Course Registration Instructions

Fall 2024
Course Registration has Two Phases

**Phase 1:**
Course Request  
March 19 – April 2, 2024

- 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  
April 19 – May 24, 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

[https://support.psyc.vt.edu/undergrads/current-majors-and-minors](https://support.psyc.vt.edu/undergrads/current-majors-and-minors)
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.

2024 Graduates: Apply for your Degree before running your DARs. This is the only way to get an accurate DARs report.

If you entered VT in 2023 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 Fall 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. March 19 - 11:59 p.m. April 2
• 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!

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