



# COURSE REQUEST

The background is a deep space scene. In the top left, there's a large planet with horizontal stripes. Below it is a smaller planet with a ring. In the top right, an astronaut in a white suit floats, holding a long, thin, looping rope. In the bottom right, there's a large, cratered moon. The entire scene is filled with numerous small white stars and larger, four-pointed starburst shapes. The color palette transitions from dark blue at the top to a rich purple at the bottom.

# 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

## 2. RESOURCES



# 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

- ★ 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 for the year you entered VT
  - ★ Recommend Guide-At-A-Glance version

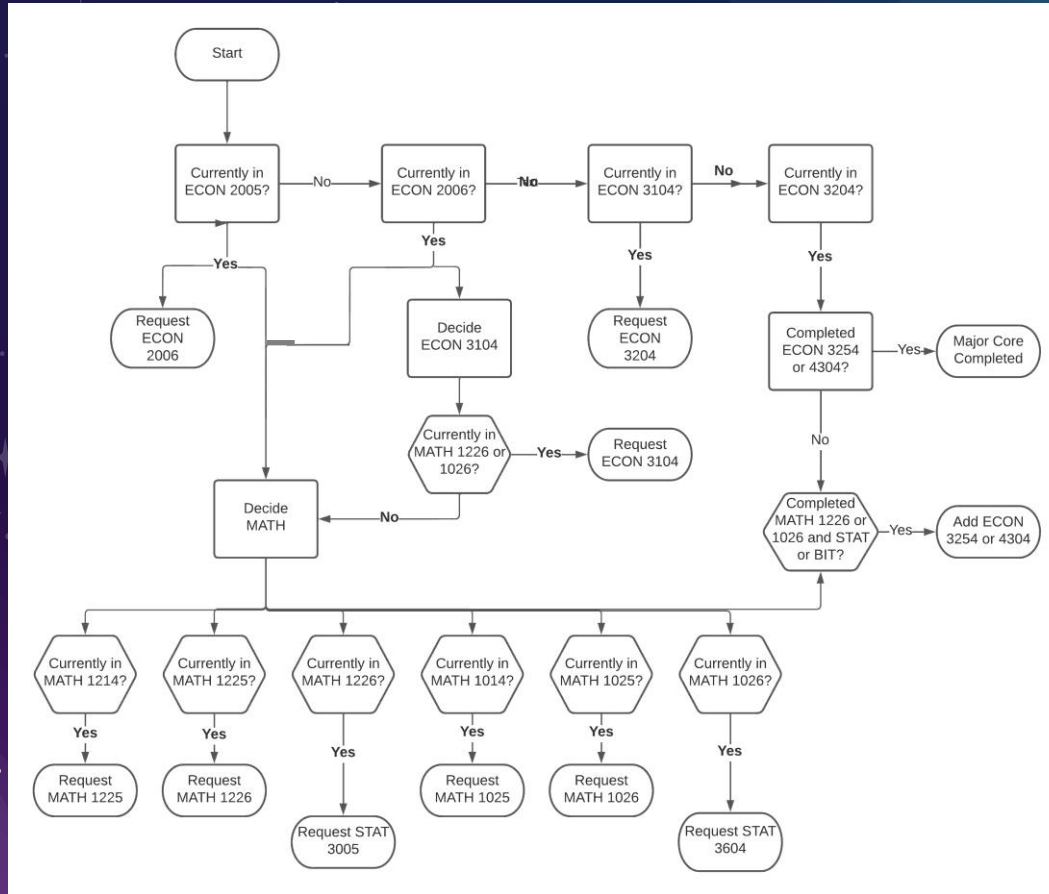


The background is a deep purple and blue space scene. In the top left is a large planet with horizontal stripes. Below it is a smaller planet with a ring. In the top right, an astronaut in a white suit floats, holding a long, thin, looping tether. The bottom right corner features a large, cratered moon. The entire scene is filled with numerous small white stars and larger, four-pointed starburst shapes.

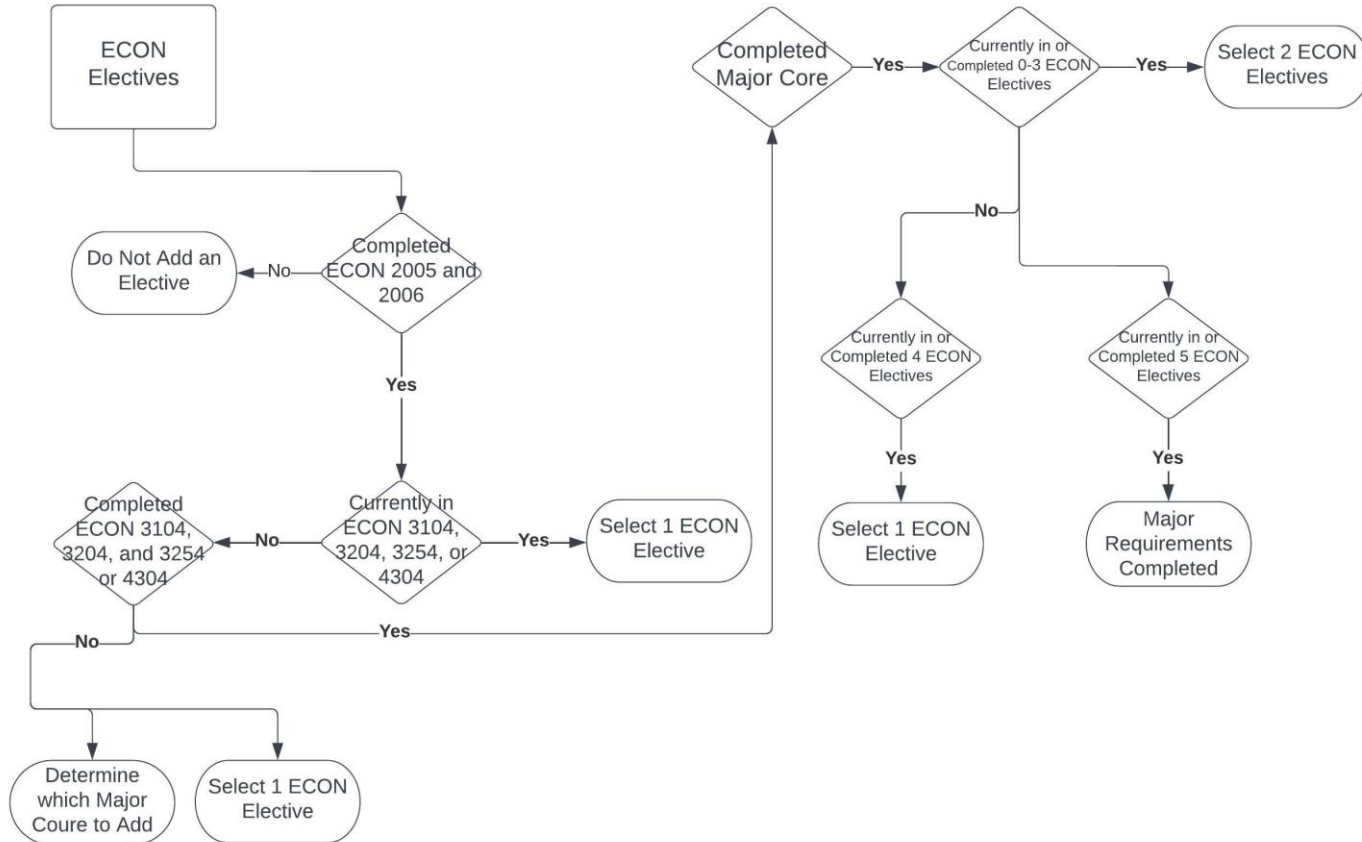
3.

