blacksburg</span> <span>▼</span> </div> <p style="font-size: small; color: red;">On-Line Courses are listed under Virtual Campus</p>	<p><b>Term</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Select Term</span> <span>▲</span> </div> <div style="border: 1px solid #ccc; padding: 2px; font-size: small;">       Fal 2021        Winter 2022     </div>	<p><b>The Curriculum for Liberal Education Area or Pathway to General Education</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Show All Areas</span> <span>▼ ?</span> </div> <p style="font-size: small; color: blue;">Previously known as Core Curriculum</p>
<p><b>Subject</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>All Subjects</span> <span>▼</span> </div>	<p><b>Section Type</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Show All Types</span> <span>▼</span> </div>	<p><b>Display</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>ALL Sections (FULL and OPEN)</span> <span>▼ ?</span> </div> <p>Comments: <input checked="" type="checkbox"/> ?</p>
<p><b>Course Number</b></p> <div style="border: 1px solid #ccc; padding: 2px; width: 80%;"></div> <p style="font-size: small; color: blue;">(Optional)</p>	<p><b>Course Request Number (CRN)</b></p> <div style="border: 1px solid #ccc; padding: 2px; width: 80%;"></div> <p style="font-size: small; color: blue;">(Optional) - must be at least 3 digits</p>	
<p><b>Course Modality</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>ALL Modalities</span> <span>▼</span> </div> <p style="font-size: small; color: blue;">(Optional)</p>		

- ★ Click FIND CLASS SECTIONS.



# COMPLETING COURSE REQUEST



- ★ Select section that you prefer
- ★ Note the CRN

CRN ?	Course	Title	Type ?	Modality	Cr Hrs	Seats	Capacity ?	Instructor	Days ?	Begin
<u>84067</u>	ECON-1104	Economics of Gender	L	Face-to-Face Instruction	3	2	25	Z Yang	M W F	12:20PM
<u>84069</u>	ECON-2005	Principles of Economics	L	Face-to-Face Instruction	3	2	450	SC Trost	M W F	10:10AM
<u>84070</u>	ECON-2005	Principles of Economics	L	Face-to-Face Instruction	3	1	50	A Nurmukhametov	M W F	1:25PM
<u>84071</u>	ECON-2005	Principles of Economics	L	Face-to-Face Instruction	3	1	100	ES Perdue	M W F	8:00AM
<u>84072</u>	ECON-2005	Principles of Economics	ONLINE COURSE	Online with Synchronous Mtgs.	3	4	61	ME Fox	F	1:25PM
* Additional Times *									(ARR)	---- (ARR) ----
<u>84073</u>	ECON-2005	Principles of Economics	L	Face-to-Face Instruction	3	7	450	SC Trost	M W F	11:15AM
<u>84077</u>	ECON-2006	Principles of Economics	L	Face-to-Face Instruction	3	4	150	GH Gebremariam	M W F	12:20PM
<u>84078</u>	ECON-2006	Principles of Economics	L	Face-to-Face Instruction	3	1	150	GH Gebremariam	M W F	11:15AM
<u>84080</u>	ECON-2006	Principles of Economics	ONLINE COURSE	Online: Asynchronous	3	4	64	N Bose	(ARR)	---- (ARR) ----
<u>84081</u>	ECON-2006	Principles of Economics	L	Face-to-Face Instruction	3	1	150	GH Gebremariam	M W F	10:10AM
<u>84082</u>	ECON-2006	Principles of Economics	L	Face-to-Face Instruction	3	2	150	Z Yang	M W F	1:25PM
<u>90929</u>	ECON-2006	Principles of Economics	L	Face-to-Face Instruction	3	23	50	ML Vu	M W F	1:25PM
<u>90930</u>	ECON-2006	Principles of Economics	L	Face-to-Face Instruction	3	14	50	CH Chan	M W F	12:20PM
<u>90931</u>	ECON-2006	Principles of Economics	L	Face-to-Face Instruction	3	4	150	ME Fox	M W F	11:15AM





# 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 any category shall be subject to the stipulations of the [Undergraduate](#) or the [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.

 [College Schedule](#)



# COMPLETING COURSE REQUEST



★ Enter the CRN of the sections of courses you would like

## ADD Course Request Numbers

 Enter up to 10 DIFFERENT Course Request Numbers (CRNs) into the boxes below and press the "ADD CRN(s)" Button. The CRNs will be validated and you will be presented with the Course Information (Subject and Course Number, Title, Credit Hours, Grading Mode).

#No	CRN								
1.	<input type="text"/>	2.	<input type="text"/>	3.	<input type="text"/>	4.	<input type="text"/>	5.	<input type="text"/>
6.	<input type="text"/>	7.	<input type="text"/>	8.	<input type="text"/>	9.	<input type="text"/>	10.	<input type="text"/>

Add CRNs





# COMPLETING COURSE REQUEST

★ Watch video showing Course Request Process

★ <https://youtu.be/oaZ3buVlp8w>



A space-themed background with a dark blue and purple gradient. It features several celestial bodies: a large planet with horizontal stripes in the top left, a ringed planet in the middle left, a cratered moon in the bottom right, and an astronaut floating in the top right with a long tether. The background is filled with numerous small white stars and larger four-pointed starburst patterns.

7.

# ADVISING DURING COURSE REQUEST

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- ★ Make Appointment now
  - ★ <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>



# QUESTIONS