OBTAINING VIRGINIA TECH STUDENT IDENTIFICATION

PID (Personal IDentifier) and HOKIE SPA (Student Personal Access)

Once accepted, you may create your Virginia Tech PID (Personal IDentifier) and PASSWORD.
Your PID and PASSWORD will allow you access to a variety of online services.
- MyVT - a gateway to Virginia Tech online services and information - www.hokiespa.vt.edu.
- Virginia Tech Email - communication with faculty, staff, and students - PID@vt.edu.
- Canvas - a Learning Management System - https://canvas.vt.edu

For questions regarding account access, contact the computing resource department.
- www.4help.vt.edu - 540-231-4357 - 4help@vt.edu.

HOKIE PASSPORT

Your Hokie Passport or Virginia Tech Student Identification Card allows you access to library materials and receive discounts at retail establishments. Carry it with you as identification to present to university officials upon request. Obtain your Hokie Passport.
- Register for classes and pay your student account bill.
- Take a picture ID to the Resource Center at the Northern Virginia Center.
  - Have your photo taken and receive your Hokie Passport.

REGISTERING FOR CLASSES

TIMETABLE OF CLASSES

You should consult with your department for class recommendations.

Find your classes at the TIMETABLE OF CLASSES.
- Go to www.hokiespa.vt.edu. Enter PID and PASSWORD. Click REGISTRATION AND SCHEDULE.
  - Click TIMETABLE OF CLASSES.
- If classes have restrictions, prerequisites or are full; you will need department permission to enroll.
- Classroom locations are posted in the lobbies at the Northern Virginia Center and Alexandria Centers.

PRE-REGISTRATION - COURSE REQUEST

This is a one week period of time in the prior term to allow entry of enrollment requests for a future term.
Pre-Register through COURSE REQUEST.
- Go to www.hokiespa.vt.edu. Enter PID and PASSWORD. Click REGISTRATION AND SCHEDULE.
  - Click COURSE REQUEST. Enter 5-digit CRN number. Click CHANGE HOURS for variable hours.

REGISTRATION - DROP/ADD

This is an allotted period of time each term to allow you to add or drop classes.
Register through DROP/ADD.
- Go to www.hokiespa.vt.edu. Enter PID and PASSWORD. Click REGISTRATION AND SCHEDULE.
  - Click DROP/ADD. Enter 5-digit CRN number. Click CHANGE HOURS for variable hours.
PAYING FOR CLASSES
Contact the University Bursar regarding tuition, fees and refunds
www.bursar.vt.edu -- 540-231-6277 -- bursar.vt.edu

YOU ARE RESPONSIBLE FOR ALL TUITION AND FEES ONCE REGISTERED FOR CLASSES.

Pay your account by the billing due date.
- Failure to pay by due date may cause additional charges.
  - Late fees, finance charges, account holds, purged classes, and reinstatement fees.

Frequently check your Hokie Spa account and Virginia Tech emails for updates.
- Go to www.hokiespa.vt.edu. Enter PID and PASSWORD.

YOU HAVE SEVERAL OPTIONS FOR PAYMENT OF TUITION AND FEES.

E-Check or Credit Card
- Make your payment online.
  - Go to: www.hokiespa.vt.edu. Enter PID and PASSWORD. Click on UNIVERSITY ACCOUNT INFORMATION. Click on PAY E-BILL.
  - Pay by: E-Check (no service fee), American Express (service fee) or MasterCard (service fee).

Check or Money Order
- Make your check or money order out to: “Treasurer of Virginia Tech”.
- Print your Virginia Tech billing statement.
  - Go to: www.hokiespa.vt.edu. Enter PID and PASSWORD. Click on UNIVERSITY ACCOUNT INFORMATION. Click on ACCOUNT SUMMARY.
  - Mail your check or money order and billing statement.
    - Virginia Tech Office of the University Bursar (0143), Student Services Building, Suite 150, 800 Washington Street SW, Blacksburg, VA 24061.

Authorized Payers
- Payments may be made by Third Parties.
  - Go to: www.bursar.vt.edu/billing_payment/authorized_payers.php.
  - Emails will be sent to you and your Authorized Payers.
    - When a statement is generated to your Hokie Spa account.
    - After payment has been received.

Scholarships, Loans, Grants, Waivers
- University Scholarships and Financial Aid Information.
  - Go to: www.finaid.vt.edu. Email finaid@vt.edu. Call 540-231-5179.