# DECIDING WHICH COURSES TO REQUEST MAJOR REQUIREMENTS

# DECIDING COURSES – MAJOR COURSES



# DECIDING COURSES - ELECTIVES



4.



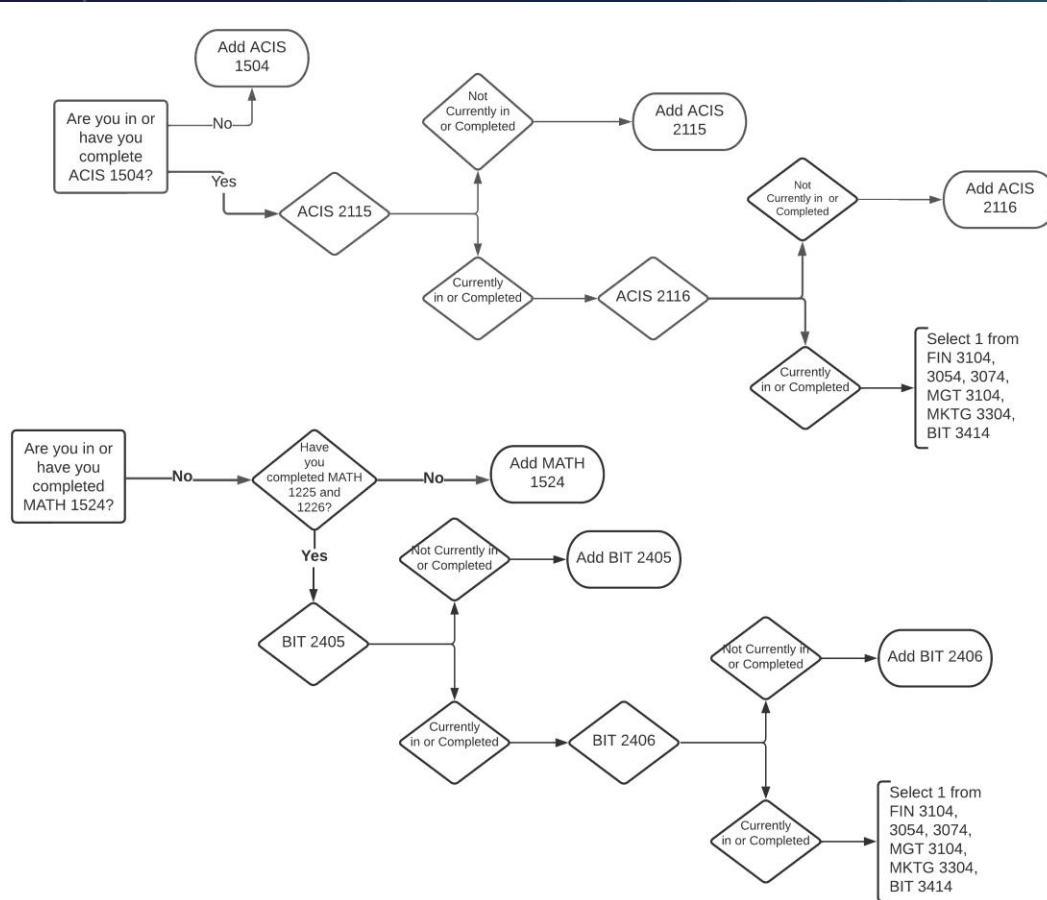
# DECIDING WHICH COURSES TO REQUEST MAJOR OPTIONS



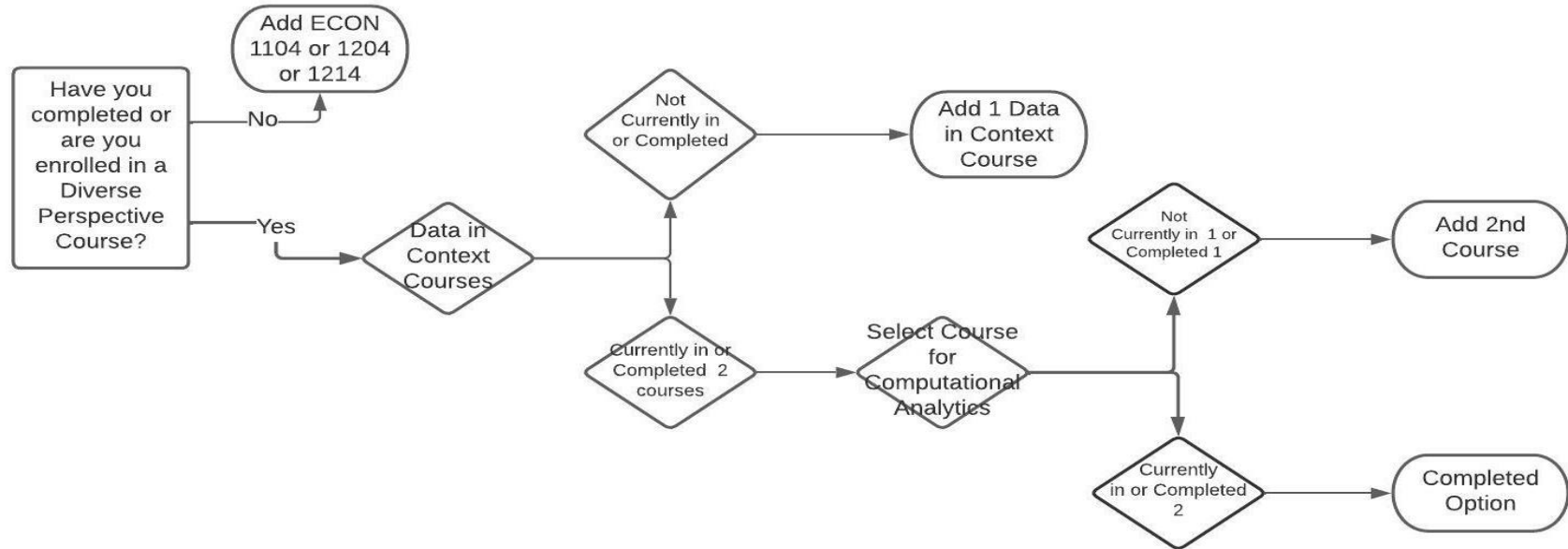
