Change of Major: Getting Started
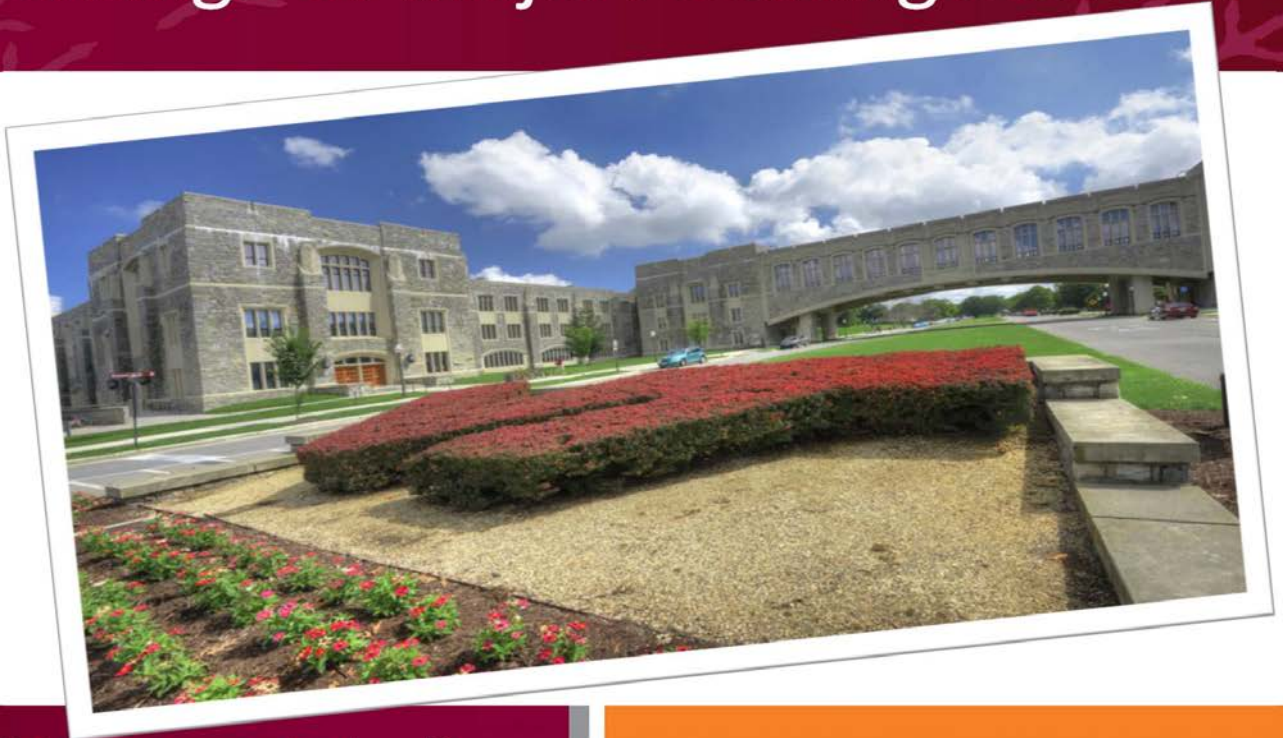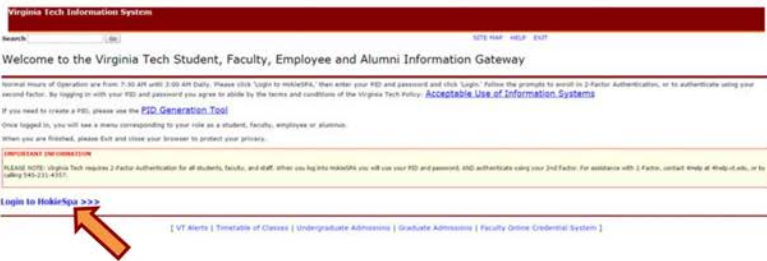
Login to Hokie Spa

- Go to Hokie Spa

- Enter your PID and password

Login with PID

Username PID or Guest ID

Password

I forgot my username or password.

Login

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*You will be prompted to login with 2-factor *

Change of Major

- Once you log into Hokie Spa, select **Change of Major Application (Undergraduate)** at the top of the menu.

NEW! Change of Major Application (Undergraduate)
Use this form to begin the Major Change process.

Guest Account Access
Manage guest access to your academic record (grades) information and financial aid information.

Course Request
Course Request for Spring 2017 Opens October 18

NEW! Registration (Add/Drop) and Schedule
Look Up Classes; Add or drop classes; Display your class schedule.

Grades Menu
View Midterm/Final Grades, Class Rank, Transfer and Other Additional Credit information, GPA Calculators.

Degree Menu
Undergraduate Students: Apply for your Degree, Request and view your Degree Audit Report (DARS), Add/Change your Diploma Address.
Graduate Students: Apply for your degree, view Plan of Study, view Checklist and let us know if you plan to attend commencement.

Change of Major Cont'd

- Once you have selected **Change of Major Application**, you will see your academic information listed at the top. Underneath "Major Change Information," select if transfer credit is pending so that can be considered with your request to change majors.

VirginiaTech

Office of the University Registrar

Change of Major Cont'd

- You can select from the drop-down list of majors your desired new major.

Change of Major Cont'd

- If your desired major is restricted, you will see the minimum requirements to transfer into the major.
  - If applicable, you must also select a concentration/option.

Change of Major Cont'd

To request a new major, choose the Term, Major, Degree, Concentration (if applicable) and press the appropriate buttons (Select Term, Select Major, Select Degree, Add Major Change).

The following major types are available:
- Non Restricted

Click here to select a major within Neuroscience

Do you have transfer credit pending?
- Yes
- No

Major: NEUR - Neuroscience   Select Major

Degree: BSNEU - Bachelor of Science in Neuroscience

Run a What-If DARS to see how this change will affect you. (This will open a new window)

Request Major Change

You must press the **Request Major Change** button before this major change is added.

NOTE: this request will be reviewed by the department/college and take appropriate action. This request is not effective unless you receive confirmation from the department/college.

Reset Form

VirginiaTech

Office of the University Registra

Change of Major Cont'd

- After the major request is submitted, you will see a confirmation message at the top and the bottom right of the page (see arrows).
- Engineering is the only major that will allow you to request up to three major options. If you are requesting any other major, you will only be able to select one.

Virginia Tech

Change of Major Cont'd

- In this scenario, a student is opting to request a transfer to an engineering major.

Change of Major Cont'd

- The major's minimum requirements will appear. You must click the "Request Major Change" button to submit your request.

Change of Major Cont'd

- Your major change request was successfully submitted (see circles). You will receive an email confirmation as well with details about when you should expect to hear if you will be able to move into your requested major.

Change of Major Cont'd

- As previously noted, if you request an engineering major, you may select up to three engineering major options by completed the same process.

Important Reminders

- With the common change of major process, you will only be able to request a change of your primary major three times per year.

- When a change of major period opens, be sure to request your new primary major through the process outlined above.

- The closing date for accepting change of major applications will depend on whether or not your requested major is restricted.

- Please contact your Academic Advisor should you have any questions or concerns regarding changing your major.