Welcome to Virginia Tech Graduate Studies in the National Capital Region (NCR)

Graduate School
Virginia Tech, Graduate Life Center at Donaldson Brown, 155 Otey Street, Blacksburg, VA 24061
https://graduateschool.vt.edu -- grads@vt.edu -- 540-231-8636
The Graduate School helps to 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
https://www.nvc.vt.edu/gsso -- gssoncr@vt.edu -- 703-538-8327
The Graduate Student Services Office (GSSO), located at the Northern Virginia Center (NVC), is a satellite campus of the Graduate School and assists NCR students with admission and academic matters.

Graduate Student Ombudsperson
Virginia Tech, Graduate Life Center at Donaldson Brown, 155 Otey Street, Blacksburg, VA 24061
https://graduate.ombudsman.vt.edu -- grdombud@vt.edu -- 540-231-9573
The Graduate Student Ombudsperson Office provides a safe and comfortable environment for all graduate students to discuss their problems, concerns and complaints confidentially. Although their office is located in Blacksburg, services are available and accessible for all on-campus and off-campus graduate students.

International Graduate Student Services (IGSS) Office
https://www.nvc.vt.edu/international -- intlncr@vt.edu -- 703-538-8326
Northern Virginia Center (NVC), 7054 Haycock Road, Falls Church, VA 22043
The International Students and Scholars Services (IGSS) Office is located at the NVC and advises NCR international students and their accompanying dependents.

Resource Center/Library
https://www.lib.vt.edu/nvc -- nvlibrary@vt.edu -- 703-538-8340
Northern Virginia Center (NVC), 7054 Haycock Road, Falls Church, VA 22043
The Resource Center/Library at the NVC is a branch of the Virginia Tech University Libraries. Students have access to a book collection, online databases, full-text journals and e-books and may obtain Hokie Passports.

Graduate Student Assembly (GSA)
https://graduateschool.vt.edu -- gsa@vt.edu -- 703-538-8327
The Graduate Student Assembly (GSA) represents the needs and concerns of all Virginia Tech graduate students and offers research symposiums, career fairs, funding opportunities, and social events. Students are also encouraged to join the NCR GSA to learn more about local social and academic events.

Virginia Tech Alumni Association
Jack Hutcheson -- jhutches@vt.edu -- 703-538-8331 -- https://alumni.vt.edu - https://www.nvc.vt.edu/alumni
Join the NCR Alumni Chapter and connect with a network of more than 45,000 regional alumni.
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 should 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** - [https://onecampus.vt.edu](https://onecampus.vt.edu) - Your one-stop location to access all university services.
- **Hokie SPA** - [https://www.hokiespa.vt.edu](https://www.hokiespa.vt.edu) - Manage your personal, academic and financial information.
- **Virginia Tech Email** - [YourPID@vt.edu](mailto:YourPID@vt.edu) - Communicate directly with faculty, staff and students.
- **Canvas** - [https://canvas.vt.edu](https://canvas.vt.edu) - Manage assignments, files and communications in your courses.
- **University Library** - [https://lib.vt.edu](https://lib.vt.edu) - Locate research databases and more.
- **Symantec Endpoint Protection** - [https://onecampus.vt.edu/task/all/antivirus](https://onecampus.vt.edu/task/all/antivirus) - Free antivirus software.
- **4help** - [https://vt4help.service-now.com/sp](https://vt4help.service-now.com/sp) - Your primary contact for information technology assistance.

**HOKIE PASSPORT** - [https://www.nvc.vt.edu/current-students/vt-resources](https://www.nvc.vt.edu/current-students/vt-resources)

Your HOKIE PASSPORT is your official Virginia Tech Student Identification Card.

- Before obtaining your HOKIE PASSPORT, you must be registered for at least one course.
- Take a picture ID to the Resource Center/Library at the Northern Virginia Center (NVC).
  - Have you photo taken and receive your HOKIE PASSPORT.
- You will have access to Virginia Tech library materials and discounts at retail establishments

**CLASS REGISTRATION**

**TIMETABLE OF CLASSES** - [https://www.registrar.vt.edu](https://www.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** - [https://www.bookstore.vt.edu](https://www.bookstore.vt.edu)

- You may order textbooks online through the Virginia Tech Bookstore or check with your department.

**PRE-REGISTRATION - COURSE REQUEST** - [https://www.hokiespa.vt.edu](https://www.hokiespa.vt.edu)

- This is a one-week time period during the prior term to allow entry of enrollment requests for a future term.
- Review your COURSE REQUEST registrations when DROP/ADD opens.

**REGISTRATION - DROP/ADD** - [https://www.hokiespa.vt.edu](https://www.hokiespa.vt.edu)

- This is an allotted time period each term to allow you to add or drop classes.
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**
- Go to https://www.finaid.vt.edu and see 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 at www.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.
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.
- 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.
- 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.
- 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.