



**D.C. Metro Area
NEW STUDENT INFORMATION – 1
Graduate School
Contacts and Resources**

**Welcome to Virginia Tech Graduate Studies
in the D.C. Metro Area**

GRADUATE SCHOOL

**Virginia Tech, Graduate Life Center at Donaldson Brown, 155 Otey Street, Blacksburg, VA 24061
graduateschool.vt.edu - grads@vt.edu – 540.231.6691**

The Graduate School helps guide students through their graduate programs and provides information regarding scholarships, graduate assistantships and funding.

GRADUATE STUDENT SERVICES OFFICE (GSSO)

**Northern Virginia Center (NVC), 7054 Haycock Road, Falls Church, VA 22043
nvc.vt.edu/gssso - gssoncr@vt.edu - 703.538.8327**

The GSSO assists students in the National Capital Region with admission and academic matters.

GRADUATE STUDENT OMBUDSPERSON

**Virginia Tech, Graduate Life Center at Donaldson Brown, 155 Otey Street, Blacksburg, VA 24061
graduate.ombudsman.vt.edu - grdombud@vt.edu - 540.231.9573**

The Ombudsperson Office provides a safe, comfortable and confidential environment for graduate students to discuss their problems and concerns. Services are available and accessible for on-campus and off-campus graduate students.

INTERNATIONAL GRADUATE STUDENT SERVICES (IGSS) OFFICE

nvc.vt.edu/international - intlncr@vt.edu - 703.538.8326

Northern Virginia Center (NVC), 7054 Haycock Road, Falls Church, VA 22043

The IGSS advises international students in the National Capital Region with admission and academic matters.

RESOURCE CENTER/LIBRARY

lib.vt.edu/nvc - nvclibrary@vt.edu - 703.538.8340

Northern Virginia Center (NVC), 7054 Haycock Road, Falls Church, VA 22043

The Resource Center/Library is a branch of the Virginia Tech University Libraries and provides access to book collections, online databases, full-text journals and e-books and obtaining Hokie Passports.

GRADUATE STUDENT ASSEMBLY (GSA)

graduateschool.vt.edu - gsa@vt.edu - 703.538.8327

The GSA represents the needs and concerns of all Virginia Tech graduate students. Join the GSA and National Capital Region GSA to learn about career fairs, research symposiums, funding opportunities and community events.

VIRGINIA TECH ALUMNI ASSOCIATION

alumni.vt.edu - ncrhokies.org

Join the National Capital Region Alumni Chapter to learn about social and academic events for regional alumni.



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NEW STUDENT INFORMATION – 2
Student Identification
Class Registration

UNIVERSITY REGISTRAR

Student Services Building (0134), 800 Washington St. SW, Blacksburg, VA 24061
registrar.vt.edu - registrar@vt.edu - 540.231.6252

Student academic records, enrollment certifications, academic calendars, registration dates and deadlines.

STUDENT IDENTIFICATION

PID (Personal Identifier) and PASSWORD

Once you are accepted by the Graduate School, you will need to create your **PID and PASSWORD** and set up **2-FACTOR AUTHENTICATION**, a high security login process. This will give you access to online services like:

- **OneCampus** - onecampus.vt.edu - Your one-stop location to access all university services.
- **Hokie SPA** - hokiespa.vt.edu - Manage your personal, academic and financial information.
- **Virginia Tech Email** - YourPID@vt.edu - Communicate directly with faculty, staff and students.
- **Canvas** - canvas.vt.edu - Manage assignments, files and communications in your courses.
- **University Library** - lib.vt.edu - Locate research databases and more.
- **4help** - vt4help.service-now.com/sp - Your primary contact for information technology assistance.

HOKIE PASSPORT - lib.vt.edu

Your **HOKIE PASSPORT** is your official Virginia Tech Student Identification Card and allows access to Virginia Tech library materials and provides discounts at various retail establishments. Contact the Northern Virginia Center (NVC) Resource Center/Library for details on obtaining your **HOKIE PASSPORT**.

CLASS REGISTRATION

TIMETABLE OF CLASSES - registrar.vt.edu

- Prior to registering, you should first consult with your department for class recommendations.
- If classes have restrictions, prerequisites or are full; you will need department permission to enroll.

ORDERING TEXTBOOKS - bookstore.vt.edu

- Textbooks may be ordered online through the Virginia Tech Bookstore.
- Also, check with your department for their suggestions before ordering your textbooks.

PRE-REGISTRATION - COURSE REQUEST - hokiespa.vt.edu

- This is a one-week time period during an earlier semester for you to request courses for the next semester.

