Access CollegeScheduler from Hokie Spa:

Virginia Tech Information System Hokie Plus Hokie Team Hokie Spa Faculty Access Search Go 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 on a part-time or full-time basi 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 the 1098T. Course Request Course Reguest Results View your course request results. CollegeScheduler Academic planning, scheduling and registration tool. Registration (Add/Drop) and Schedule Look Up Classes; Add or drop classes; Display your class schedule.

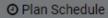
Classic Student Schedule

Classic Student Schedule with modality information.

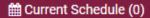
Grades Menu

View Midterm/Final Grades, Class Rank, Transfer and Other Additional Credit information, GPA Calculators.

Select Applicable Term:



Shopping Cart (0)



② Help

Sign out



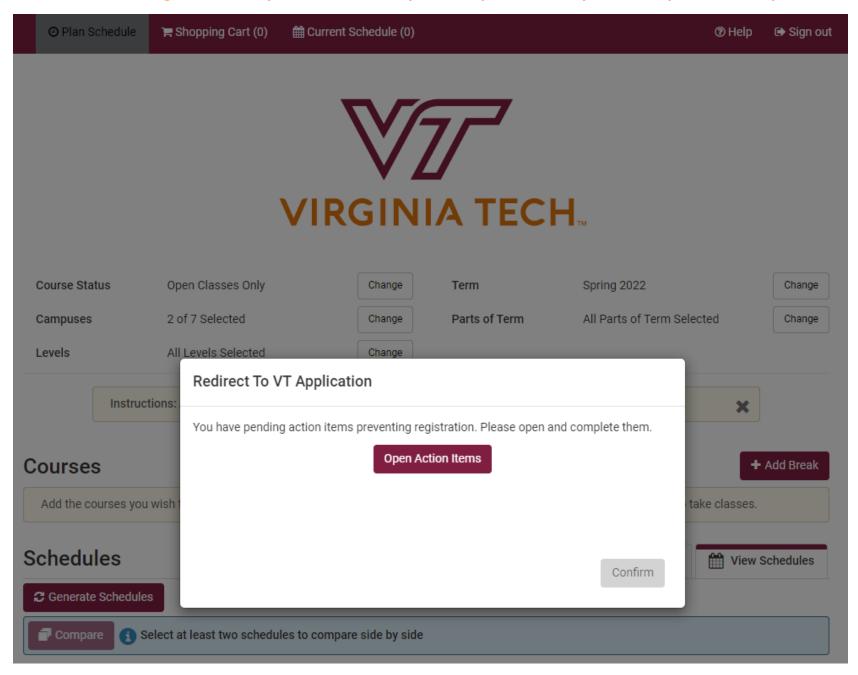
Select Term

Term

- Spring 2022
- O Summer 2022

✓ Save and Continue

The Student Pre-Registration Requirements will require completion if they have not yet been completed for the term.



Select Campus/Campuses – if online classes are acceptable, make sure to include the Virtual campus:

