



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**

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.
- **Financial Aid** - finaid.vt.edu – Review scholarships and financial aid information.

HOKIE PASSPORT - lib.vt.edu/about-us/libraries/nvc-resource-center.html

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** at nvclibrary@vt.edu.

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**.



D.C. Metro Area
NEW STUDENT INFORMATION – 2
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.

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.

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.

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.



D.C. Metro Area
NEW STUDENT INFORMATION – 3
Dropping Some Courses
Dropping All Courses

GRADUATE SCHOOL

graduateschool.vt.edu

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.
- 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.
- The approved **WG Form** must be submitted by the Friday of the last day of the semester.
- 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.
- 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
- You will receive refunds for tuition only and based on the official date of resignation from the semester.