COURSE REQUEST ADVISING
CLASS REGISTRATION DATES

• Fall 2015: Course Request
  – March 24-March 31

• Fall 2015: Drop/Add
  – April 18-May 15

• Summer 2015: Drop/Add
  – Opens March 14
MAJOR CHECKSHEETS

- **Major Checksheets**: provide the graduation requirements for all majors offered at VT.

- Checksheets are approved two years prior to their effective graduation date. Until the 2018 checksheets are released, students are asked to make the following revisions for ENGE and MATH courses:

  - ENGE 1215 replaces ENGE 1024
  - ENGE 1216 replaces ENGE 1104/1114
    - MATH 1225 replaces MATH 1205
    - MATH 1226 replaces MATH 1206
    - MATH 2204 replaces MATH 2224
    - MATH 2214 has not changed
    - Linear Algebra varies by major (see chart: MATH 1114 or MATH 2114)
    - MATH 1224 is no longer required (content has been moved to MATH 1226 and MATH 2204)
    - Note MinE will accept either MATH 1114 or 2114 (chart is incorrect)
Note to departments:

• Please review the specific classes that students should be course requesting for the fall 2015 semester. 2018 Checksheets - Draft

• Offer suggestions for those who may not be on track based on your checksheet either ahead or behind if appropriate. Think about minors if ahead – Green Engineering, GEOS, (watch ESM sequence – very important)

• Encourage students to complete all the requirements to enter a degree granting major so they can be in your departments.

• Explain how students will course request your classes or if they will need to wait until they are in your major to add the courses. (no restrictions on first semester sophomore mining courses)

• DO NOT allow them to think they can continuously take your department classes without being in your major. (all other semesters restricted to major)

• Please double check your course pre-req’s on the timetable of classes to ensure they are coded correctly for the new ENGE and MATH sequences where appropriate
PLAN OF STUDY

• Students with the desire to complete a plan of study are strongly encouraged to use the Pathways Planner on Hokie Spa.

• Plan of Study Resources are available [here](#).
EXPLORE ENGINEERING

• Learn more about the 14 degree granting engineering majors offered at Virginia Tech.

• Explore Engineering provides an overview of each major, curricular interests, desired skills, related majors/minors, and career resource links.

• In addition the site provides a way to see how majors within engineering and outside of engineering at Virginia Tech relate based on interest areas.

- Aerospace Engineering
- Biological Systems Engineering
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Computer Science
- Construction Engineering and Management
- Electrical Engineering
- Engineering Science and Mechanics
- Industrial and Systems Engineering
- Materials Science and Engineering
- Mechanical Engineering
- Mining Engineering
- Ocean Engineering
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.
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.
CHANGE OF MAJOR REQUIREMENTS

- *ENGE 1215: Foundations of Engineering
- *ENG 1216: Foundations of Engineering
- *ENGL 1105: First Year Writing
- *ENGL 1106: First Year Writing
- *MATH 1225: Calculus of a Single Variable
- *MATH 1226: Calculus of a Single Variable
- *CHEM 1035: General Chemistry
- *CHEM 1035: General Chemistry Lab
- *CHEM 1045: General Chemistry Lab
- *CHEM 1045: General Chemistry Lab
- PHYS 2305: Foundations of Physics
- PHYS 2305: Foundations of Physics Lab

Completion of all of the above courses and a competitive overall Virginia Tech GPA is required to enter a degree granting engineering major. Minimum 3.0 overall Virginia Tech GPA will guarantee students their first choice major.

* To declare General Engineering (for non-engineering students) students must complete the courses above denoted with an asterisk (*) and have a minimum 3.0 overall Virginia Tech GPA.
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.
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.

   a. There may be a delay of weeks/months from Registrar’s receipt of the official transcript from the transfer institution to having credit show on student’s transcript (viewed in Hokie Spa). Major changes will not be processed until all credits are officially awarded and showing on the Virginia Tech transcript, which may delay the student’s ability to submit a College of Engineering Change of Major Application.
APPLICATION POLICIES

2. Students admitted to Virginia Tech as a transfer student must have completed at least 12 hours of graded A-F coursework applicable to an engineering degree at Virginia Tech at the time of 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.
APPLICATION POLICIES

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