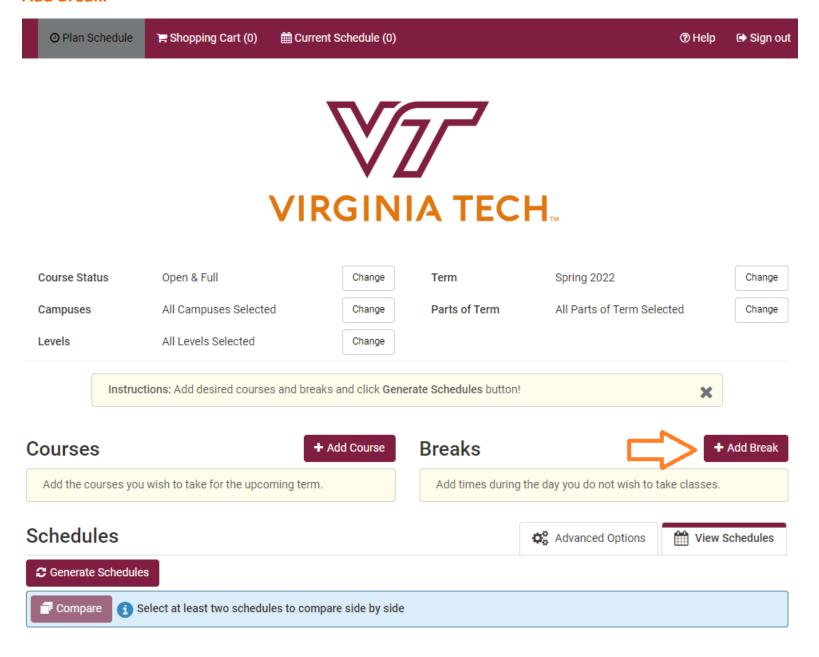




Select Campus

	Select All Campuses
~	Blacksburg
~	Virtual
	Western
	Capital
	Central
	Hampton Roads Center
	National Capital Region

There is an option to add breaks to block off days/times students may have work, practice, or other commitments. Click on Add Break.

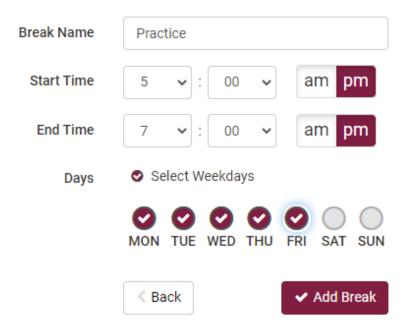


Then name the break, select the times and days, then Add Break.

