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
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
Deciding Courses - Major Courses

Start

- Currently in ECON 2005?
  - No
  - Currently in ECON 2006?
    - No
    - Currently in ECON 3104?
      - No
      - Currently in ECON 3204?
        - No
        - Currently in MATH 1226 or 1026?
          - Yes
          - Request ECON 3104
          - No
          - Decide MATH

- Yes
  - Request ECON 2005

Decide MATH

- Currently in MATH 1214?
  - Yes
  - Request MATH 1225
  - No
  - Currently in MATH 1229?
    - Yes
    - Request MATH 1228
    - No
    - Currently in MATH 1226?
      - Yes
      - Request STAT 3005
      - No
      - Currently in MATH 1024?
        - Yes
        - Request MATH 1025
        - No
        - Currently in MATH 1025?
          - Yes
          - Request MATH 1028
          - No
          - Currently in MATH 1026?
            - Yes
            - Request STAT 3004
            - No
            - Completed MATH 1226 or 1026 and STAT or BIT?
              - Yes
              - Add ECON 3254 or 4304
              - No
              - Completed ECON 3254 or 4304?
                - Yes
                - Major Core Completed
                - No

- No
  - Request ECON 3104
  - Add ECON 3254 or 4304
Deciding Courses – Pathway 1

Pathway 1

ENGL 1105

AP/TR Credit

Currently Enrolled

Currently in or Completed ENGL 1106

Select a Course for 1A

Pathway Completed

Admission Placed Out

Add ENGL 1105

Add ENGL 1106

No

Yes

No

Yes
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

Pathway 3

How many courses completed or in-progress?

- 0 courses in-progress or completed
  - Select a course

- 1 course in-progress or completed
  - Select a course

- 2 courses in-progress or completed
  - Pathway Complete

★ ECON courses cannot be used by majors for Pathway
Deciding Courses - Pathway 4

- If there are 0 courses completed or in-progress, select a course.
- If there is 1 course completed or in-progress, select a course.
- If there are 2 courses completed or in-progress, pathway complete.
Deciding Courses - Pathway 5 Foundation

MATH 1026 and 1226 cannot be used by majors for Pathway
Deciding Courses - Pathway 5 Advanced

- BIT, ECON, and STAT courses cannot be used by majors for Pathway
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
4. 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
For MEDS and PORE

In addition to Major and Pathway courses

Select one

- ECON 1104 – Economics of Gender
- ECON 1204 – Economics of Race
- ECON 1214 – Economic History of Diversity and Inclusion

If Diversity requirement complete select a course for one of the other requirements for the option
5. 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
6. 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

<table>
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<th>Campus</th>
<th>Term</th>
<th>Subject</th>
<th>Course Number</th>
<th>Course Request Number (CRN)</th>
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Click FIND CLASS SECTIONS.
Select section that you prefer

Note the CRN

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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.
Completing Course Request

Enter the CRN of the sections of courses you would like
Completing Course Request

★ Watch video showing Course Request Process
★ [https://youtu.be/oaZ3buVlp8w](https://youtu.be/oaZ3buVlp8w)
7. 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
  ★ Please include your ID number

★ Just want your selection checked
  ★ Complete Course Request Form  
  ★ https://forms.gle/9ozvAi6RDrdQ2tDg7