

Quick Tips for Scheduling Courses Using Hokie SPA & the Course Timetable

This handout is designed to provide you with the basic information you will need to schedule courses using **Hokie SPA** and the **Course Timetable**. Its information is relevant to this advising session (which uses the Drop/Add menu) and to Course Request sessions, which occur during March and October of each semester, so please consider keeping it handy!

Using Hokie SPA

Hokie SPA → Registration/Schedule is the basic path you must follow to register for classes.

However, in order to schedule courses during our two registration periods — **Course Request** (original request for classes) and **Drop/Add** (alteration of original course schedule, once Course Request results are in) — you will need to access different links

For Course Request, follow this route:

Hokie SPA → Registration/Schedule → Course Request

For this advising session and for future Drop/Add sessions, follow this route:

Hokie SPA → Registration/Schedule → Drop/Add Classes

Registering for Classes

Currently, you have a schedule arranged for you. You will see it when you click on the *Drop/Add Classes* link mentioned above.

However, before you begin changing your schedule, please read the CAUTIONS below!

To Drop a Course:

1. Change the pull-down menu to the left of each course from “No” to “Yes.”
2. Click the “Submit Changes” button at the bottom of the Drop/Add page.

To Add a Course or Courses:

1. Insert the CRN for each course you need to add in one of the boxes at the bottom of the Drop/Add page.
2. Click the “Submit Changes” button.

Cautions!

- You **cannot** add a course that meets at the same time as a course in which you are currently enrolled until you drop the current course. (EX: you can't add that TR 9:30-10:45 section of ENGL 1106 until you drop the TR 9:30-10:45 section of SOC 1004 that is already on your schedule.)
- You **cannot** add another section of a course if you are already enrolled in the course until you drop the first section from your schedule. (EX: you can't add a TR 11-12:15 section of ENGL 1106 until you drop the TR 8-9:15 section already on your schedule.)
- When dropping/adding, you must **move quickly**. In the time it takes you to decide whether you want that one remaining seat in X course, it could be gone.
- Once a course is dropped, if it fills up, you can add it back **ONLY** by force-adding. Departments have different force-add procedures, so you'll need to contact the appropriate one.

Efficient Searching Using 2 Windows

Open two windows in your web browser:

- The Drop/Add Classes page on Hokie SPA
- The Course Timetable

This permits you to move back and forth between each screen quickly and efficiently. The *Class Search* function at the bottom of the Drop/Add Class page requires that you search for a single class at a time, so even though this method looks handy, it's not as efficient!

To open a 2nd window, follow this route in your web browser menu bar:

File → New Window

Deciphering the Course Timetable

The Course Timetable consists of several columns, each of which contains relevant information you will need in order to devise your semester schedule.

Although you will need to focus on two of those columns — **CRN** and **course prefix & number** — others are useful to you. Three links are found for each course. In order, the material covered on the timetable includes:

Category	Example	Why It's Important
CRN (Clickable!)	92191	<ul style="list-style-type: none">• You must know the CRN to register for classes.• Clicking on the CRN will tell you whether a specific course is restricted in any way (in other words, you'll find out if you can take it!).
Course Prefix & Number (Clickable!)	ENGL 2744	<ul style="list-style-type: none">• Click on this to see a catalog description of the course and to determine whether you must meet prerequisites before you can take it.
Course Title	Intro to Creative Writing	<ul style="list-style-type: none">• Obvious!
Type	L, C	<ul style="list-style-type: none">• L= lecture (usually worth 3 cr)• C= recitation or discussion (usually 0 cr)• B= lab (usually 1 cr)
Cr Hrs	3	<ul style="list-style-type: none">• varies according to course type• never sign up just for a course that's 0 credits, as it's a recitation section that goes with a lecture. you need the matching lecture as well.
Seats	13/25	<ul style="list-style-type: none">• Number after slash: number of seats in course• Number before slash: number of seats still available
Teacher	JMooney	<ul style="list-style-type: none">• Essential contact info. If you want to contact the teacher prior to the start of school, look up his/her email address using the People Search function of VTWeb (go to http://www.vt.edu).
Day & Time of Course Meeting (2 columns combined)	MW 3:30-4:45	<ul style="list-style-type: none">• MWF= Mon, Wed, Fri meetings• MW= Mon, Wed meetings• TR= Tues, Thurs meetings
Location	PAM 1002	<ul style="list-style-type: none">• Look up the building on the campus map if you need to know whether you can take 2 courses back-to-back.
Exam (Clickable!)	8T	<ul style="list-style-type: none">• Tells you exactly when the exam for a course is scheduled.• Exam conflicts can be resolved ahead of time by submitting proper paperwork.

Please make sure you click on the CRN and Course Prefix & Number links before attempting to enroll in a course!