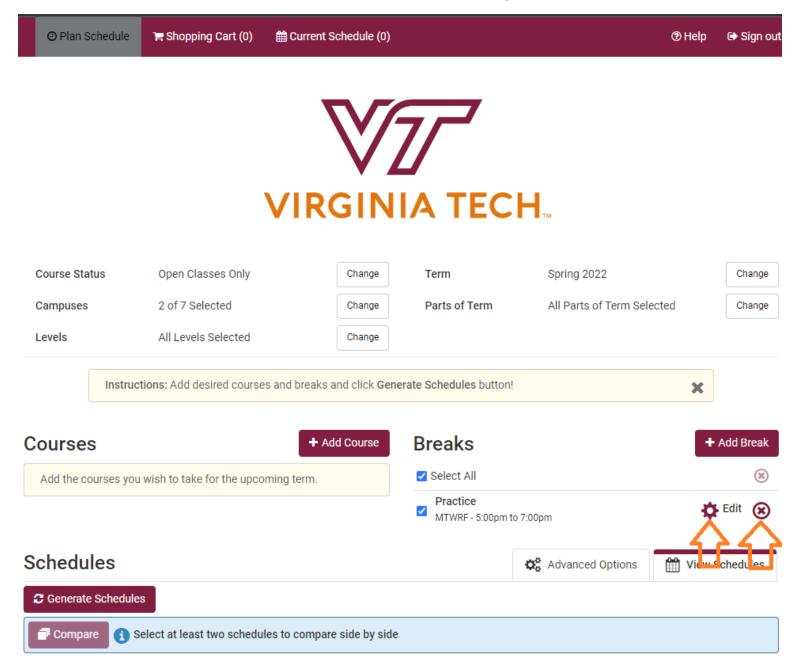


Add New Break

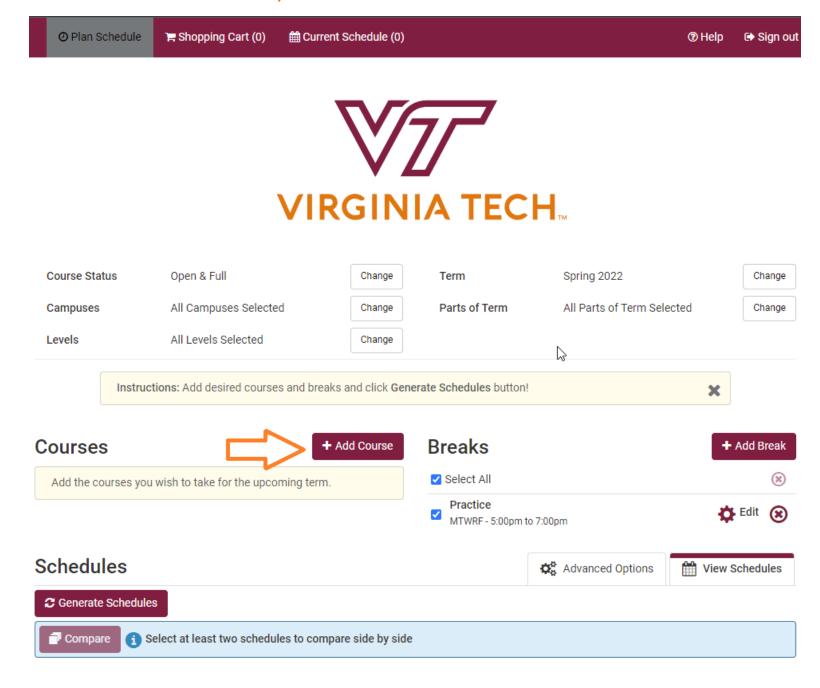
Breaks are times during the day that you do not wish to take classes.



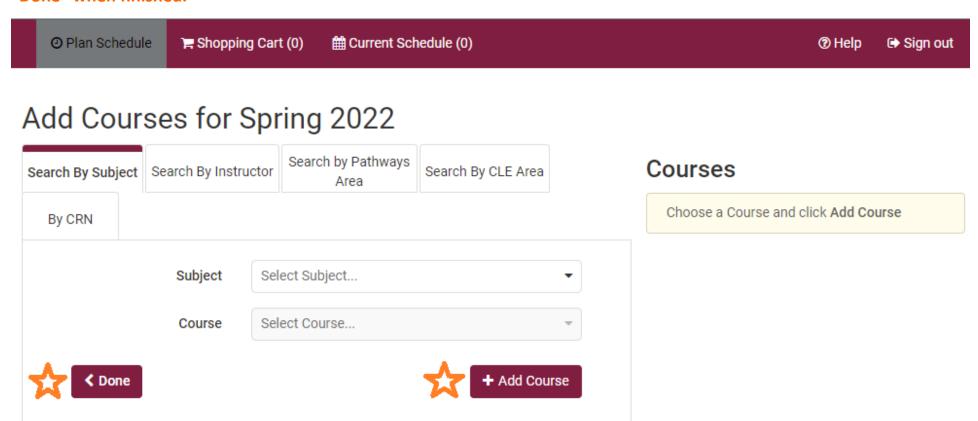
After a Break has been added, it can be edited or deleted at any time if needed.



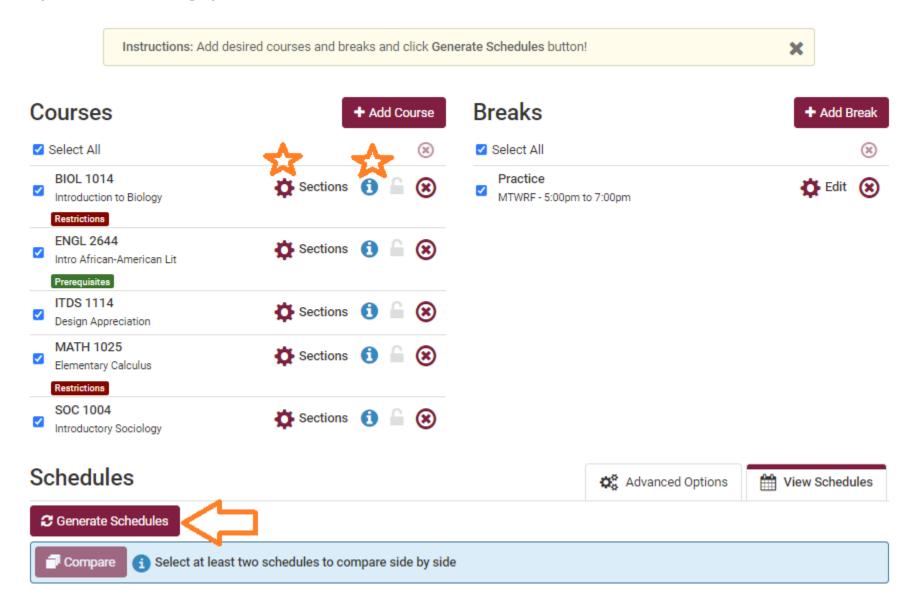
To add courses to Plan Schedule, click on "Add Course":



