

The image features the text 'a + d' in a stylized, sans-serif font. The letters 'a' and 'd' are filled with a pattern of horizontal black lines, while the plus sign '+' is a solid orange color. The text is centered on a white background that has a subtle gradient and a dark grey vertical bar on the right side.

a + d

FIRST YEAR ADVISING

Transfer Credit, Advanced Placement and International Baccalaureate

- All course work transferred to Virginia Tech is processed in the Office of the University Registrar. You may view the results of the transfer credit award via Hokie Spa.
- To view the Transfer Equivalency Database, you may access the website at <http://www.tranguide.registrar.vt.edu/>

Checksheet

(Architecture, Industrial Design, Interior Design & Landscape Architecture)

- You may access the checksheet for your major on the school's website at

<http://www.dept.arch.vt.edu/programs/>

- Make sure that you know the total number of credit hours required for the degree that you are pursuing. You will be responsible for completing all requirements on the checksheet including the elective credit hours.

First Year Courses in Major

Fall Semester

- ARCH 1015: Foundation Design Lab (6)
- MATH 1535: Geometry and Mathematics in Design (3)

Spring Semester

- ARCH 1016: Foundation Design Lab (6)
- Math 1536: Geometry and Mathematics in Design (3)

ARCH majors only: Curriculum change Spring 2017. Take ARCH 3115 History of Architecture Spring semester instead of second-year, Fall semester.

ITDS majors only: Curriculum change Spring 2017. Take ITDS 1224 Introduction to Interior Design.

Second Year

- New students are placed in a studio section of ARCH 1015 during the first enrollment term.
- Spring semester you will need to choose your current studio professor during course request.
- Upon successful completion of ARCH 1015 and ARCH 1016 each student will advance to the second year studio of his/her respective major.
- You may access course selections via the Timetable of Classes https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P_DispRequest

Curriculum for Liberal Education (CLE)

- Access the information via the website <http://www.cle.prov.vt.edu/>.

Read it, and make sure you understand the requirements for Area 1-7. This is a graduation requirement. Courses in the CLE must be taken A-F only.

- CLE <http://www.cle.prov.vt.edu/guides/area4.html>. The (2) credit hour lab component for this area is not required for the majors in the School of Architecture + Design, but you must make-up the hours in free elective credit.
- You may find course availability for CLE Area 1-7 via the Timetable of Classes <https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P DispRequest>. This section appears in the top right hand corner of the screen.
- You may wish to consider taking courses, which will fulfill the CLE and free elective credit, at your local community college during the summer and transfer the credit to Virginia Tech. Please review the Transfer Equivalency Database <http://www.tranguide.registrar.vt.edu/> to determine the courses that have been approved to transfer. You will need to submit an 'Authorization to Take Courses Elsewhere' form to our office prior to transferring credit to Virginia Tech.

Foreign Language Requirement

- Students who did not complete 2 units of foreign language in high school must earn (6) credits of a college foreign language. This credit is in addition to those normally required for graduation.
- You may obtain an exemption from this requirement if English is your second language. Contact the Foreign Language Department for assistance.

Course Request

- This takes place mid-semester. You may access the dates online at http://www.registrar.vt.edu/dates_deadlines/course_request_dates/index.html
- Course request is not registration. You will be given an opportunity to request courses for the next semester. Once the add/drop period opens for the next semester, you should review your registration via Hokie Spa to ensure that the courses requested were applied to your registration.
- Review the registration dates via the Registrar's Office website at http://www.registrar.vt.edu/dates_deadlines/drop_add/index.html
- We encourage you to review the dates & deadlines section of the website.

Force-Add / Registration

- Registration opens late November every fall semester. Please review your spring semester schedule and make adjustments as necessary based on course request results.
- You may request to force-add a course when the section is “FULL” or has zero seating capacity and is being controlled by the instructor/department. The proper procedure is to fill out a force-add form and ask the instructor to sign if approved.
- All courses owned by the School of Architecture + Design (ARCH, IDS, ITDS and LAR) can be processed by Tamela Gallimore (ARCH & IDS) and/or Teresa Phipps (ITDS & LAR).
- All courses requested outside the major will need to be processed by the respective department (s).

Student: I.D. number	last name	first	middle	major	academic level	term	year
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FORCE-ADD REQUEST REV FEB 2002 VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

INDICATE THE ONE COURSE FOR WHICH CHANGES ARE REQUESTED ON THIS FORM:

department	number	title	credit hours
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	DROP		FORCE-ADD				s/departmental representative	
	operator use only	CRN number	dept. rep. use only	CRN number	option			
					A/F	P/F		AUD
Lecture								
Laboratory								

This course is:

- | | |
|---|---|
| <input type="checkbox"/> Specific requirement for curriculum shown above. | <input type="checkbox"/> Needed to refresh critically needed background. (Repeat) |
| <input type="checkbox"/> Prerequisite for a course specifically required by curriculum above. The required course is: _____ | <input type="checkbox"/> Elective from list structured for curriculum above. |
| | <input type="checkbox"/> Other, Explain _____ |

With addition of this course,
total credit hour load will be: _____

INSTRUCTIONS: Obtain required signatures. (Dean's APPROVAL required for 1. overloads, 2. Adds and Drops by undergraduate students after DEADLINES, 3. Adds and Drops by graduate students after classes begin.) Then, submit this form to the departmental representative for the department or division offering the course indicated above. The departmental representative will indicate APPROVAL or DENIAL of your request, keep this form except for the STUDENT copy which will be returned to you, process approved requests, forward Dean copy to Dean. Keep the STUDENT copy. You are required to show it on request to obtain class admission or to rectify registration errors.