Budget Tuition Plan (BTP)
- The Budget Tuition Plan allows you to use direct debits from checking or savings accounts to pay Fall or Spring tuition in four installments, instead of paying one lump sum by the tuition deadline.
  - Go to: www.bursar.vt.edu/billing_payment/budget_tuition.php.
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WELCOME NEW STUDENTS - 3
Registration Changes
Dropping, Resigning, Withdrawing

DROPPING CURRENTLY REGISTERED COURSES
Contact the University Bursar regarding tuition, fees and refunds
www.bursar.vt.edu - 540-231-6277 - bursar@vt.edu

DROPPING SOME COURSES - BEFORE THE DROP DEADLINE DATE
www.hokiespa.vt.edu - Registration and Schedule - Drop/Add

If you are dropping SOME of your courses BEFORE the drop deadline:
• You may do so through Hokie Spa during Drop/Add registration.
• Your refund will be based on your course load and the date you drop the courses.
• You will not receive refunds for fees.

WITHDRAWING FROM COURSES - AFTER THE DROP DEADLINE DATE
www.graduateschool.vt.edu/academics/what-you-need-to-graduate/forms.html

If you are dropping SOME of your courses AFTER the drop deadline:
• You must request GRADUATE COURSE WITHDRAWAL in order to have your courses dropped.
• These courses will remain on your transcript designated as “WG” and will not compute in your GPA.
• The Graduate Course Withdrawal (WG) Form must be signed by your Department Head and Instructor.
• Submit the WG Form to the Graduate Student Services Office (GSSO) at the Northern Virginia Center for Graduate School approval and processing.
• The WG Form must be approved by your Department and the Graduate School by the Friday before the last day of the semester.
• You will not receive refunds for tuition and fees for the courses withdrawn.

WITHDRAWING FROM THE CURRENT SEMESTER - BEFORE THE WITHDRAWAL DEADLINE
www.graduateschool.vt.edu/academics/what-you-need-to-graduate/forms.html

If you are dropping ALL of your courses BEFORE the first day of the semester:
• You must WITHDRAW from the semester.
• The Resignation/Withdrawal (W/D) Form is required. Submit the W/D Form to the Graduate Student Services Office (GSSO) at the Northern Virginia Center for Graduate School approval and processing.
• You will receive refunds for tuition only and based on the official date of withdrawal from the semester.

RESIGNING FROM THE CURRENT SEMESTER - BEFORE THE RESIGNATION DEADLINE
www.graduateschool.vt.edu/academics/what-you-need-to-graduate/forms.html

If you are dropping ALL of your courses AFTER the first day of the semester:
• You must RESIGN from the semester.
• The Resignation/Withdrawal (W/D) Form is required. Submit the W/D Form to the Graduate Student Services Office (GSSO) at the Northern Virginia Center for Graduate School approval and processing.
• You will receive refunds for tuition only and based on the official date of resignation from the semester.
REFUNDS FOR REGISTRATION CHANGES
Contact the University Bursar regarding tuition, fees and refunds
www.bursar.vt.edu - 540-231-6277 - bursar@vt.edu

Receiving a Refund:
• Your refund will depend on your course load and the date courses are dropped.
• You should frequently check your Hokie Spa account and Virginia Tech emails for updates.
• Please allow two weeks for changes to be reflected in Hokie Spa.

Prior to Adding or Dropping Classes:
• You should review the following information:
  • Course Request and Drop/Add Dates
  • Payment Deadlines
  • Refund Policies
• If you are receiving financial aid contact:
  • The University Financial Aid Office - finaid@vt.edu - 540-231-5179
• If you are considering dropping ALL courses or REDUCING course load review:
  • Consult with your department first.
  • Review Refund Deadlines.

Calculation of Refunds:
• All refunds will be calculated from the official date of resignation.
• The resignation date may not necessarily be the last day of class attendance.
• No refund will be granted for a resignation which occurred in a previous fiscal year.
• The academic fee, technology fee and comprehensive fee are:
  • Non-refundable and no reduction will be made after the beginning of classes.
• Graduate students do not receive refunds of tuition and fees for courses withdrawn.

Refund Payments:
• Enrolled in Direct Deposit:
  • Provide banking information in Hokie SPA or MyVT.
    • Click on “University Account Information Menu” and “Enroll in Direct Deposit”.
    • For information, see Enroll in Direct Deposit Tutorial at www.bursar.vt.edu.
• Not enrolled in Direct Deposit:
  • A check will be mailed to your permanent address listed in Hokie Spa.
• Overpayments by credit card:
  • The payer’s credit card with initiated the bill will be refunded.
  • The payer or authorized payer will see a credit on their credit card statement.