Hokie Scheduler Course Registration Tutorial

Hokie	e Plus Hokie Team Hokie Spa Faculty Access
Searc	h
	RIE SPA
Ev Ad H	very 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 on a part-time or full-time basis under any ottention> Read about your RESPONSIBILITIES as a student okie 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.
C	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 the 1098T.
	Course Request
D	Course Request Results
	Hokie Scheduler Class scheduling and registration tool.

Access Hokie Scheduler within Hokie Spa.



Hokie Scheduler can also be accessed by going to <u>OneCampus.vt.edu</u>, logging in, and searching for Hokie Scheduler within the top search bar.



Student Requirements

Student Requirements

Virginia Tech requires annually the collection of specific demographic data for each student: emergency contact entry or emergency contact confirmation, mailing address, annual self disclosure of arrests/convictions confirmation, and VT Alerts Opt In or Opt Out action. You will be prohibited from registration until the information is provided. Registration Holds may also prohibit your registration. When a hold exists, the information specific to the hold(s) will appear on this page. Check with the specific university office regarding the steps for removal of the registration hold. Also, the university provides a web FERPA disclosure form for your use in authorizing information for third parties. You may access this form via this page.

Read and Confirm Action : Confirm Term Registration >

Local Mailing Address - Requirement Met You must provide a local mailing address (Blacksburg and surrounding area). Be sure to choose the MAILING ADDRESS on the address page. Action : Update MAILING Address ~

Emergency Contact Confirmed - Requirement Met You must confirm this information each academic year. Action : Confirm Emergency Contact Address ~

Hokie Scheduler will automatically check that students have completed pre-registration requirements, such as providing an emergency contact, local address, and confirming they are registering for this particular term.



Select the term for which you are registering for classes.

Select Term





Select Campus

	Select All Campuses
	Blacksburg
•	Virtual
	Western
	Capital
	Central
	Hampton Roads Center
	National Capital Region
	✓ Save and Continue

Select both Blacksburg and Virtual campuses. Virtual allows students to see online course offerings.



Course Status	Open Classes Only	Change	Term	Fall 2022	Change
Campuses	Blacksburg Virtual	Change	Parts of Term	All Parts of Term Selected	Change
Levels	All Levels Selected	Change			

Hokie Scheduler will open on to the Build Schedule screen. The course status is set to default and will show Open Classes Only, meaning students will only see classes with open seats available. The other settings listed were selected when logging into Hokie Scheduler and should remain the same.



Course Status	Open Classes Only		Change	Term	Fall 2022	C	hange
Campuses	Blacksburg Virtual		Change	Parts of Term	All Parts of Term Selected	С	hange
Levels	All Levels Selected		Change				
Instru	actions: Add desired courses and br	eaks and	click Gen	erate Schedules button!		×	
Courses		+ Add C	ourse	Breaks		+ Add I	Break
Select All			*	Select All			*
BIOL 1105 Principles of Biology Destrictions	Sections	0	۲	practice T - 11:00am to 2:00pm Ongoing		🔅 Edit	۲
BIOL 1115 Principles of Biology	Laboratory Sections	0	۲	,,			
Corequisites	1.020.121.						

Courses may be preloaded on the Build Schedule page. These courses have been added under the assumption that students do not have previous transfer credit.

Do not delete these courses until meeting with an academic advisor.



Course Status	Open Classes Only	Change	Term	Fall 2022		hange
Campuses	Blacksburg Virtual	Change	Parts of Term	All Parts of Term Selected	(Change
Levels	All Levels Selected	Change				
Instru	ctions: Add desired courses and b	preaks and click Gen	erate Schedules button!		×	
Courses		+ Add Course	Breaks		+ Add	Break
Select All		(*)	✓ Select All			*
 BIOL 1105 Principles of Biology Restrictions 	Section	s 🚺 🔒 🛞	practice ✓ T - 11:00am to 2:00pm Ongoing	í.	🔅 Edi	۲
Principles of Biology	Laboratory Section	s 🟮 🔒 🛞				
-						

Students can add breaks to their schedule to accommodate a job, practice times, or other commitments. A major or extracurricular activities may have added a break to students' schedules for a prior commitment at a particular time, <u>do not delete</u> <u>those</u>.