# MAJOR OPTIONS

- ★ 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

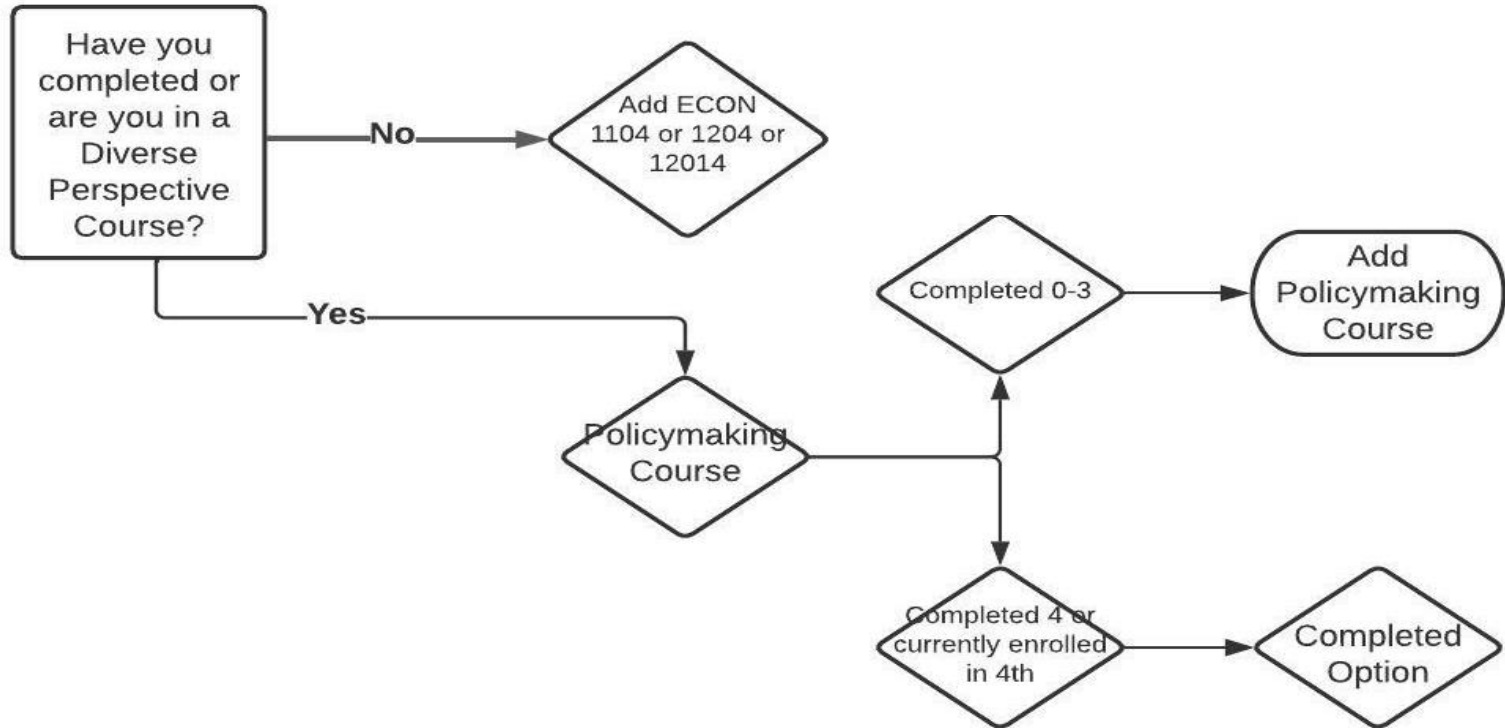
# MAJOR OPTIONS - BUSINESS OPTION



# MAJOR OPTIONS – MEDS



# MAJOR OPTIONS - PORE





5.

