

## VIRGINIA TECH ARMY ROTC

1. Incoming students and future cadets will complete all the paperwork for both the Corps of Cadets and Army ROTC on Canvas at VTCC2025-Fall2021, and submit by uploading completed documents.

2. **Incoming freshmen** joining Army ROTC must sign up for one of the following sections of the Military Science I academic class (MS 1005).

CRN	Credits	Day	Time
88646	2 Crs.	T	8:00 A.M.
88641	2 Crs.	T	9:30 A.M.
88643	2 Crs.	T	11:00 A.M.
88645	2 Crs.	T	12:30 P.M.

3. All Army cadets must also attend the weekly Army ROTC Leadership Lab conducted Tuesdays from 3:30 p.m. to 5:20 p.m. When registering for a MS course, cadets are automatically enrolled in the Leadership Lab. If there is a course conflict with the Army ROTC Leadership Lab due to extenuating circumstances (e.g. mandatory class not offered at any other time), the cadet may be exempt from lab on a case-by-case basis. Contact the Army ROTC enrollment officer and provide justification to be considered for possible lab exemption.

4. All Army ROTC cadets must attend Army physical fitness training three times per week from 5:30 am to 6:45 am on Monday, Wednesday and Friday. Cadets are given enough transition time to prepare for the Corps of Cadets' morning formation at 7:25am.

5. Army ROTC cadets must take a Military Science class each semester. Many majors accept these courses as electives; however, this may not be the case for all, e.g. engineering.

6. Cadets should maintain fulltime student status and strive to complete their degree in four years. Due, however, to the engineering course load along with Army ROTC and Corps requirements, engineer majors may need to take an additional semester, or two, to complete their degree.

7. During their first semester at VT, each cadet will develop a degree completion plan (Cadet Command Form 104-R), which is signed by their ROTC and Academic Advisor. This plan should accurately project the cadet's planned graduation date and is updated each semester.

8. **First year students, who plan to graduate early**, in three or three and a half years (due to transfer, AP or dual enrollments credits, etc.), may need to accelerate their ROTC courses in order to complete Military Science commissioning requirements to correspond with an earlier graduation date. Any freshmen student planning to graduate in less than four years must discuss Military Science course requirements with the Army ROTC enrollment officer prior to finalizing their fall schedule.

8. All **transfer students** should contact the Army ROTC enrollment officer as soon as possible to discuss "catch-up" ROTC training requirements and placement options to make up for ROTC training they have missed.

9. **Army ROTC Orientation Information Sessions** will be held virtually several times this summer. Dates and Zoom links will be published via the Corps of Cadets' Canvas site soon.

10. An official Army ROTC welcome that includes staff introductions will be held during the Corps of Cadets New Cadet Week, the week prior to the start of fall classes.

11. Most Army instructors and staff assigned at Virginia Tech are active-duty personnel or government civilians with responsibilities outside the academic environment. As a result, many are out of the office during summer months to fulfill other military service requirements. The ROTC office is closed on federal holidays.

12. **The Army ROTC Scholarship and Enrollment officers, Donna Mallet and Buck Kellogg, will be available all summer to answer questions for New Student Orientation or Army ROTC in general.** You can reach them at [rotc@vt.edu](mailto:rotc@vt.edu) or 540-231-4804 (office) or 540-522-4493 (cell).

*Virginia Polytechnic Institute and State University*