The more breaks students enter, the less class options they will be able to have, so <u>use them</u> <u>sparingly.</u>





To start searching for and adding classes, select the "add course" button.

Search By Subject	Search By Instructor	Search by Pathway Concept	Search By CLE Area	Desired Courses	Current Schedule	
By CRN				BIOL 110 Principles	05 of Biology	*
	Subject Se	elect Subject	•	BIOL 111 Principles	5 of Biology Laboratory	*
	Course	ect Course				
< Done			+ Add Course			

Students can search for courses by subject, instructor, or Pathways concept.

< Done

rch By Subject	Search By Instruct	or Search by Pathway Concept	Search By CLE Area	
By CRN				
	Attribute	2 Critical Thinking Humanitie	es x X	•
	Subject	CLA - Classics		
	Course	2444 Ancient Greek and F	Roman Mythology	
Surveys	ancient Greek and R ion to selected myth appropriate historic	oman mythology. Provide s from ancient Greek and cal background informatic	es students with an I Roman literature, on. Familiarizes student	
including with how mytholog	theories of myth ha gical tales have beer	we been applied to individ received by authors and	lual stories and how suc artists in subsequent	s h

+ Add Course

Desire Course	d Current es Schedule			
BIO	BIOL 1105			
Prin	Principles of Biology			
BIO	BIOL 1115			
Prin	Principles of Biology Laboratory			
	A 2444 ient Greek and Roman Mythology	*		

After searching for courses, select the "add course" button to add it to the "desired courses" list on the right.

Click on the blue info button to read more information about the course such as the course description.

From this screen, continue to search and add classes to "desired courses." Courses can be removed using the red "x," as well.

< Done

	Concept	ocaron by occurred	
ute 2	Critical Thinking Humanitie	s ×	K -
ect CL	A - Classics		•
rse 24	44 Ancient Greek and R	oman Mythology	•
ient Greek a eek and Rom cted myths te historical f myth have nave been re the interactio	and Roman Mythology an mythology. Provide from ancient Greek and background informatio been applied to individi cecived by authors and a on and interdependence	s students with an Roman literature, n. Familiarizes stude ual stories and how s artists in subsequent e of mythological tale	nts uch s
f m nav	yth have been re interactio	hyth have been applied to individue the been received by authors and a interaction and interdependence and perspectives. Show More	nyth have been applied to individual stories and how s re been received by authors and artists in subsequent interaction and interdependence of mythological tale and perspectives. Show More

+ Add Course



Notice that the courses are not for specific days and time yet. Students will pick days and times when it comes to generating schedules and registering.

caren by oubject	Search By Instructor	Concept	Search By CLE Area
By CRN			
	Subject	NFE - Human Nutrition,	Foods, and Ex 👻
	Course 10	004 Foods, Nutrition And	Exercise
Human Nu	trition, Foods, and E	x 1004 - Foods, Nutrition	And Exercise
ocicitation	a it offects the putriti		ous, numerion and



Once students have added all of the desired courses, then click done and return to the Build Schedule page.

Course Status	Open Classes Only	Change
Campuses	Blacksburg Virtual	Change
Levels	All Levels Selected	Change

Instructions: Add desired courses and breaks and click Generate

Courses		+ Ac	ld Co	ourse
Select All	17			×
ACIS 3116	Sections	0	6	۲
Prerequisites Restrictions	Sections	0	6	۲
Restrictions BIOL 1115 Principles of Biology Laboratory	Sections	0	6	۲
Corequisites CLA 2444	Sections	0	6	۲
HNFE 1004 Foods, Nutrition And Exercise	Sections	0	6	۲
MATH 1025 Elementary Calculus	Sections \$	0	6	۲

Students should be back on the Build Schedule page, where they will see the courses they added and any courses that were pre-loaded on their schedule.

On this page students may see a red or green message under a course that indicates a restriction or a prerequisite.