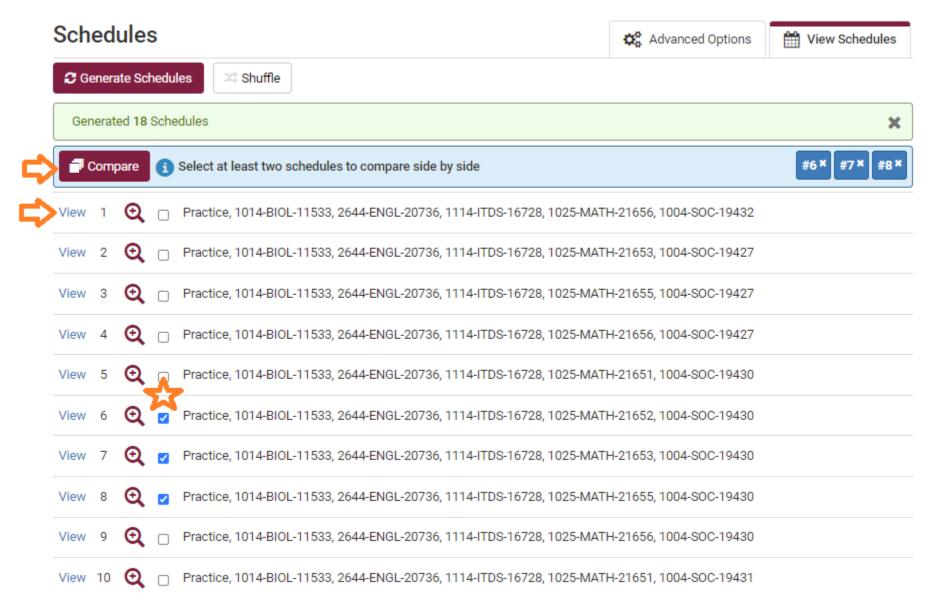
There are various search options available by which to search for courses. Click "Add Course" to add courses and click "Done" when finished.



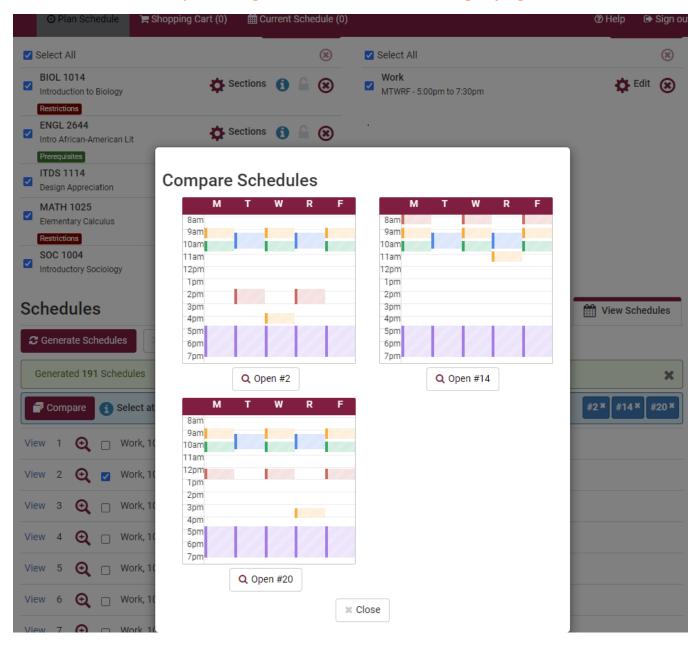
Once courses have been added – they are displayed in the Plan Schedules section. More information about each course can be viewed by clicking on the Sections (cogwheel icon) or the Information icon. Click "Generate Schedules" when you are ready to view scheduling options.

