

Course Registration Instructions

Spring 2024

Course Registration has Two Phases

Phase 1:

Course Request

October 17 – October 31, 2023

- Course Request allows you to tell VT what you would like to take
 - This process also helps department determine if they need to add more sections of a course
- Courses are not automatically awarded so you are **not guaranteed** to get the courses you request

Phase 2:

Drop Add

November 24, 2023 – January 22, 2024

- Drop/Add is “live action,” and this is where you can finalize your class schedule
- During drop/add you will add courses you may not have gotten through course request and/or change sections of courses if there are seats

Preparing for Course Request

First

Take care of any holds on your account. You cannot submit course request if you have a hold which affects registration

To check for holds go to Hokie Spa →
Hokie Wallet → Administrative Holds

Second: What do you need to take?

First Year Students (including first-year transfer): Review your academic plan you created in PSYC 1024 or PSYC 2024.

[Run a DARs Report](#), you can run a DARs report to view the courses you have remaining.

2023 Graduates: [Apply for your Degree](#) before running your DARs. This is the only way to get an accurate DARs report

Graduating in 2024 or later, view this document [here](#) and compare it to your DARs report

Third

Make a list of the courses you plan to enroll in for Spring 2024

Fourth

Review the [timetable](#), when it's available, to select specific sections of your courses. Make sure to check for:

- Schedule conflicts
- Pre-requisites

Write down the CRNs for all of your desired courses

<https://support.psyc.vt.edu/undergrads/current-majors-and-minors>

Submit Course Request

Review [this video](#). The end shows you what course request looks like in Hokie Spa.



Special thanks to the VT Department of Engineering, Department of Engineering Education

Submit your course request in Hokie Spa

- Hokie Spa – Course Request – add CRNs
- Don't forget to “submit changes” when finished

Things to know:

- Course request is open from **12:01 a.m. Oct. 17 - 11:59 p.m. Oct. 31**
- You may update your request as many times as you like prior to the close of the deadline
- **Course Request is not processed based on when you submit!**