To learn more about what the course requires, visit the <u>Timetable of Classes</u> by navigating to the link at the bottom of Hokie Spa.



financial statements. Course credit will not be awarded for both

ACIS 3115 and ACIS 4194.

Click on the blue info button to see the course description.

Biological Sciences 1115 Principles of Biology Laboratory



Click on the sections cogwheel to see the specific sections of that particular course. Specific sections may have special comments that would appear here after clicking the blue info button. Certain majors may ask that students enroll in specific sections of a particular course and can select those specific sections here by unchecking all courses and checking the specific sections to be enrolling in.

Biological Sciences 1105 Principles of Biology

nclude	ed (8 of 8)					Q Advanced Filters
6	CRN #	Subject	Schedule Type	Instructor	Seats Open	Day(s) & Location(s)
0	81600	BIOL	Lecture	Emori, Megan M	245	MW 2:30pm - 3:45pm - GLCDB 64
Deet	81601	BIOL	Lecture	Watkinson, Jonathan I	217	TR 12:30pm - 1:45pm - SQUIR COLNL
Deet	81602	BIOL	Lecture	Not Assigned	221	MW 4:00pm - 5:15pm - GLCDB 64
Dest	81603	BIOL	Lecture	Lipscomb, Mary V	221	TR 12:30pm - 1:45pm - GOODW 190
Dest	81604	BIOL	Lecture	Lipscomb, Mary V	194	TR 11:00am - 12:15pm - GOODW 190
Doct	81605	BIOL	Lecture	Rosenzweig, Michael S	239	MW 2:30pm - 3:45pm - GOODW 190
Deet	81606	BIOL	Lecture	Not Assigned	210	TR 2:00pm - 3:15pm - GOODW 190
1	81607	BIOL	Lecture	Watkinson, Jonathan I	235	TR 9:30am - 10:45am - GLCDB 64
Rest	rictions					K Back V Save & Clos

Deselecting a section of a course will remove that option from being generated into schedule options. Make sure to select Save and Close before going back to the Build Schedule page.

Schedules	Advanced Options	View Schedules
C Generate Schedules		
Compare Select at least two schedules to compare side by side		

Once all of the courses have been added for the term, click the generate schedules button. This will show all of the options for schedules that incorporate classes, breaks, and the time classes are offered.



Click the view button next to an individual schedule to go through the different options of schedules and view details such as days, times and location of the classes.

Most classes meet Monday, Wednesday and Friday noted as MWF, or Tuesday and Thursday noted as TR on the class schedule.

Potential Schedule for Fall 2022

< Back	🔒 Print	🖂 Email	🐂 Send to Shopping Cart	🔀 Shuffle	Schedule 1 of 1000	O
You are	viewing a po	tential schedu	le only and you must still register.			×

			Status	CRN #	Subject	Course	Schedule Type	Seats Open	Day(s) & Location(s)	Campus	Credits
	0		Not Enrolled	80151	ACIS	3116	Lecture	7	MW 4:00pm - 5:15pm - ROB 101 E	Blacksburg	3
	Prerec	quisites	Restrictions Not Enrolled	81607	BIOL	1105	Lecture	235	TR 9:30am - 10:45am - GLCDB 64 E	Blacksburg	3
	()	Cuons	Not Enrolled	81688	BIOL	1115	Lab	24	W 8:00am - 9:55am - DER 1033 E	Blacksburg	1
	•		Not Enrolled	82977	CLA	2444	Lecture	66	MWF 10:10am - 11:00am - HAN 100	Blacksburg	3
0	0		Enrolled	90861	EDHE	6304	Virtual Campus Lecture	12	T 5:00pm - 7:50pm - ONLINE	Virtual	3
	0	6	Not Enrolled	86135	HNFE	1004	Lecture	31	MWF 1:25pm - 2:15pm - WHIT 300 E	Blacksburg	3
	Destri	Ctions	Not Enrolled	86977	MATH	1025	Virtual Campus Lecture	27	ONLINE	Virtual	3
	nesui	cuons									19

From the Potential Schedule screen, select Send to Shopping Cart for your preferred schedule.

