

DEPARTMENT OF ECONOMICS PRE-ACADEMIC ADVISING CHECKLIST

GETTING STARTED WITH TECHNOLOGY

- CREATE YOUR VT USERNAME (PID)**
<https://onboard.it.vt.edu>
- ENROLL** in the 2-Factor Authentication with Duo
<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

COLLEGE OF SCIENCE ACTION ITEMS

- COMPLETE THE STEPS ON THE COLLEGE OF SCIENCE ORIENTATION WEBSITE**
<https://www.science.vt.edu/resources/orientation.html>
- COMPLETE THE EXPECTED COURSES AND CREDITS WORKSHEET**
[Open Form](#)
[Upload the form to the Dean's Office Document Portal](#)
- UPLOAD CHECKSHEET** found [HERE](#) when asked on the College of Science website

ECONOMICS ACTION ITEMS

- COMPLETE** the Economics Orientation Survey
 - 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/bDUZaizMXQsTi7yZ8>
 - Students Admitted to Economics as a **Transfer Student**: <https://forms.gle/kfazp3u6qBfHvmhdA>
- TAKE** the ALEKS Placement Assessment for MATH 1225
<https://math.vt.edu/undergrad-math/courses/math-1225/MathReadinessFAQs.html>
 - MATH 1225 and MATH 1226, Calculus of a Single Variable, is the MATH sequence preferred by the Department of Economics
 - A score of 80 is required on the ALEKS Placement Assessment to be placed in MATH 1225
 - You will have three attempts at the ALEKS Placement Assessment to earn a score of 80
 - If you are not successful in completing the ALEKS Placement Assessment you will need to register for MATH 1214, Preparation for Calculus, for Spring.

PREPARE for Class Registration

<http://www.hokiespa.vt.edu>

- Open Hokie Spa
- Click Hokie Scheduler
- Select Term – Select Spring 2023 and click Save and Continue
- Select Campus – Select Blacksburg and click Save and Continue
- When directed click on Open Action Items to update: Emergency Contact Address, Emergency Contact Confirmed, FERPA Release, VT Alerts, Self-Disclosure of Arrest/Conviction, and Student Financial Responsibility

COMPLETE Class Registration

- Open Hokie Spa
- Click Hokie Scheduler
- Select Term – Select Spring 2023 and click Save and Continue
- Select Campus – Select Blacksburg and click Save and Continue
- Make schedule
 - If you have AP or Transfer credit for ECON 2005, drop ECON 2005 and add ECON 2006 Principles of Macroeconomics to your cart
 - If you do not complete the ALEKS Placement Assessment with at least a score of 80 after three attempts, drop MATH 1225 and add MATH 1214 to your cart
 - If you have AP or Transfer credit for ENGL 1105, drop ENGL 1105 and add ENGL 1106 First Year Writing to your cart
 - Add a course of your choosing that can be used for Pathway Concepts 2, 3, 4, 5 Advance, 6 Art, 6 Design, or 7
 - You can also add other courses to your cart up to a total of 19 hours
 - Click Submit to complete registration
 - Your schedule will be reviewed during your Academic Advising Appointment

SCHEDULE ACADEMIC ADVISING APPOINTMENT using the link provided in the email sent from your academic advisor, Erika Perdue via Navigate in December.

- Appointments must be scheduled in Navigate
- Appointments are available weekdays January 10-13
- Appointments will be 30 minutes
- Appointments are for you to meet with academic advisor to review your schedule, answer any questions you have about the Economics major and Virginia Tech

PREPARING FOR YOUR ADVISING APPOINTMENT (complete this at least 24 hours before your scheduled appointment)

- What you need to know about the appointment
 - Appointment is virtual via Zoom
 - Appointments are for you to meet with academic advisor to review your schedule, answer any questions you have about the Economics major and Virginia Tech
 - Email will be sent via Navigate to confirm appointment and include link to Zoom 24 hours before appointment
 - Have AP scores and transcripts from other community colleges and 4-year institutions available to share with advisor (PDF or screen shots work best)
 - Complete College of Science Expected Courses and Credits Worksheet
 - Complete the ALEKS Placement Assessment for MATH 1225

UNIVERSITY ACTION ITEMS

- 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

- 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
 - Office of Undergraduate Admissions, 925 Prices Fork Road, Blacksburg, VA 24061
 - If you took exams in multiple years, request that your entire score report be sent.

- 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