# Registration: Getting Started
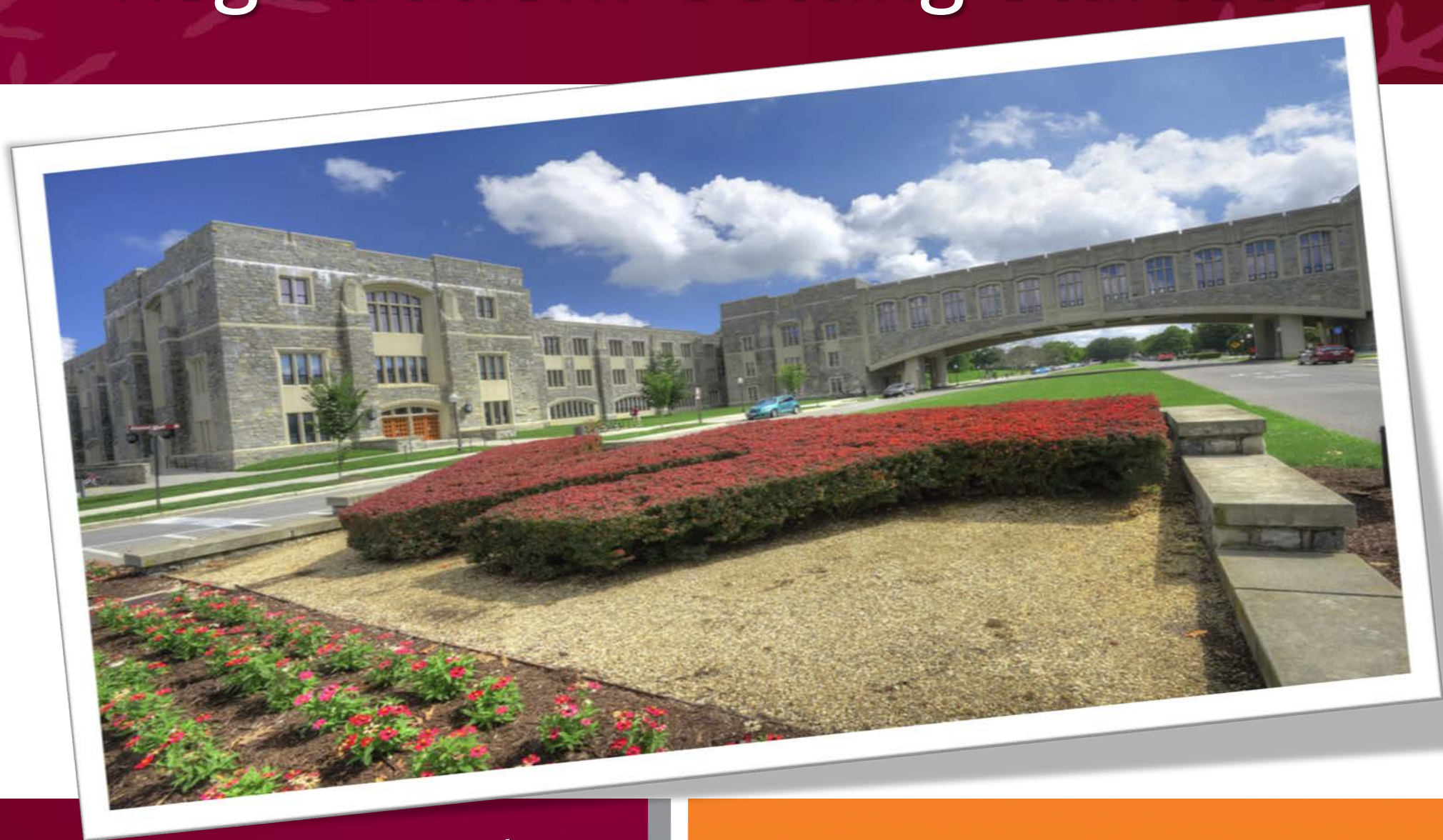


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# Login to Hokie Spa

- Go to Hokie Spa



- Enter your PID and password



*You will be prompted to login with 2-factor *

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# Registration and Schedule

- Select **Registration and Schedule** from your Hokie Spa main menu.