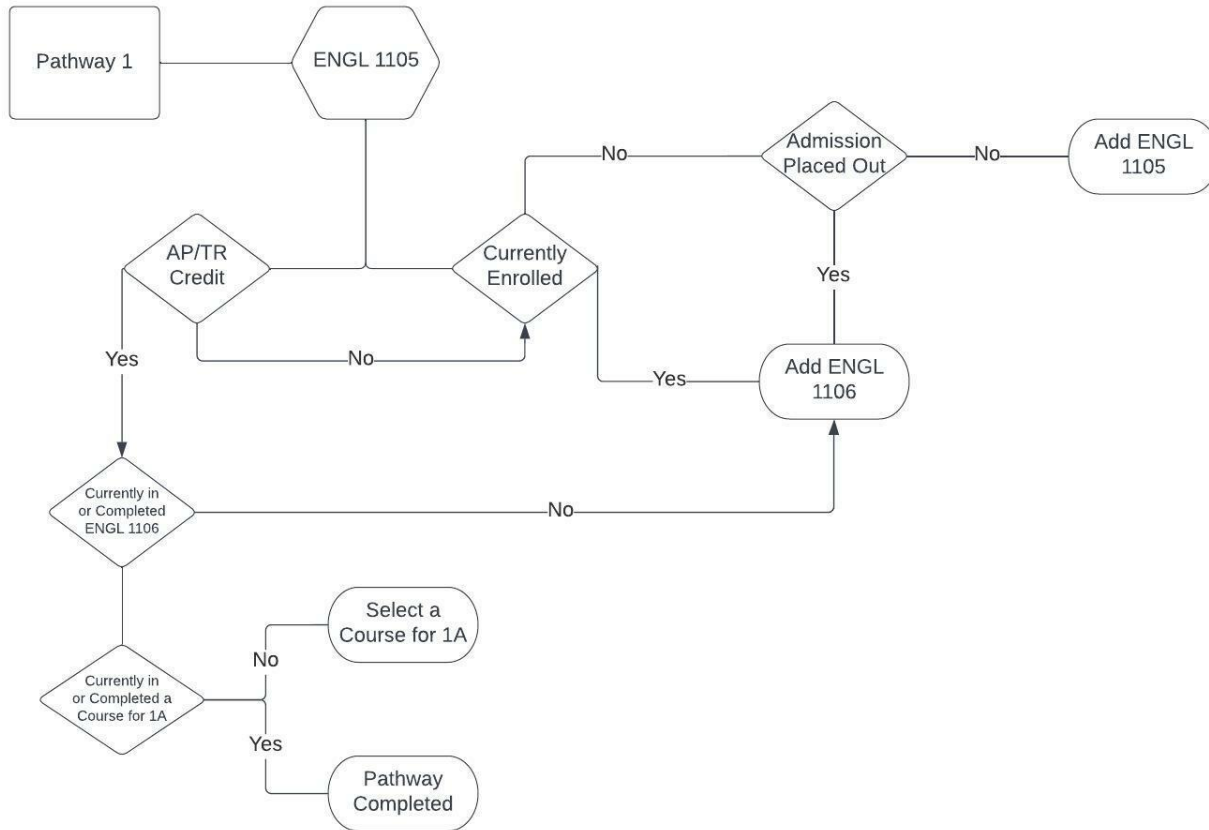


# DECIDING WHICH COURSES TO REQUEST PATHWAY CONCEPTS

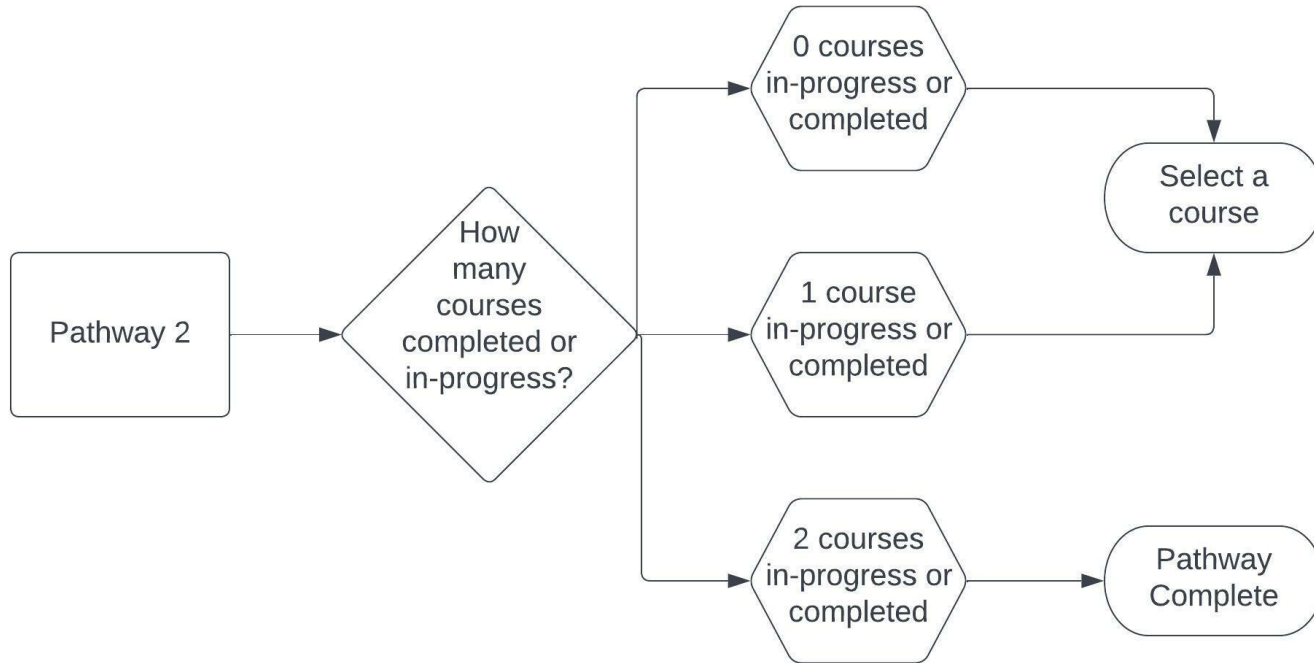




