

DEPARTMENT OF ECONOMICS ORIENTATION CHECKLIST

CONFIRM TECHNOLOGY SET UP

- CREATE** your VT Username (PID)
Complete this 24 hours before attempting the remainder of this checklist
<https://onboard.it.vt.edu>
- ENROLL** in the 2-Factor Authentication with Duo
Complete this 24 hours before attempting the remainder of this checklist
<http://www.tech.it.vt.edu/2factor>
- DOWNLOAD** the DUO Mobile App on your personal smartphone and enroll the device
https://vt4help.service-now.com/kb_view_customer.do?sysparm_article=KB0010700#installduomobile
- ADD** your VT email to the personal smartphone that you will be bringing to orientation
- ACCESS and READ** your VT Gmail Daily

ECONOMICS REQUIREMENTS

- COMPLETE** the Economics Pre-Orientation Form
Complete by June 11
 - You must be logged into your Virginia Tech google account to complete the form
 - Students Admitted to Economics as a **First-Year Student**: <https://forms.gle/L3JscvPZQEa5Uxwo8>
 - Students Admitted to Economics as a **Transfer Student**: <https://forms.gle/kHH9TMrHo64frGV99>
- BOOKMARK** Department of Economics website <https://www.econ.vt.edu>
- PREPARE** for Class Registration
Complete at least 3 days before scheduled advising appointment
<http://www.hokiespa.vt.edu>
 - Click Hokie Spa
 - Click Registration (Add/Drop) and Schedule
 - Click on Prepare for Registration
 - Update: Emergency Contact Address, Emergency Contact Confirmed, FERPA Release, VT Alerts, Self-Disclosure of Arrest/Conviction, and Student Financial Responsibility
 - A new student hold will remain on your account until you attend orientation and you may have to wait to update your local mailing address at a later time.
- CHECK** your Pathways to General Education progress
Complete at least 3 days before scheduled advising appointment
[Open Form](#)
[Upload completed form](#)
- SCHEDULE** one-on-one advising appointment with Department Advisor
Appointments available June 14-July 9. Appointments are virtual via Zoom. Schedule appointment by June 10.
Your advisor is Erika Perdue, Undergraduate Advisor for the Department of Economics. During this meeting you will complete your fall schedule
[Schedule Appointment on Navigate](#)

COLLEGE OF SCIENCE ACTION ITEMS

- BOOKMARK** the College of Science website
<https://www.science.vt.edu>
- COMPLETE** the College of Science Pre-Orientation Checklist
<https://www.science.vt.edu/orientation>
- READ** the Advising Handbook

UNIVERSITY ACTION ITEMS

- SIGN UP** for orientation
You will receive an email invitation with a link to register for New Student Orientation.
- COMPLETE** the Free Application for Federal Student Aid (FAFSA) if you wish to apply for financial aid
<http://www.finaid.vt.edu>
- COMPLETE and SUBMIT** the immunization history form
http://www.healthcenter.vt.edu/new_student/required_immunizations.html
- COMPLETE** Family Educational Rights and Privacy Act (**FERPA**) authorization
FERPA requires you to authorize the university prior to release of any academic record information to a third party. Creation of a FERPA passcode in Hokie Spa allows you to approve disclosure of your academic record information. We encourage you to create a FERPA passcode for Self as well as your parents(s) and/or guardian(s).

To create a FERPA passcode for Self
 1. Go to Hokie Spa, FERPA
 2. Enter your first name and last name
 3. Answer the question regarding tax dependency
 4. Enter an 8-character alphanumeric passcode
 5. Click the Add/Delete Record button

TRANSCRIPTS AND EXPECTED CREDITS

- SEND** your official transcript to the Office of Undergraduate Admissions once you have final grades
 - Office of Undergraduate Admissions, 925 Prices Fork Road, Blacksburg, VA 24061
- SEND** all AP, IB, CLEP, and Cambridge scores to Virginia Tech's Office of the University Registrar
 - Virginia Tech Registrar (0134), Student Services Bldg, Suite 250, 800 Washington Street, Blacksburg, VA 24061
 - If you took exams in multiple years, request that your entire score report be sent.
- LOOKUP** how courses may transfer to Virginia Tech
 - AP, IB, CLEP, Cambridge: <https://registrar.vt.edu/Advanced-Standing-Transferable-Credit.html>
 - Transfer or Dual Enrollment from other colleges https://banweb.banner.vt.edu/ssb/prod/hzsktgid.P_DispanTranGuide
- VERIFY** receipt of AP, IB, CLEP, Cambridge, transfer credits on Hokie Spa (continuously review)
<http://www.hokiespa.vt.edu>
 - Click Hokie Spa
 - Click Grades Menu
 - Click Transfer and Other Additional Credits