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
2. Resources
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
3. Deciding Which Courses to Request

Major Requirements
Deciding Courses - Major Courses

Start

Currently in ECON 2095?

Currently in ECON 2096?

Currently in ECON 3104?

Currently in ECON 3204?

Yes

No

Request ECON 2096

Yes

Decide ECON 3104

Request ECON 3204

Yes

No

Completed ECON 3254 or 4304?

Yes

Major Core Completed

No

Completed MATH 1226 or 1026 and STAT or BIT?

Yes

Add ECON 3254 or 4304

No

Decide MATH

Yes

Currently in MATH 1214?

Currently in MATH 1225?

Currently in MATH 1226?

Currently in MATH 1014?

Currently in MATH 1025?

Currently in MATH 1026?

Yes

Yes

Yes

Yes

Yes

Request MATH 1215

Request MATH 1225

Request STAT 3005

Request MATH 1025

Request MATH 1026

Request STAT 3004
Deciding Courses - Electives

1. ECON Electives
   - Do Not Add an Elective
     - No: Completed ECON 2005 and 2006
     - Yes: Completed ECON 3104, 3204, and 3254 or 4304
   - Yes: ECON Elective

2. Completed Major Core
   - Yes: Currently in or Completed 0-3 ECON Electives
     - Yes: Select 2 ECON Electives
     - No: Currently in or Completed 4 ECON Electives
       - Yes: Select 1 ECON Elective
       - No: Currently in or Completed 5 ECON Electives
         - Yes: Major Requirements Completed
         - No: Select 1 ECON Elective

3. Determine which Major Course to Add
   - Select 1 ECON Elective
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 - MEDS

Have you completed or are you enrolled in a Diverse Perspective Course?

- No
  - Add ECON 1104 or 1204 or 1214
  - Add Data in Context Courses

- Yes
  - Data in Context Courses
  - Not Currently in or Completed

Add 1 Data in Context Course

- Not Currently in 1 or Completed 1
  - Add 2nd Course

Select Course for Computational Analytics

- Currently in or Completed 2
  - Completed Option
Have you completed or are you in a Diverse Perspective Course?

- **No**
  - Add ECON 1104 or 1204 or 12014

- **Yes**
  - Ployymaking Course
    - Completed 0-3
      - Add Policymaking Course
    - Completed 4 or currently enrolled in 4th
      - Completed Option
5. Deciding Which Courses to Request
Pathway Concepts
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

- 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

* 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 5.
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
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
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](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 – Select upcoming term

Click FIND CLASS SECTIONS.
# Completing Course Request

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

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<th>Title</th>
<th>Type</th>
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* Additional Times *

- (ARR) - Arranged
- ----- - Other

**Note:** CRN refers to the Course Reference Number, which is used to identify the specific course section. It is important to note the CRN as it is the unique identifier for each course section and is required when registering for the course.
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 categories 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.

- Class Schedule

- Other Services

- Important Dates

- News and Announcements

- About Hokie SPA

- [Back to Hokie SPA]
Completing Course Request

Enter the CRN of the sections of courses you would like

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Add CRNs
Completing Course Request

Watch video showing Course Request Process

https://youtu.be/oaZ3buVlp8w
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/qmejl5bJ07
- You can always send an email with your questions
  - eperdue@vt.edu
  - Please include your ID number
- Just want your selection checked
  - Complete Course Request Form
  - https://forms.gle/9ozvAi6RDrdQ2tDg7