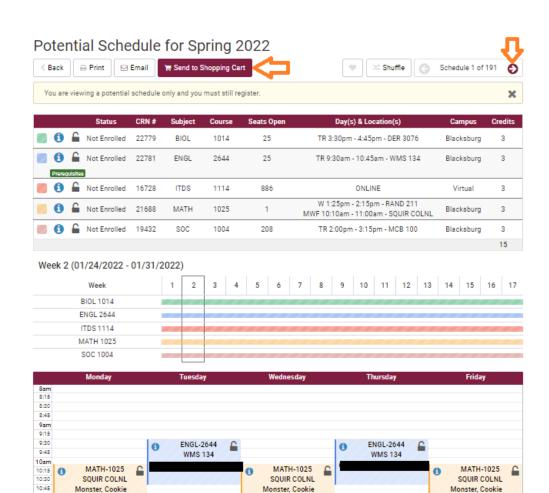


Once possible schedules have been generated, click "View" to begin viewing any schedules -or- check the boxes of two or more possible schedules and click "Compare" to view side by side grid schedule comparisons.



Schedules can be compared in grid view or click on the magnifying class to view details about one of the schedule options.





MATH-1025

SOC-1004

MCB 100

BIOL-1014

DER 3076

Work

Work

RAND 211

Work

SOC-1004

MCB 100

BIOL-1014

DER 3076

Work

11am 11:15 11:90 11:45 12:pm 12:15 12:90 12:45 1pm 1:15

1:30 1:45

2pm

2:15

2:30 2:45 3pm 3:15 3:30

3:45

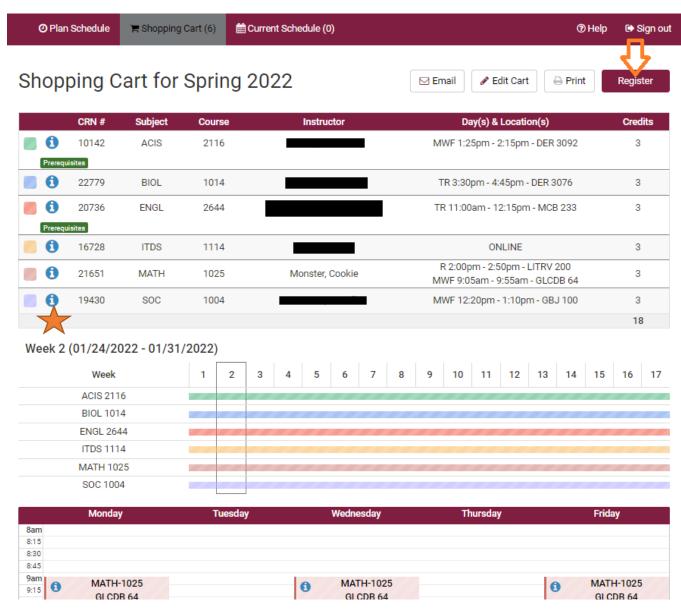
4:15 4:30 4:45 5pm 5:15

5:30 5:45 Work

All generated schedules can also be viewed individually with section information at the top and schedule grid view at the bottom. Click on the arrows next to "Schedule __ of ___" to review schedule options.

Once the desired schedule has been selected – click on "Send to Shopping Cart."

After course sections/CRNs have been added to the Shopping Cart <u>and</u> Registration (Drop/Add) is open for the term, click "Register" to register for the classes. Reminder – click the Information icon to view additional information.



You will be prompted to confirm – click "Continue."

Please Confirm

Confirm that you want to register this schedule by clicking "Continue" below.

Cancel

Continue

Make sure to pay attention to any Registration Results messages for information:

Registration Results

You have been successfully registered for the following courses.