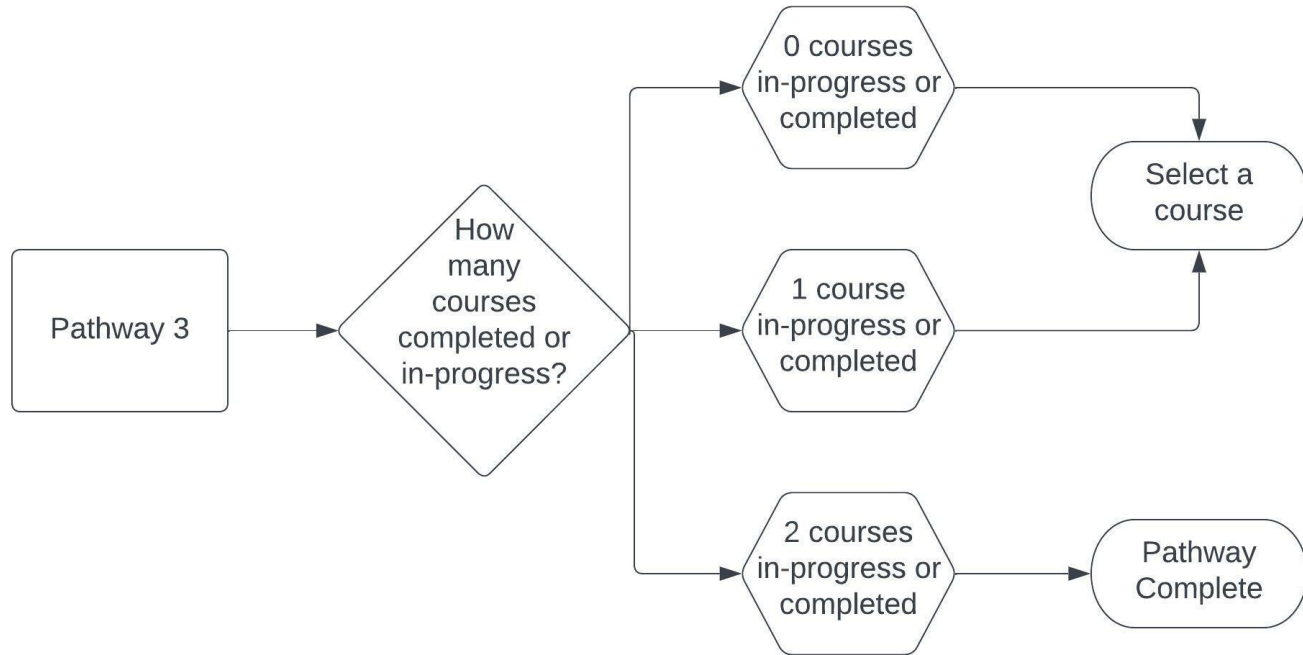
# DECIDING COURSES – PATHWAY 1



# DECIDING COURSES – PATHWAY 2



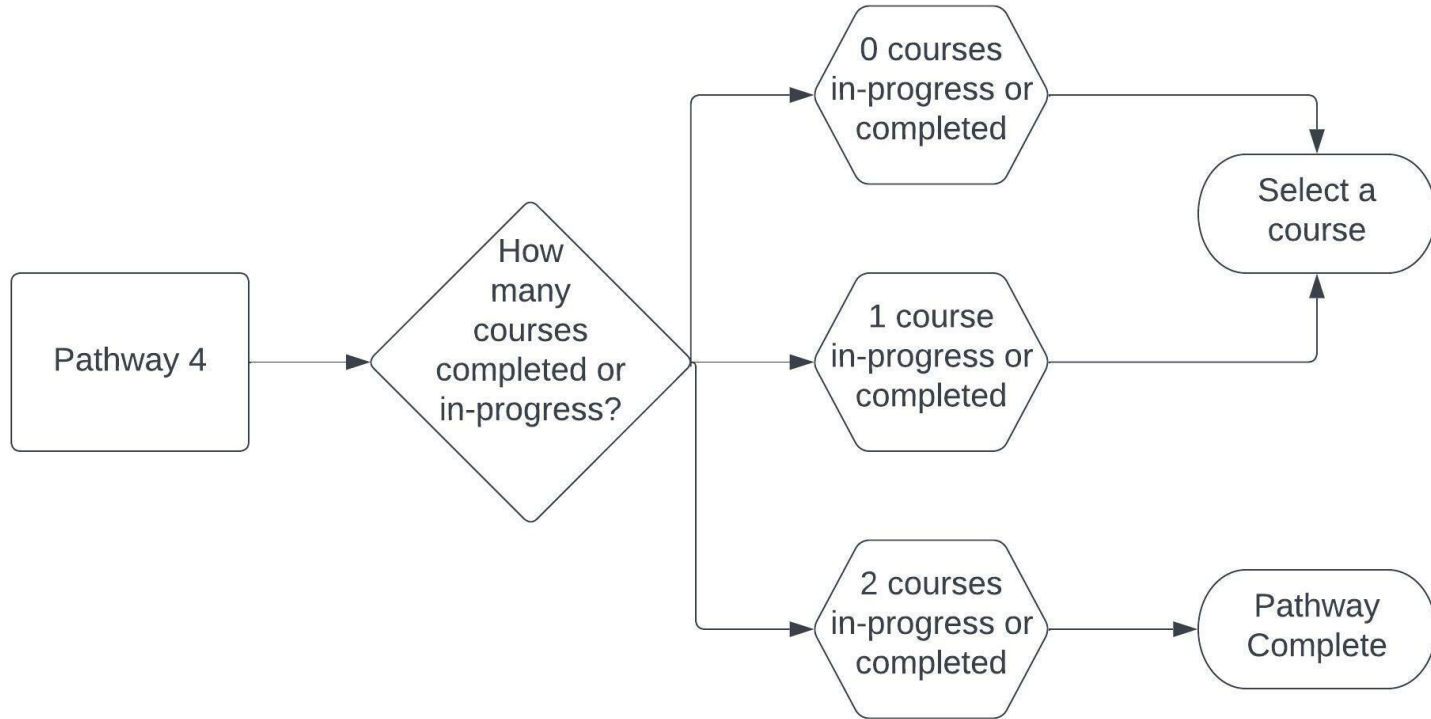