REGISTRATION - DROP/ADD - hokiespa.vt.edu

- This is an allotted time period during each term for you to add or drop classes.
- If your **COURSE REQUESTS** were not processed, you may add them during **DROP/ADD**.

IMPORTANT: You are responsible for all tuition and fees once registered for classes.



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NEW STUDENT INFORMATION – 3
Paying for Classes
Receiving Refunds

UNIVERSITY BURSAR

Student Services Building (0134), 800 Washington St. SW, Blacksburg, VA 24061
bursar.vt.edu - bursar@vt.edu - 540.231.6277

Tuition and fees, billing, budget tuition plans, refunds, vouchers, tax benefits, loans, and reduced tuition rates.

PAYING FOR CLASSES

You are responsible for all tuition and fees once registered for classes.

- Frequently check your **Hokie Spa** account and Virginia Tech emails for updates. hokiespa.vt.edu

Pay your account by the due date.

- This will avoid late fees, finance charges, account holds, purged classes, and reinstatement fees.

Pay by E-Check (no fee) or Credit Card (service fee)

- Go to **Hokie Spa** and click on PAY E-BILL. hokiespa.vt.edu

Pay by Check or Money Order

- Mail your check or money order ("Treasurer of Virginia Tech") and billing statement to the Bursar's Office.

Authorize Tuition Payers

- Emails will be sent to you and your Authorized Payers when a statement is generated and payment received.

Obtain Scholarships, Loans, Grants, Waivers

- Review the University Scholarships and Financial Aid Information. finaid.vt.edu

Enroll in the Budget Tuition Plan (BTP)

- Pay Fall or Spring tuition in four installments, instead of paying one lump sum by the tuition deadline.

RECEIVING REFUNDS

Prior to Adding or Dropping Classes

- Review the course request and drop/add dates, payment deadlines and refund policies.
- If receiving financial aid, contact the University Financial Aid Office. finaid.vt.edu
- Consult with your academic department before adding or dropping classes.

Calculation of Refunds

- Refunds will be calculated from the official date of resignation (may not be the last day of class appearance).
- 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 after the beginning of classes.
- Graduate Students do not receive refunds of tuition and fees for courses withdrawn.

Refund Payments

- If enrolled in Direct Deposit, the refund will be applied to your bank account.
- If not enrolled in Direct Deposit, a check will be mailed to your permanent address in Hokie Spa.

Overpayments by Credit Card

- The payer's credit card which initiated the bill will be refunded.
- The payer or authorized payer will see a credit on their credit card statement.



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NEW STUDENT INFORMATION – 4
Dropping Some Courses
Dropping All Courses

GRADUATE SCHOOL

Graduate Life Center at Donaldson Brown (0134), 155 Otey St, Blacksburg, VA 24061
graduateschool.vt.edu - grads@vt.edu - 540.231.6691
graduateschool.vt.edu/academics/what-you-need-to-graduate/forms.html

Policies, Procedures and Forms for dropping SOME or ALL courses from the current semester.

DROPPING SOME COURSES

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. hokiespa.vt.edu
- Your refund will be based on your course load and the date you drop the courses.
- You will not receive refunds for fees.

GRADUATE COURSE WITHDRAWAL (WG)

If you are dropping SOME of your courses AFTER the drop deadline:

- You must request **GRADUATE COURSE WITHDRAWAL (WG)** in order to have your courses dropped.
- The withdrawn 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.
 - [/graduateschool.vt.edu/academics/what-you-need-to-graduate/forms.html](http://graduateschool.vt.edu/academics/what-you-need-to-graduate/forms.html)
- The approved **WG Form** must be submitted by the Friday of the last day of the semester.
- Submit the **WG Form** to the Graduate Student Services Office (GSSO) for Graduate School processing.
- You will not receive refunds for tuition and fees for the courses withdrawn.

DROPPING ALL COURSES

RESIGNATION/WITHDRAWAL (W/D)

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
 - graduateschool.vt.edu/academics/what-you-need-to-graduate/forms.html
- Submit the **W/D Form** to the Graduate Student Services Office (GSSO) for Graduate School processing.
- You will receive refunds for tuition only and based on the official date of withdrawal from the semester.

RESIGNATION/WITHDRAWAL (W/D)

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
 - graduateschool.vt.edu/academics/what-you-need-to-graduate/forms.html
- Submit the **W/D Form** to the Graduate Student Services Office (GSSO) for Graduate School processing.
- You will receive refunds for tuition only and based on the official date of resignation from the semester.