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
   - 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
   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
  o 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
  o Virginia Tech Registrar (0134), Student Services Bldg, Suite 250, 800 Washington Street, Blacksburg, VA 24061
  o If you took exams in multiple years, request that your entire score report be sent.

- **LOOKUP** how courses may transfer to Virginia Tech
  o AP, IB, CLEP, Cambridge: https://registrar.vt.edu/Advanced-Standing-Transferable-Credit.html
  o Transfer or Dual Enrollment from other colleges https://banweb.banner.vt.edu/ssb/prod/hzsktgid.P_DispTranGuide

- **VERIFY** receipt of AP, IB, CLEP, Cambridge, transfer credits on Hokie Spa (continuously review)
  http://www.hokiespa.vt.edu
  o Click Hokie Spa
  o Click Grades Menu
  o Click Transfer and Other Additional Credits