**NEW!** Hokie.COM (Undergraduate Change of Major)
Use this form to begin the Major Change process.

Guest Account Access
Manage guest access to your academic record (grades) information and financial aid information.

Registration and Schedule
Course Request; Look Up Classes; Add or drop classes; Display your class schedule.

Grades Menu
View Midterm/Final Grades, Class Rank, Transfer and Other Additional Credit information, GPA Calculators.

Degree Menu
Undergraduate Students: Apply for your Degree, Request and view your Degree Audit Report (DARS), Add/Change your Diploma Address.
Graduate Students: Apply for your degree, view Plan of Study, view Checklist and let us know if you plan to attend commencement.

# Preparing for Registration

- Once you have selected Registration and Schedule, click the **Prepare for Registration** link.



- This allows for a quick review of your student record to make sure you are ready for registration.

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# Preparing for Registration Cont'd

- Select the open term in which you are attempting to register.

- Click the "**Continue**" button once you have selected the appropriate term.



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# Preparing for Registration Cont'd

- The Registration Status screen displays all the necessary pre-registration requirements you must complete before registering for classes.
- Once each requirement is met or updated, a green check mark will appear by that requirement and you will be able to register.

# Preparing for Registration Cont'd

- Once all requirements are met, you are ready to register for classes. Select the "**Registration**" tab in the header.



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# Registering for Classes

- Select the "**Register for Classes**" link when you are ready to register for classes.



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# Registering for Classes

- Select the term you wish to register. Only the terms open for registration are available in the drop down menu.
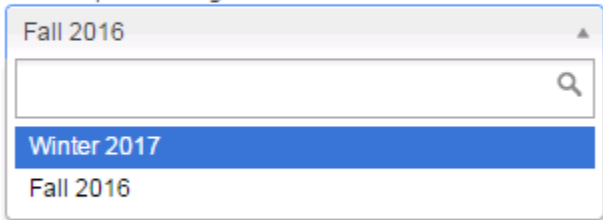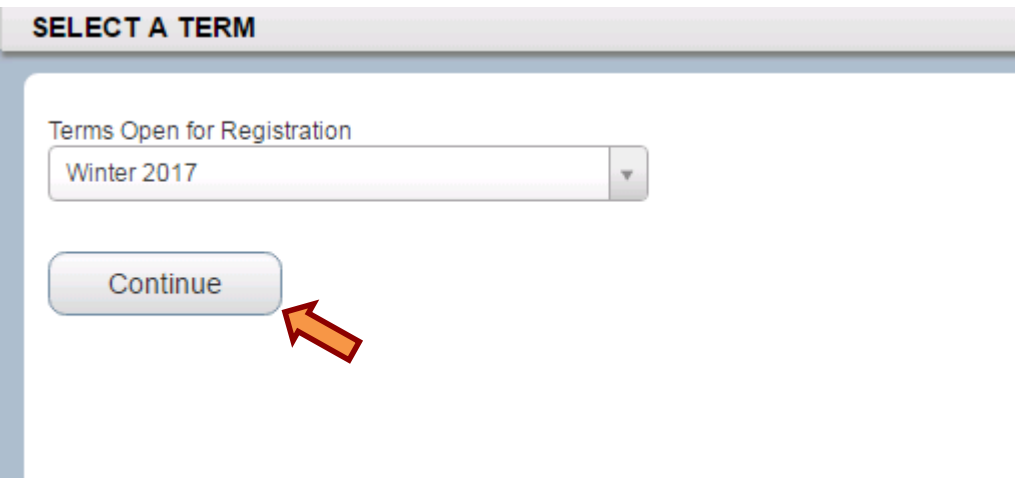


- Once you have selected the term, click the "**Continue**" button.

# Registering for Classes

- You will see a financial and registration notice appear on the screen. After reading the notice, click the "**Ok**" button.



*Please note that these notices will appear every time you log onto the system. *

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# Searching for Courses

- Enter your search criteria.
- You can either select your desired subject from the drop down menu or type it directly into the subject search field.
  - You can search by each field separately or any combination of all three simultaneously.



- If searching by subject, you can enter multiple subjects at one time.





