How to Use Course Request
HPAC Quick Guide

What is Course Request?

Course Request is the process by which students choose and request their courses for the next semester. Course Request proceeds by class year and Honors College status. For example, senior Honors College students get the highest priority in their course requests. There is a specific, limited period in which students can course request for the forthcoming semester, and the deadline is firm. See this site to find next semester's deadline: https://registrar.vt.edu/dates-deadlines-accordion/Drop-Add.html

What happens if I miss the deadline or don't get the courses I want?

If this happens, you will need to register for your courses during the Drop/Add period. Courses that are full at the end of Course Request often have students drop later on, which creates openings on the roster. Keep an eye on the Timetable of Courses for such openings in full courses you want to add. Another option is to try to force-add a course, which means asking the instructor to take on extra students as an overload. Each department has its own force-add policies and processes, which you will need to learn about from its website and administrators.

How can I prepare for Course Request?

- Resolve any holds on your account.
- Review your Course of Study Planner. What classes do you need to take this semester? Consider general education requirements, major or minor requirements, and your Honors diploma requirements.
- Meet with your academic advisor to ensure that you are on track for graduation.

What questions should I be asking during Course Request?

- How close together will my classes be in time? Am I scheduling sufficient rest time between them?
- How will these class times mesh with my other responsibilities like work or student organization schedules?
- How far away are my classes from each other? Am I giving myself enough time to get there, even when it's windy or snowing?
- Who will be my instructors? What do I know about their about teaching styles?
- What time are the final exams? Am I scheduling courses that have the same final exam period?

[Quick Guide continues on back of this sheet.]

www.honorscollege.vt.edu | honors@vt.edu

How do I search for my classes?

There are two ways to search for classes for your course request: 1) the Timetable of Classes and 2) the "Registration (Add/Drop) and Schedule" function in HokieSpa.

https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P_DispRequest
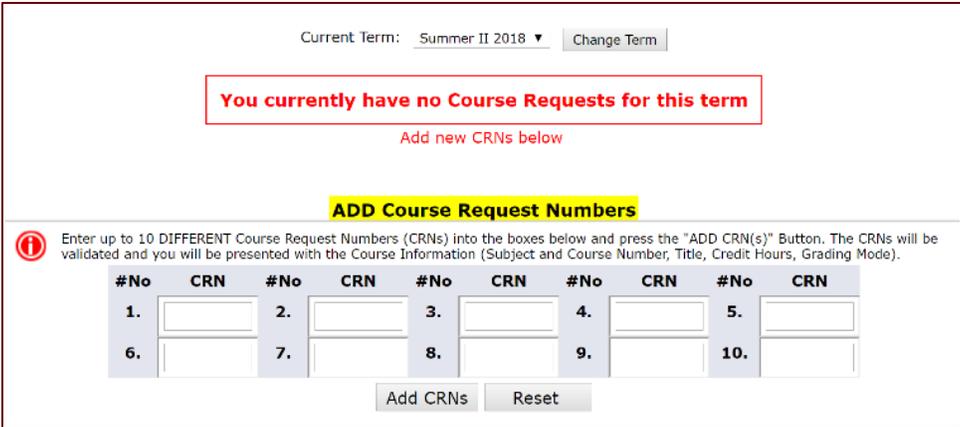
https://banweb.banner.vt.edu/ssb/prod/twbkwbis.P_GenMenu?name=bmenu.P_StuMainMnu

The use of these sites is too complicated to explain in this Quick Guide, but you will want to be comfortable with both of them. Give yourself plenty of time to explore their interfaces and operations. Talk to other students about how they use these systems, and listen carefully to their advice and tips.

How do I find Honors classes?

To find departmental Honors courses, search the selected department's courses, and then look for those with an "H" at the end (example: MKTG 3104H). Remember, if a course is not offered as a departmental Honors course, you can always ask the professor to do an Honors Faculty-Student agreement with you.

How do I submit my Course Request?

Once you have chosen your desired courses and recorded their Course Registration Numbers or CRNs -- the unique five-digit code assigned to each class (ex. 19627) -- go to the HokieSpa webpage, click "Course Request," and enter and submit your selected CRNs.