# DECIDING COURSES – PATHWAY 3



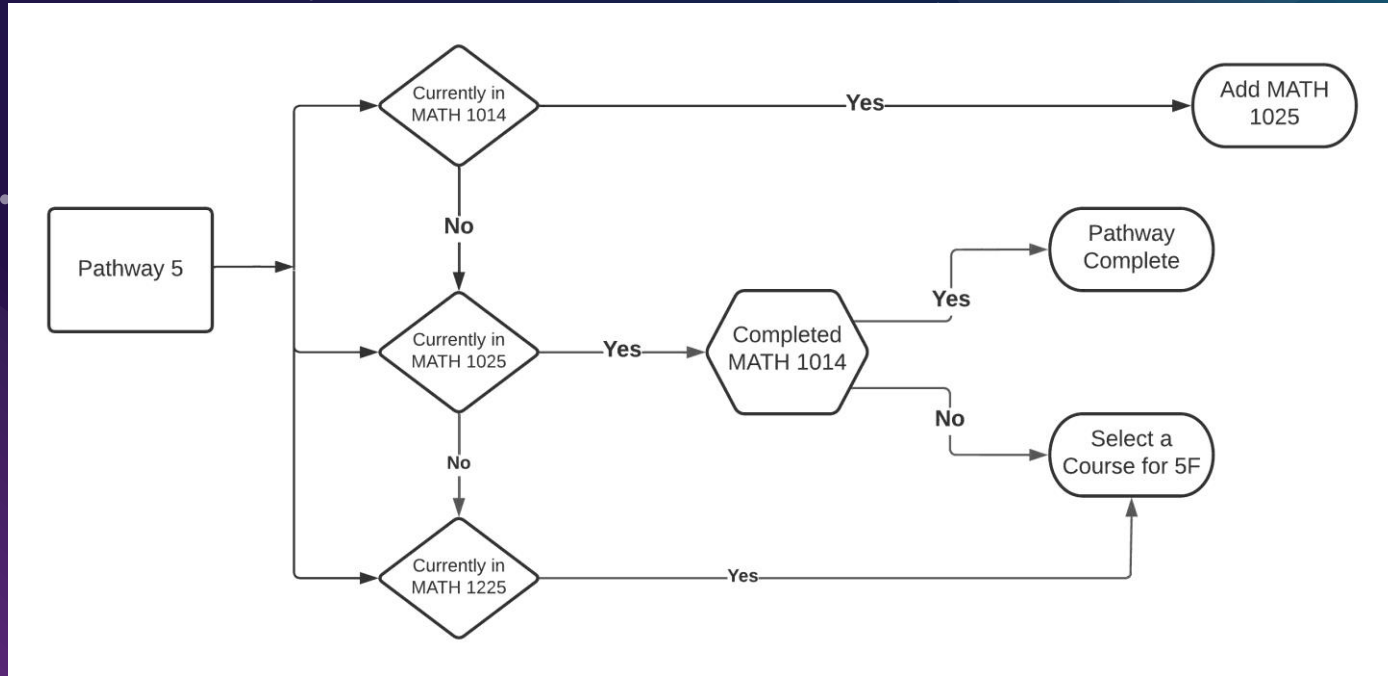
★ ECON courses cannot be used by majors for Pathway



