

Virginia Tech How to Register Online

(Note! These instructions apply to regular, degree-seeking Virginia Tech students only. Non-degree/non-VT students register differently. See <http://www.vto.vt.edu/register.php> for details.)

The University has a web-based, online registration system. In addition to registration, the new system provides you with information on transcripts, grades, accounts, personal information, and more. Please read through this entire document before registering.

Step 1: Access to Online Registration

Access to registration is through Hokie SPA. You will find the link to Hokie SPA by going to the Virginia Tech site at <http://www.vt.edu> and selecting 'Hokie SPA' from the drop-down menu entitled 'Choose a Quicklink' (near the right-hand corner of the screen).

Or, you may go directly to Hokie SPA by using the following url:
https://www.ban-vtweb.vt.edu/bprod/owa/twgkwbis.P_ValLogin

Authorization to enter the Hokie SPA requires a valid PID (Personal Identifier) and password. If you are uncertain about your PID, please refer to online PID information and tools at
http://www.computing.vt.edu/accounts_and_access/pid/.

If you have a PID but have forgotten your password, you may call 4HELP at (540) 231-4357. They will ask you a few questions to authenticate who you are and then set a temporary password. You must then change the temporary password for the PID to be activated. To change your password, follow the instructions at http://www.computing.vt.edu/accounts_and_access/pidtool.html.

If you have been admitted to Virginia Tech but do not yet have a PID, you can use the PID Creator Tool to generate one.

PID Creator Tool:
http://www.computing.vt.edu/accounts_and_access/pid/newstudent.html

Once you have your PID and password, I encourage you to visit Hokie SPA to see what is available and to become comfortable with the information that it provides.

Step 2: Finding and Registering for Courses

It is best to know the exact Course Reference Numbers (CRN) for the course(s) you wish to take prior to entering Hokie SPA. As a distance learner, your best option is to go to Virginia Tech Online (VTOOnline) at <http://www.vto.vt.edu> to find your courses. If you are interested in a course taught by videoconferencing to a specific site you can go directly to the following link http://www.vto.vt.edu/cat_location.php and click on courses to right of the location to see what is being offered. Click on the course you wish to take and you will see a list of CRNs. Note the CRN(s) that match the section you need so that you can enter them during the registration process in Hokie SPA.

Enter Hokie SPA from the <http://www.vt.edu> website or by entering the direct link of https://www.ban-vtweb.vt.edu/bprod/owa/twgkwbis.P_ValLogin into your browser.

- Enter your Virginia Tech PID
- Enter your PID password
- Click on Hokie SPA 2000
- From the list of options, select 'Register and Schedule.'
- Select 'Drop/Add Classes' to register.
- Select 'Term' as the term for which you wish to register (Example: Fall 2002) and click on 'Submit Term.'
- You will then see a screen that has 1 through 10 input boxes. Enter a CRN for each of the courses for which you wish to register.
- Click on 'Submit Changes.'

You will then receive a response indicating that you are enrolled unless there are problems. A problem is represented by a red STOP icon so carefully note the comment. If the error is that the course is closed, please use the second CRN for the same course. Don't hesitate to contact me if you have problems or in my absence contact 4Help (540-231-4357) with this information.

Step 3: Tuition, Billing, and Payment

Once you have completed the online registration process, the tuition amount due will be calculated. The tuition is posted to your Student Account in Hokie SPA overnight so you will be able to see an accurate tuition due the day after you register. To see your account information, log into Hokie SPA, select 'Hokie SPA 2000', select 'Your Student Account' and then 'Account Summary by Term'.

Although you will eventually receive a bill, you may want to consider mailing a check for the tuition amount shown under 'Account Summary by Term' or use the online credit card payment option (instructions are below).

If mailing a check, please include your name, social security number, and list of the CRNs for your courses. Make the check payable to the 'Treasurer of Virginia Tech' and mail it to:

Office of the University Bursar - Student Accounts
233 Burruss Hall (0139)
Virginia Polytechnic Institute and State University
Blacksburg, VA 24061
Telephone: (540) 231-6277

You may also pay by credit card online. To access this option, go to "Your Student Account" and "Account Summary by Term." Under balance due, you should see a link to "Pay by Credit Card." Click on this link and it will take you through the process. Please note that there is a handling fee of 2.15% of the payment and per transaction fee of \$.50.

If you have questions, please contact Virginia Tech 4Help at (540) 231-4357 or Angie Starr, Enrollment Services, Institute for Distance and Distributed Learning at vto@vt.edu or (540) 231-1264.