NOTE: University Studies has assisted you in developing an appropriate schedule for fall semester. While you have the ability to make changes to your schedule, it is highly recommended that you make no changes unless you know how a course will impact your intended major(s). Always refer to the University Studies Orientation Checklist, and, when in doubt, contact a University Studies’ advisor. There is a high campus-wide demand and limited seating in all courses, and if you drop a course, there is no guarantee that the course can be added back to your schedule.

If needed, review the registration tutorial found here:
http://registrar.vt.edu/content/dam/registrar_vt_edu/documents/Updates/registration/Registration_Tutorial.pdf

Instructions:
To make changes to your schedule, please access the following web address: www.universitystudies.vt.edu
- Under “Quicklinks” click on “Hokie Spa.”
- Enter your PID and password, and click on "login."
- Click on “Hokie Spa”
- Click on “Registration (Add/Drop) and Schedule”
- If you have not already done so, click “Prepare for Registration” and complete Registration Requirements
- Click “Register for Classes” and select Fall 2018 as term, then continue
- Use “Find classes” tab and click “Add”, or use “Enter CRNs” tab if you have already found them on the electronic timetable
- To drop a course already on your schedule:
  - From Hokie SPA, click “Registration (Add/Drop) and Schedule,”
  - Followed by “Register for Class.”
  - Select “Fall 2018.”
  - The next page will show you the schedule of all your classes.
  - If you look at the bottom right of screen it will show you all the classes for which you have registered and dropped for the semester.
  - You then choose the class you wish to drop and click on the action button (which will show you two options “none” and “drop web”).
  - Select “Drop Web”
  - Then “Submit.”

- Print a copy of your class schedule upon completion.

TIP: To change sections of a course, use ‘Conditional Add and Drop’

If you have problems accessing Hokie Spa or using your PID call 540/231-4357 for help.

FERPA Disclosure
FERPA (Family Education Rights and Privacy Act of 1974 [U.S. Public Law 93-579]) guarantees individuals’ rights to the access of their academic record. You can find a more detailed explanation of FERPA here:
http://www.registrar.vt.edu/privacy/index.html

If you wish to authorize the university to release any academic record information to a third party, e.g., parent and/or guardian you must complete an online form through Hokie Spa. Following are directions:
- Log on to Hokie Spa using your VT PID and password
- Click Hokie Spa
- Click FERPA
- Enter information in the appropriate boxes and click “Add/Delete Record”

The parent/guardian you designate must disclose your VT ID number (begins with 90) and your pass code to the appropriate university official prior to receipt of any of your academic record information.