Fall 2014
Change of Major Procedures and Course Request Advising Information
• Dr. Greg Adel – Dept. Head
  adel@vt.edu

• Dr. Emily Sarver – Sophomore Advisor
  esarver@vt.edu
Class Registration Dates

• Fall 2014: Course Request
  • March 25-April 1

• Fall 2014: Drop/Add
  • April 19-May 16

• Summer 2014: Drop/Add
  • Opens March 15
Major Checksheets

• Checksheets:
  • Select the year closest to your projected graduation date.

• Checksheets show:
  • Courses required for graduation
  • Required courses that fulfill the CLE areas
  • When certain courses will likely be taken
  • Some checksheets show prerequisites & corequisites but all are laid out differently!
Class Recommendations

• Follow Class of 2017 (or 2016) Checksheet

• ESM Sequence is very important in order to stay on schedule

• Mine Surveying is changing. Need to complete Mine Surveying along with ENGE 2824 in sophomore year to avoid problems.

• MINE 2504 – Introduction to Mining will not be major-restricted for course request. Those not in major by the start of Fall 2014 may be removed depending upon classroom space available.

• All MinE classes other than 2504 are major-restricted. You must be in the MinE major by Spring 2015 to continue taking MinE classes.
Plan of Study & DARS

Plan of Study
• Pathways Planner: Students with the desire to complete a plan of study are strongly encouraged to use the Pathways Planner on Hokie Spa! Resources are available at: [http://www.enge.vt.edu/undergraduate/undergrad-plan-of-study.html](http://www.enge.vt.edu/undergraduate/undergrad-plan-of-study.html) to help you get started.

Degree Audit Reporting System (DARS):
• A DARS is a computer generated report for undergraduate students that matches the requirements of a degree program with a student's completed coursework. As a General Engineering Student you can run a “what if” DARS for the major you desire to enter. Go to: Hokie Spa, degree menu, undergraduate student degree menu, degree audit report menu, then request a “What-If” degree audit report.
Unofficial Transcript

- Your Virginia Tech Unofficial Transcript can be located at: www.hokiespa.vt.edu
  - Click Hokie Spa, Transcripts and Certifications Menu, then Unofficial Transcript.
Things to keep in mind…

• Full time status during fall & spring semesters is 12 hours, maximum credit hours is 19.

• Full time status during summer sessions (I & II) is 5 hours per session, maximum credit hours is 9.

• Be sure to check for any required co-requisites, pre-requisites, and/or major restrictions. Click on the CRN# for the comments and restrictions on the timetable of classes.

• Some classes are only offered the semester listed on the checksheet.

• There can be multiple sections of a class; some sections might be restricted while others are not. If a class you want is restricted please check other CRN numbers to see if any sections are not restricted.
Transfer Course Equivalents

• Students interested in taking classes at another college or university should carefully read the transfer credit request form and additional information at: http://www.enge.vt.edu/Undergraduate/transferring-credits.html

• The Transfer Credit Request Form contains the policies and procedures for seeking pre-approval, instructions for finding equivalent courses, the submission process, time frame for approval, directions for getting the official transcript sent back to VT for credit, and etc.
College of Engineering
Change of Major Information

General Engineering Students
• All students admitted to the College of Engineering at Virginia Tech through the undergraduate admissions process are classified as General Engineering in the Department of Engineering Education.
• After completing the first year curriculum students are eligible to declare a degree granting engineering major.

Non-Engineering Students
• Students admitted to Virginia Tech as a non-engineering major can declare a degree granting engineering major through one of two ways:
  1. Apply to General Engineering and then apply to their desired degree granting major
  2. Apply directly to their desired degree granting major.
Application Process

• Students can apply to an engineering major (General Engineering or a degree granting engineering major) at the end of fall, spring, and summer using the electronic College of Engineering Change of Major Application located at:
  http://www.enge.vt.edu/Undergraduate/changing_majors
Change of Major Requirements
(to declare General Engineering, for non-engineering majors)

- **CHEM 1035**: General Chemistry
- **CHEM 1045**: General Chemistry Lab
- **ENG E 1024**: Engineering Exploration (C- or better)
- **ENGL 1105**: Freshman English
- **MATH 1114**: Elementary Linear Algebra
- **MATH 1205**: Calculus
- Minimum 2.0 overall Virginia Tech GPA
Change of Major Requirements
(to declare a degree granting engineering major)

All requirements listed previously for General Engineering and the following:

- **ENCE 1104**: Exploration of the Digital Future or **ENCE 1114**: Exploration of Engineering Design (C- or better)
  - ENGE 1104: Required for CPE and EE
  - ENGE 1114: Required for AE, ME, OE, recommended for all other majors

- **ENCE 1106**: Freshman English
- **MATH 1206**: Calculus
- **MATH 1224**: Vector Geometry
- **PHYS 2305**: Foundations of Physics

- Competitive overall Virginia Tech GPA (Minimum 3.0 overall Virginia Tech GPA will guarantee students their first choice major)
Application Policies

1. All required coursework must be completed (not currently enrolled) and displayed with a final grade on the Virginia Tech Unofficial transcript at the time of application.
   
   a. Students using transfer credit to meet any of the course requirements must have the transfer credit posted on the Virginia Tech Unofficial transcript at the time of application.

   b. There may be a delay of weeks/months from Registrar’s receipt of the official transcript to having credit show on student’s transcript (viewed in Hokie Spa). Major changes will not be processed until all credits are official awarded and showing on Virginia Tech transcript, which may delay the student’s ability to submit a College of Engineering Change of Major Application.
2. Students admitted to Virginia Tech as a transfer student must complete at least 12 hours of graded A-F coursework applicable to an engineering degree at Virginia Tech prior to application.
Application Policies

3. Degree granting engineering majors accept applicants on a space-available basis.

   a. Applicants must have a minimum 2.0 overall Virginia Tech GPA at the time of application.

   b. Applicants with a minimum 3.0 overall Virginia Tech GPA at the time of application are guaranteed their first choice major.

   c. Applicants below a 3.0 overall Virginia Tech GPA at the time of application will be rank ordered according to GPA and placed in their first, second, or third choice based on space availability.

   d. Construction Engineering and Management requires students to complete an additional application process.
Application Policies

4. Students must be in a degree granting major for one semester prior to declaring a secondary engineering major.
Application Policies

5. Students can submit a College of Engineering Change of Major Application three times only.
   a. Once a student has exhausted their three application submissions they are no longer eligible to submit a College of Engineering Change of Major Application.