Shopping Cart for Fall 2022



	CRN #	Subject	Course	Schedule Type	Instructor	Day(s) & Location(s)
	80151	ACIS	3116	Lecture	Gatzke, Randal James	MW 4:00pm - 5:15pm - ROB 101
Prere	quisites Restri	ctions				
. 0	81607	BIOL	1105	Lecture	Watkinson, Jonathan I	TR 9:30am - 10:45am - GLCDB 64
Restr	ictions					
0	81688	BIOL	1115	Lab	Lee, Wooram	W 8:00am - 9:55am - DER 1033
Corec	quisites					
. 0	82977	CLA	2444	Lecture	Phillips, Richard L	MWF 10:10am - 11:00am - HAN 100
	86 <mark>1</mark> 35	HNFE	1004	Lecture	Anderson, Angela Suzanne	MWF 1:25pm - 2:15pm - WHIT 300
0	86977	MATH	1025	Virtual Campus Lecture	Not Assigned	ONLINE
Restr	ictions					

From the Shopping Cart page, students have a final review of the course specifics and can remove courses from the chart by editing the cart.

Edit Shopping Ca	art for Fall 2022	Cancel Save
CRN #	Course	Actions
80151	ACIS-3116	Remove from Cart
81607	BIOL-1105	Remove from Cart
81688	BIOL-1115	Remove from Cart
82977	CLA-2444	Remove from Cart
86135	HNFE-1004	Remove from Cart
86977	MATH-1025	Remove from Cart

From the edit shopping cart view, students have the option to remove courses from the cart before registering by selecting "remove from cart" and clicking save.

		CRN #	Subject	Course	Schedule Type	Instructor	Day(s) & Location(s)
	0	801 <mark>5</mark> 1	ACIS	3116	Lecture	Gatzke, Randal James	MW 4:00pm - 5:15pm - ROB 101
1	Prerequ	uisites Restri	ctions				
	0	81607	BIOL	1105	Lecture	Watkinson, Jonathan I	TR 9:30am - 10:45am - GLCDB 64
1	Restric	tions					
0	0	81688	BIOL	1115	Lab	Lee, Wooram	W 8:00am - 9:55am - DER 1033
1	Corequ	lisites					
	0	82977	CLA	2444	Lecture	Phillips, Richard L	MWF 10:10am - 11:00am - HAN 100
	0	86 <mark>1</mark> 35	HNFE	1004	Lecture	Anderson, Angela Suzanne	MWF 1:25pm - 2:15pm - WHIT 300
	0	86977	MATH	1025	Virtual Campus Lecture	Not Assigned	ONLINE
1	Restric	tions					

Don't forget to check the modality of the course, whether it is virtual or in-person with specific days and times to be sure its possible to physically make it to each location in the allotted time or if a space is needed to join a virtual class.

	Monday	Tuesday	S.M.S.	Wednesday	Thursday		Friday
8am 8:15 8:30 8:45			0	BIOL-1115 DER 1033 Lee, Wooram			
9am							
9-30		PIOL 1105	- 10		PIOL 1105		
9:45		CLODE 64					
10am		GLCDB 04	-		GLCDB 04		
10:15	G CLA-2444	Watkinson, Jonathan I	6	CLA-2444	watkinson, Jonathan I	A	CLA-2444
10:30	HAN 100		0	HAN 100		0	HAN 100
10:45	Phillips, Richard L	-	1	Phillips, Richard L		F	hillips, Richard L
11am							÷. *
11:15							
11:30							
11:45							
12pm							
12:15							
12:30							
12:45							
1pm							
1:15							
1:30	1 HNFE-1004		0	HNFE-1004		0	HNFE-1004
1:45	WHIT 300			WHIT 300		- Contractor	WHIT 300
2pm	Anderson, Angela Suzanne		Ande	rson, Angela Suzanne		Ande	rson, Angela Suzanne
2:15							
2:30							
2:45							
3pm							
3:15							
3:30							
5:45	1010 0111			1010 0117			
4pm	(1) ACIS-3116		0	ACIS-3116			
4.10	ROB 101		-	ROB 101			
4.50	Gatzke, Randal James		Ga	tzke, Randal James			
5nm							
5:15							
5:30							
5:45							
6000							

From the Shopping Cart, there is the option to view the potential schedule in a different format by scrolling down to see the calendar view.