# DECIDING COURSES - PATHWAY 4

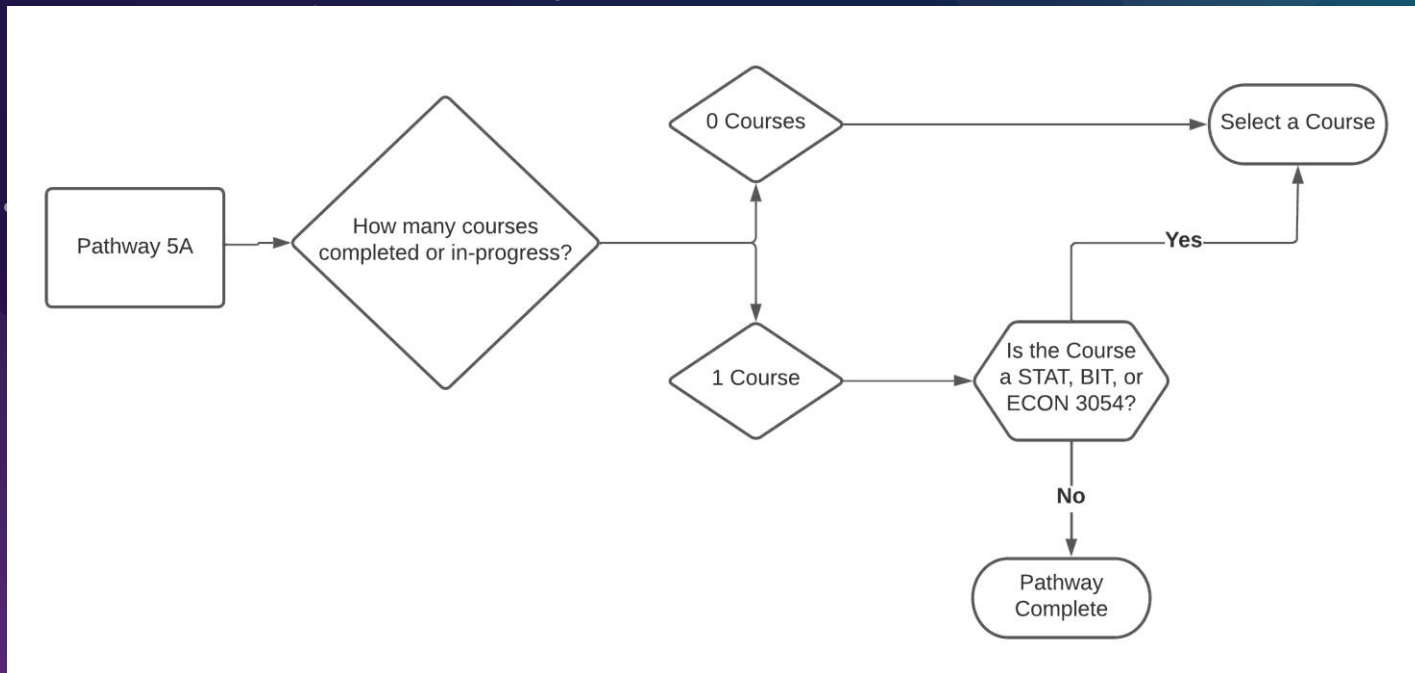


# DECIDING COURSES - PATHWAY 5 FOUNDATION



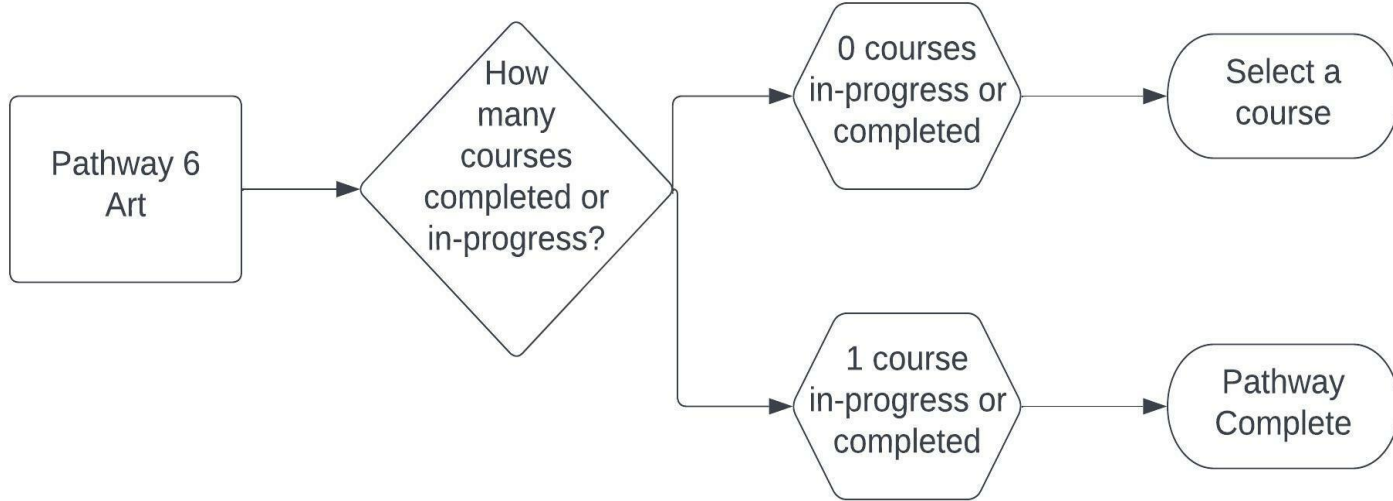
★ MATH 1026 and 1226 cannot be used by majors for Pathway

# DECIDING COURSES – PATHWAY 5 ADVANCED



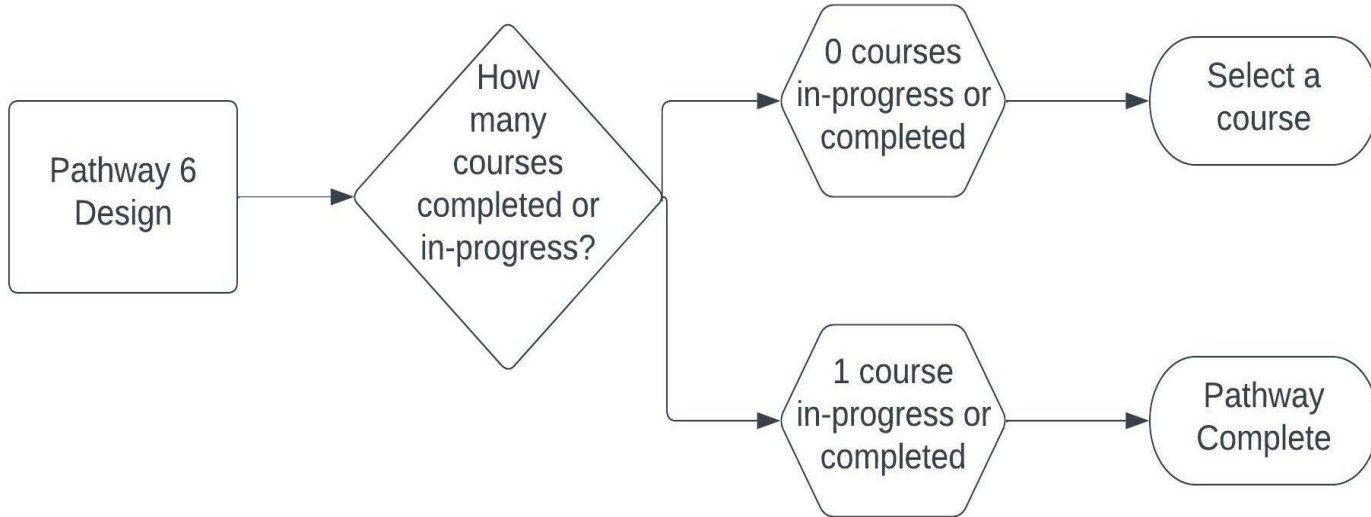
★ BIT, ECON, and STAT courses cannot be used by majors for Pathway