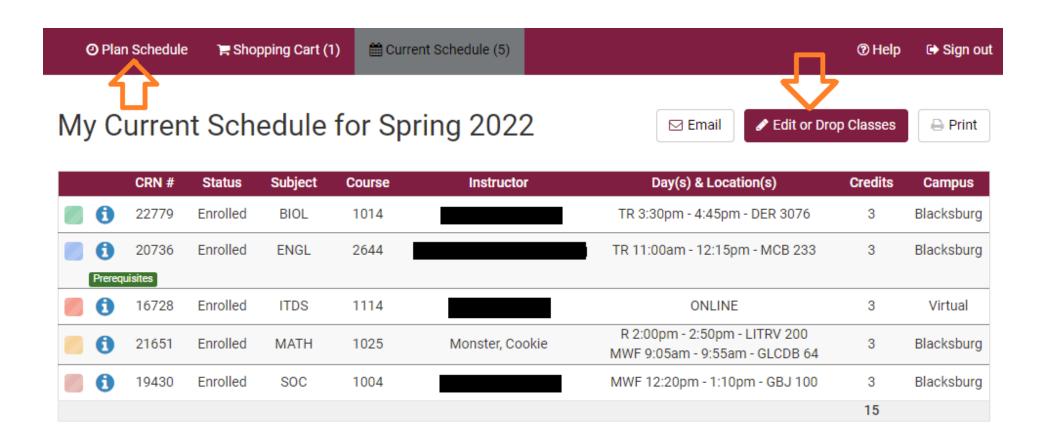
BIOL-1014, , ITDS-1114, , SOC-1004, , MATH-1025, , Monster, Cookie ENGL-2644, ,

A You are not registered for the following courses.

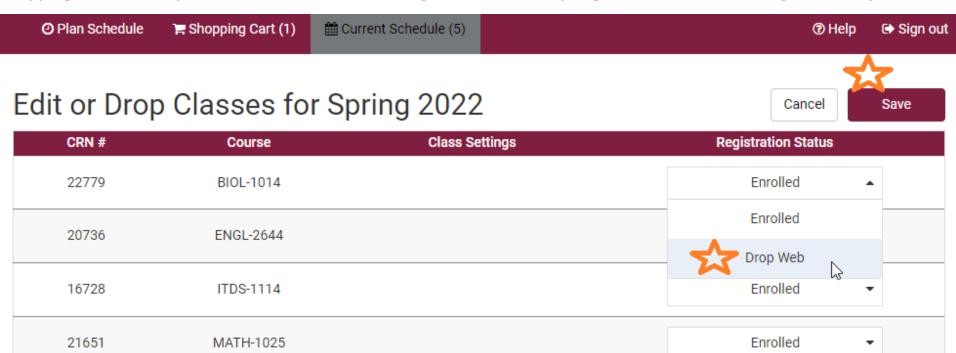
ACIS-2116, ,

· Prerequisite and Test Score error

After Registration is complete – Click "Edit or Drop Classes" to adjust the registered class schedule. Additional courses can also be added by clicking back on "Plan Schedule" and then "Add Courses" following the same steps used previously.



Dropping classes example – make sure to *Save* changes and review any Registration Results messages carefully.



19430

SOC-1004

Drop Web

Note: Grade mode changes must be made in HokieSPA Registration and are not able to be adjusted in CollegeScheduler.

Register for Classes Enter CRNs Schedule and Options Find Classes Summary Term: Spring 2022 Title Part Of Term Credit Hours CRN Schedule Type Grade Mode Status Course ITDS 1114, 0 Ε 3 16728 A-F Registered Design Appreciation Virtual Campus Lecture Audit MATH 1025, 0 1 3 21651 Elementary Calculus Lecture 0 20736 ENGL 2644, 0 Intro African-American Lit Lecture Pass/Fail 3 BIOL 1014, 0 Introduction to Biology 22779 Lecture SOC 1004.0 Introductory Sociology 1 0 19430 A-F Lecture Dropped

Stay tuned for formal CollegeScheduler training resources!

In the meantime, if you have questions, please email me (Megan Coulter) at mcoulter@vt.edu.