Click "**Advanced Search**" for additional search criteria fields

# Searching for Courses Cont'd

- Once you have entered the search criteria you would like to search, click the "**Search**" button.

- Your search results will appear in a similar table as the one included below.





- As you search for classes, please pay particular attention to the schedule type found under the class type. This will indicate whether the class is traditional lecture or virtual.

# Searching for Courses Cont'd

- The search results are organized with the following headings:
  - Title
  - Subject Description
  - Course Number
  - Section
  - Hours
  - CRN
  - Term
  - Instructor
  - Meeting Times
  - Campus
  - Status

- Search results are returned 10 at a time allowing you to page through large result sets.

- You can also change the number of results displayed per page.

- The settings cog, allows you to customize the fields you would like to display.

# Searching for Courses Cont'd

- When searching for courses, the bottom panels display extra registration information. Click the "**Panels**" button **or** the downward arrow in the center of the page to display this information.



- Once you click the "**Panels**" button **or** the downward arrow, a class schedule by day and time, as well as a summary of your registered or pending classes, will appear below the search criteria fields.



- The panel on the right provides a registration summary, similar to a workspace.
- The left panel shows a dynamic week at-a-glance view.

# Searching for Courses Cont'd

- To find out additional information about a particular course, click the course title in the search results.
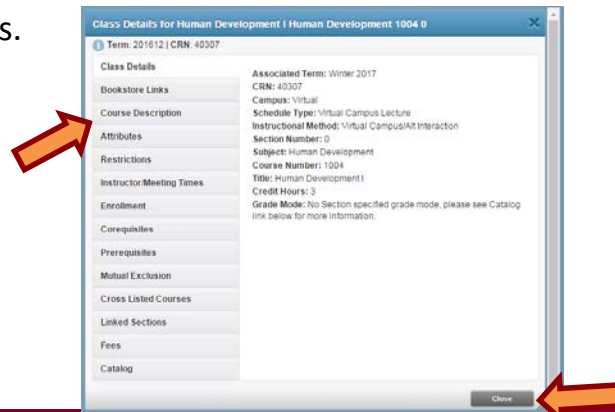


- A pop up window with additional course information will appear. Select any of the tabs to see the related details. Click "**Close**" to return to your search results.



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# Adding Courses

- Once you find the course and section you would like to register for click the "**Add**" button.

# Adding Courses Cont'd

- Once you click "**Add**", you will notice the course appear on your class schedule and your summary.



**\*IMPORTANT:** The status of the course will be "Pending" and you will not be registered for the course until you click the "**Submit**" button.**\***

- As you add classes to your summary, they are added in grey to the schedule panel on the left to indicate their pending status.

# Adding Courses Cont'd

- Click the "**Submit**" button to have the changes to your registration processed.
  - This is when prerequisites and other requirements are checked and any error messages will be shown in the notifications area.
- If all prerequisites and other requirements have been met, the course status will change from "Pending" to "Registered".



- The once greyed out courses on your schedule panel on the left will change to color to indicate their registered status.

# Adding Courses Cont'd

- After clicking "**Submit**", you may get an error notification. This may be due to prerequisites and other requirements not being met. The specific error(s) that are preventing registration for that course will appear in the notifications area and under the status of the course.



When you have a registration error, the registration site will detail all errors in the notification for easy troubleshooting.

**\*IMPORTANT**: If an error is preventing registration, you are NOT registered for that course. If no further action is taken then the course will disappear the next time you visit the registration page. You schedule will then reset to its official form.*

# Adding Courses Cont'd

- To begin a new search, click the "**Search Again**" button to return to the search criteria and you can modify your previous search criteria.



- After submitting a new search, your previous results will still be visible in the search results window while the new search results are being retrieved.

# Adding Courses Cont'd

- Classes can still be added directly by CRN by using the second tab labeled "**Enter CRNs**".



- Click "**Add Another CRN**" to give yourself additional fields for more CRNs.



- Then click "**Add to Summary**".