# DECIDING COURSES - PATHWAY 6 ART.

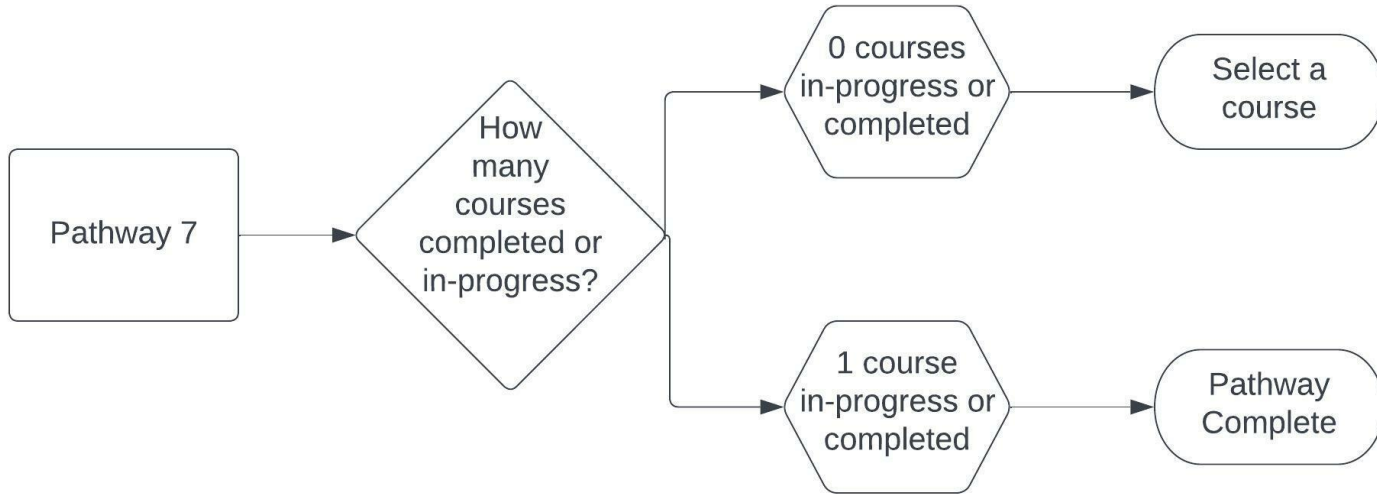




# DECIDING COURSES – PATHWAY 6 DESIGN



# DECIDING COURSES – PATHWAY 7



A space-themed background with a dark blue and purple gradient. It features various celestial bodies: a large planet with horizontal stripes in the top left, a ringed planet in the middle left, a cratered planet in the bottom right, and an astronaut floating in the top right with a coiled tether. The background is filled with numerous small white stars and larger, multi-pointed starburst shapes. Abstract, flowing shapes in shades of purple and blue are scattered throughout the scene.

## 6. OTHER FACTORS TO CONSIDER

# DECIDING COURSES

- ★ 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

The background is a deep blue and purple space scene. In the top left, there's a large planet with horizontal stripes. Below it is a smaller planet with a ring. In the top right, an astronaut in a white suit is floating, holding a long, thin, looping rope. In the bottom right, there's a large, cratered moon. The background is filled with numerous small white stars and larger, four-pointed starburst shapes. There are also some soft, wavy purple and blue shapes that look like nebulae or gas clouds.

# 7. COMPLETING COURSE REQUEST



# COMPLETING COURSE REQUEST

- ★ Timetable will be viewable the week before Course Request opens
- ★ 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](#) | [Sessions](#) | [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 – Select upcoming term

**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.

**Campus**  
Blacksburg

**Term**  
Select Term  
Fall 2021  
Winter 2022

**The Curriculum for Liberal Education Area or Pathway to General Education**  
Show All Areas  
Previously known as Core Curriculum

**Subject**  
All Subjects

**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)

**Comments:** ☒ ?

**Course Modality**  
ALL Modalities  
[Optional]



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-2006	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](#)

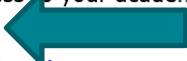


## [Course Request Results](#)

View your course request results.



## [College Schedule](#)





# COMPLETING COURSE REQUEST



Enter the CRN of the sections of courses you would like



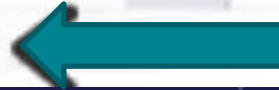
## ADD Course Request Numbers



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	#No	CRN	#No	CRN	#No	CRN	#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>

The background is a deep purple and blue space scene. In the top left, there's a large planet with horizontal stripes. Below it is a smaller planet with a ring. In the top right, an astronaut in a white suit is floating, holding a long, thin, looping rope. In the bottom right, there's a large, cratered moon. The entire scene is filled with numerous small white stars and larger, four-pointed starburst shapes. There are also some soft, wavy, light-colored nebula-like shapes in the background.

8.

# ADVISING DURING COURSE REQUEST

# ADVISING DURING COURSE REQUEST

- ★ There are multiple ways to get advice during Course Request Select the one that works for you
  - ★ Make Appointment now
    - ★ <https://vt.campus.eab.com/pal/qmejl5bJQ7>
  - ★ You can always send an email with your questions
    - ★ [eperdue@vt.edu](mailto:eperdue@vt.edu)
    - ★ Please include your ID number
- ★ Just want your selection checked
  - ★ Complete Course Request Form
  - ★ <https://forms.gle/9ozvAi6RDrdQ2tDg7>