• Dr. Greg Adel – Dept. Head  
  adel@vt.edu  

• Dr. Emily Sarver – Green Engineering Advisor  
  esarver@vt.edu  

• Dr. Erik Westman – Sophomore Advisor  
  ewestman@vt.edu
Changing into “General Engineering”

The following coursework and minimum GPA must be completed prior to applying to GE:

- ENGE 1024: Engineering Exploration (must earn a C- or better)
- CHEM 1035: General Chemistry
- CHEM 1045: General Chemistry Lab
- ENGL 1105: Freshman English
- MATH 1114: Elementary Linear Algebra
- MATH 1205: Calculus
- Overall GPA: 2.0

Changing into a degree granting engineering major

- ENGE 1024 (C- or better)
- CHEM 1035
- CHEM 1045
- ENGL 1105
- MATH 1114
- MATH 1205
- ENGE 1114/1104 (C- or better)
- ENGL 1106
- MATH 1224
- MATH 1206
- PHYS 2305
- Overall GPA: Competitive

- Applicants must have a minimum 2.0 overall Virginia Tech GPA.
- Applicants with a minimum 3.0 overall Virginia Tech GPA are guaranteed their first choice major.
- Applicants below a 3.0 overall Virginia Tech GPA will be rank ordered according to GPA and placed in their first, second, or third choice based on space availability.
Change of Major Application Dates

Applications for changing into the College of Engineering or within the College of Engineering will only be accepted during the below time intervals:

- **End of Spring Semester**
  Opens: May 20, 2013 at 8:00 a.m.
  Closes: May 31, 2013 at 8:00 a.m.

- **Summer**
  Opens: August 1, 2013 at 8:00 a.m.
  Closes: August 28, 2013 at 8:00 a.m.

- **End of Fall Semester**
  Opens: December 23, 2013 at 8:00 a.m.
  Closes: January 23, 2014 at 8:00 a.m.

Change of Major Form/Review

- Complete the College of Engineering Change of Major Application at: [http://www.enge.vt.edu/Undergraduate/changing_majors/within_eng.html](http://www.enge.vt.edu/Undergraduate/changing_majors/within_eng.html)

- The change of major application should be submitted only after all requirements are completed. All required coursework must be displayed with a final grade on Hokie Spa. If students are using transfer credit to meet any of the course requirements, the credit must be posted on your VT Unofficial Transcript at the time of application.

- Students may apply for an engineering major change three times only. Any student that applies for a major change and has not completed all required coursework with a final grade displayed on their Virginia Tech Unofficial Transcript has just used one of their three chances. (If a student completes three applications and is not able to transfer into a degree granting engineering major, they will have to leave the College of Engineering.)
Class Registration Dates

- Fall 2013: Course Request
  - March 26-April 2

- Fall 2013: Drop/Add
  - April 20-May 17

- Summer 2013: Drop/Add
  - Opens March 16

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!
Plan of Study & DARS

Plan of Study
- Pathways Planner (HokieSpa)
- Web Resources: http://www.engage.vt.edu/Undergraduate/plansofstudy.html

Degree Audit Reporting System (DARS)
- On Hokie Spa, it is highly recommended that you RUN A “what if” DARS for the major you desire to enter http://www.registrar.vt.edu/academic_records/dars/index.html to MAKE SURE you understand what requirements you have yet to fulfill to earn your degree.

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/transferringcourses.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.