# Conditional Add/Drop

- Previously when you added a class that was at the same time as another class for which you had already registered, you had to drop the current class and then register for the one you wanted.
- By clicking the Conditional Add and Drop box, you can tell the system to only drop the class you have indicated if you get into the class you want to add.
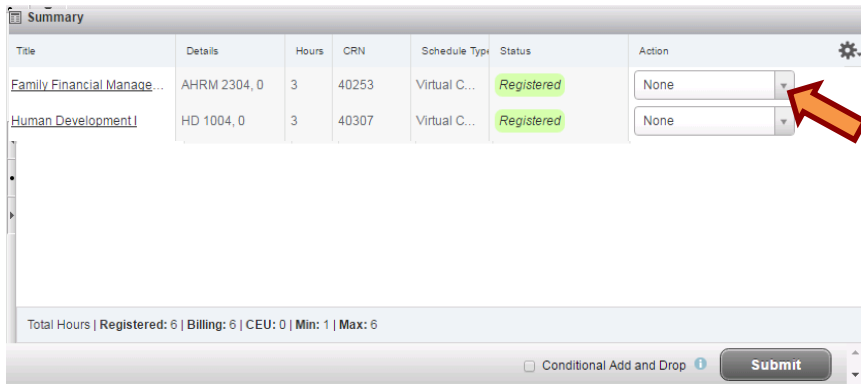


- If there are any errors, no change is made to your registration.

# Deleting/Dropping Courses

- To delete a course select the Action drop down menu. Then select the "Drop Web" action from the drop down menu.
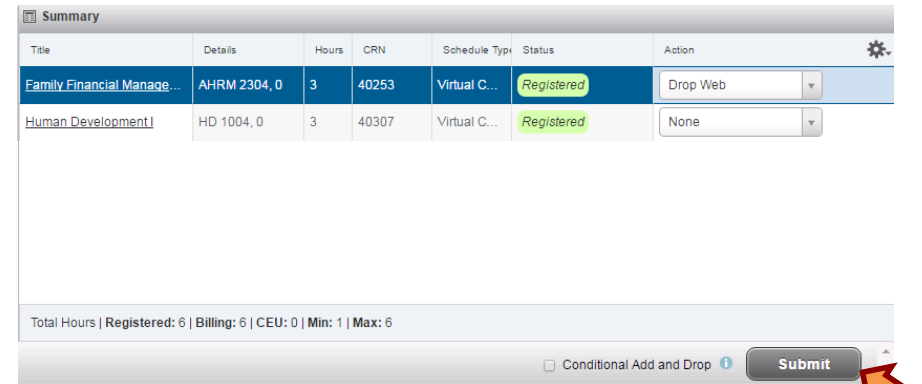




- Once you have selected "Drop Web" click the "**Submit**" button.
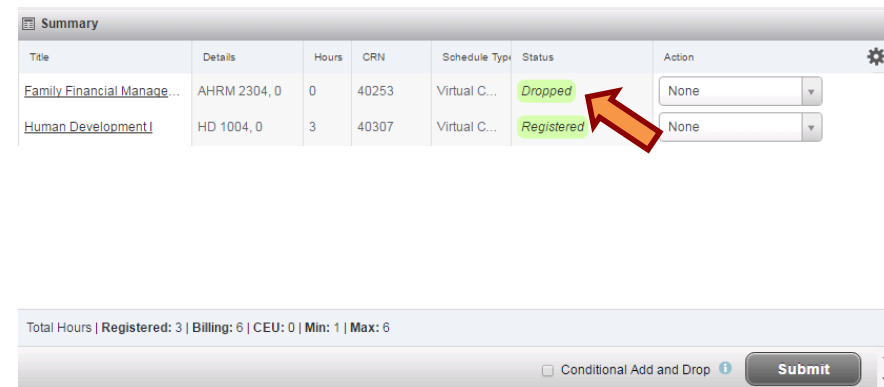




You will now notice the status has updated to "Dropped" and you are no longer registered for that course.

# Important Reminders

- If you select conditional add/drop when attempting to add two or more courses at the same time before clicking "**Submit**" (i.e. they are still in the "pending" status) and one course is not available or returns an error, you will NOT be registered for ANY of the selected courses.