Shopping Cart for Fall 2022

🖂 Email 🛛 🖋 Edit Cart

Print

					Day(o) a Location(o)
80151	ACIS	3116	Lecture	Gatzke, Randal James	MW 4:00pm - 5:15pm - ROB 101
sites Restri	ctions				
81607	BIOL	1105	Lecture	Watkinson, Jonathan I	TR 9:30am - 10:45am - GLCDB 64
ons					
81688	BIOL	1115	Lab	Lee, Wooram	W 8:00am - 9:55am - DER 1033
sites					
82977	CLA	2444	Lecture	Phillips, Richard L	MWF 10:10am - 11:00am - HAN 100
86135	HNFE	1004	Lecture	Anderson, Angela Suzanne	MWF 1:25pm - 2:15pm - WHIT 300
86977	MATH	1025	Virtual Campus Lecture	Not Assigned	ONLINE
	80151 sites Restrict 81607 ons 81688 ites 82977 86135 86977	80151 ACIS Sites Restrictions 81607 BIOL ons BIOL 81688 BIOL ites CLA 86135 HNFE 86977 MATH	80151 ACIS 3116 sites Restrictions 1105 81607 BIOL 1105 sns 1115 2000 81688 BIOL 1115 sites 2444 86135 HNFE 1004 86977 MATH 1025	80151ACIS3116LecturesitesRestrictions81607BIOL1105Lectureons81688BIOL1115LabitesLecture82977CLA2444Lecture86135HNFE1004Lecture86977MATH1025Virtual Campus Lecture	80151ACIS3116LectureGatzke, Randal JamessitesRestrictions81607BIOL1105LectureWatkinson, Jonathan IsitesSitesSitesSitesSites81688BIOL1115LabLee, WooramsitesSitesSitesSitesSites82977CLA2444LecturePhillips, Richard L86135HNFE1004LectureAnderson, Angela Suzanne86977MATH1025Virtual Campus LectureNot Assigned

When you are eligible to register for courses, you <u>MUST</u> click Register to officially register for the courses. Once you click register, you will get a registration results summary indicating which courses you have been enrolled in and if there were any errors when trying to register for any of the courses.

Registration Results

AC

You have been successfully registered for the following courses. \odot MATH-1025, , Not Assigned

A You are not registered for the following courses.

BIOL-1115, , Lee, Wooram Invalid level for course.

CLA-2444, Phillips, Richard L

Invalid level for course.

BIOL-1105, , Watkinson, Jonathan I

Invalid level for course.

HNFE-1004, , Anderson, Angela Suzanne

Invalid level for course.

ACIS-3116, , Gatzke, Randal James

- Field of Study Restriction Major
- Prerequisite and Test Score error

OK

Print

Locatio

5:15pm

0:45am

:55am

11:00ar

2:15pm

14

If you attempt to register for courses that require a prerequisite or have major restrictions, you may receive a note like this. If this occurs, go back to the **Build Schedule and** double check any restriction messages using the Timetable of Classes.

My Current Schedule for Fall 2022

🖂 Email 🥒 Edit or Drop Classes 🛛 🔒 Print



Once you have registered for classes, you'll see the My Current Schedule for Fall 2022 page.



From this screen, you have the option to edit your schedule by dropping a course.

CRN #	Course	Class Settings	Registration Status
90861	EDHE-6304		Enrolled
			Enrolled
			Drop Web

<u>To drop a class</u>, select Edit or Drop Classes to land on this screen. Select Drop Web from the drop down menu and save the changes.

<u>To add a class</u>, go back to the Build Schedule page and repeat the process detailed in this tutorial.

Your schedule can be edited after registration.

If you need to add a course after you have already registered for classes, you can go back to the Build Schedule part of Hokie Scheduler.

If you have any questions or come across any technical issues, please reach out to Academic Advising Initiatives, 540-231-9337 or <u>advising@vt.edu</u> Monday through Friday 8:00am - 5:00pm.