- When you attempt to add a course that has a time conflict, it will be apparent in the schedule panel. If you attempt to register for that course, a detailed error is shown.
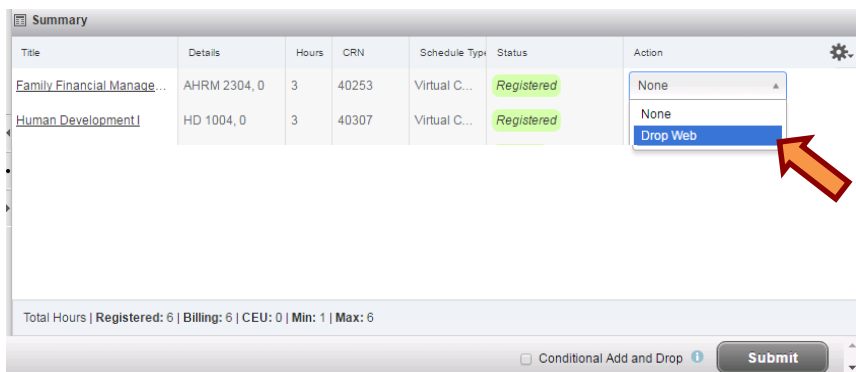
- Be mindful of the minimum and maximum total hours in which you can register.
  - This information is visible at the bottom of your registration summary.

# Schedule and Options

- The **Schedule and Options** tab is used to review your schedule.
  - Please note the two buttons to the far right.
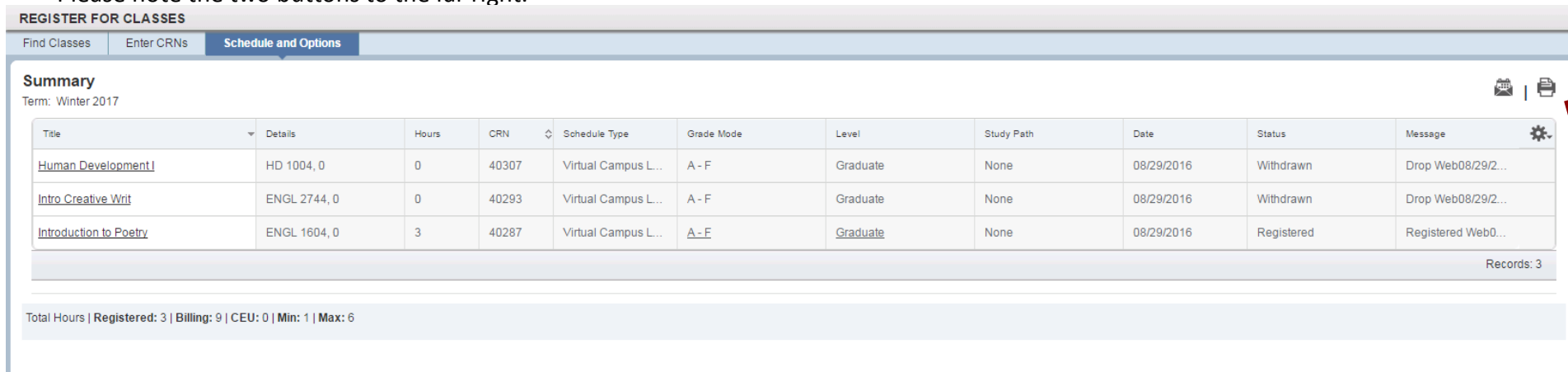


- 🖨 Clicking on the printer icon provides your schedule in a layout for easy printing.

- 📅 Clicking the calendar button allows you to email your schedule as an attachment to your primary email address by default.
  - You can also add additional email addresses
  - This feature allows you to conveniently add your class schedule to most digital calendars

# Keys to Success

- Plan for courses with prerequisites—you may not be allowed to register for a course if you do not meet the stated prerequisite.

- Use the Conditional Add and Drop box
  - As a reminder, if you select the box, you can tell the system to only drop the class you have indicated if you get into the class you want to add.
  - If there are any errors, no change is made to your registration.

- You are ultimately responsible for keeping informed and up to date on graduation requirements. As such, be proactive by applying for your degree and reviewing your pathways planner and DARS (Degree Audit Report) with your academic advisor.

- Please contact your Academic Advisor should you have any questions or concerns regarding registration.

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