Signed _____ student _____ date _____ Signed _____ course adviser _____ date _____ Signed _____ dean _____ date _____

Elective Course Credit

- Elective credit hours may be taken as pass/fail. Required courses must be taken A-F. Per the Undergraduate Course Catalog (**Under the pass/fail system students are allowed to take ten percent of the total number of credits required in their degree program on a pass/fail basis**).
- We encourage you to review the Academic Policies section of the Undergraduate Course Catalog
<http://www.undergradcatalog.registrar.vt.edu/1617/index.html>

Course Withdrawal

Presidential Policy 196 allows currently enrolled students to designate a course status of "Course Withdrawn." A maximum of three (3) courses (regardless of credit) may be dropped beyond the normal six-week drop deadline date during a student's undergraduate academic career at Virginia Tech subject to the following stipulations:

Please see the Undergraduate Course Catalog Academic Policies section for further information.

<http://www.undergradcatalog.registrar.vt.edu/1617/index.html>

❖ The deadline is typically the Friday before the classes end.

Please refer to the Academic Calendar for deadline dates

http://www.registrar.vt.edu/dates_deadlines/timetable_calendar/index.html

Request to Apply "W" Grade Policy

Instructions: Students may apply the W grade option to a maximum of three (3) courses (regardless of credit) during their undergraduate academic tenure. Students who have utilized six (6) credit hours under the former version of the policy may apply for additional course(s) if sum total does not equal more than three (3) courses and application within the stated deadline. **This request must be submitted to your undergraduate dean's office no later than 5:00 p.m. on the last day of classes (the day before reading for final exams) for courses taken during the current semester.** Course(s) with a status of W will appear on Hokie Spa after final grades and will appear on your transcript with a W grade, but will not count in your GPA hours nor in any GPA calculations. *(Note: Holds on your account must be resolved before we can process a withdrawal for you.)*

Part I. Before completing Part II, answer the following question:

Did you use course withdrawal prior to this semester? _____ Yes _____ No

If "yes," to how many courses did you apply this policy? _____ 1 _____ 2 _____ 3

You are eligible to apply only the unused portion of the three (3) courses.

Part II. Apply "W" Grade Status to the following course(s):

Date: _____ Major: _____ Term: _____

Student ID No.: _____ Name: _____

VT E-mail: _____ Phone Number: _____

CRN	Subject Abbreviation (e.g./ Psyc, Math)	Course Number	Credit Hours
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____
(3) _____	_____	_____	_____

I understand that this request is irrevocable and unappealable and does not result in the refund of any fees. I also understand that the course withdrawal policy may not be applied to courses with honor system penalties associated with them.

Student Signature: _____

For Office Use Only:

Advisor Signature/Date: _____

Assigned Advisor

- Reviewed Financial Aid Implication (RAP 75%)
- Verified CRN Number
- Checked for Holds

Undergraduate Dean Signature: _____

Family Educational Rights and Privacy Act of 1974 (FERPA)

- You may access the information on the Registrar's Office website at <http://www.registrar.vt.edu/privacy/index.html>
- The Family Educational Rights and Privacy Act (FERPA), required that you authorize the university prior to release of any academic record information to a third party. Completion of the online form (Hokie SPA) allows you to approve disclosure of your academic record information to parent(s) and/or guardian(s). The disclosure will remain valid until you remove the authorization.

Change of Major Request

School of Architecture + Design

If you are currently a student majoring in Architecture, Industrial Design, Interior Design or Landscape Architecture and would like to change your major within the school, please fill out the *A+D internal transfer* application located on the website at <http://archdesign.vt.edu/admissions/transfer>

Requests are only considered during the spring semester.

Read your e-mail and A+D social media

- Please read e-mail you receive from our office.
 - A+D Weekly: sent out Monday each week VT e-mail
 - Announcements, Events, News, Student Organizations, Competitions, Scholarships, and Jobs
- Make sure that you do not miss something important.
 - Like us on Facebook
 - Follow us on Twitter

Faculty Contact Information

- ❑ Jim Bassett, Foundation Program Chair, e-mail jbsstt@vt.edu
- ❑ Heiner Schnoedt, Chair, Architecture 2-5, e-mail Schnoedt@vt.edu
- ❑ Ed Dorsa, Chair, Industrial Design, e-mail dorsa@vt.edu
- ❑ Lisa Tucker, Chair, Interior Design, e-mail ltucker@vt.edu
- ❑ Terry Clements, Chair, Landscape Architecture, e-mail tclement@vt.edu

Academic Advisor Contact Information

All enrollment, registration and undergraduate policy and procedural questions should be directed to:

- ❑ Tamela Gallimore (Architecture & Industrial Design), 201 Cowgill Hall
e-mail tamelap@vt.edu
- ❑ Teresa Phipps (Interior Design & Landscape Architecture), 121 Burruss Hall
e-mail tphipps@vt.edu

Services provided by the Registrar's Office

- Requests for certification/verification of full-time student status, good student discount for insurance, official transcripts, and a variety of other services may be requested through the Office of the University Registrar.
- You may view the Registrar's Office website at www.registrar.vt.edu for information regarding student services.
- You may also access various student forms on the School of Architecture + Design website at <http://archdesign.vt.edu/students/forms>.

Student Success Center

Services Offered Include:

- ***Effective Study Strategies***
- ***Peer Academic Coaching***
- ***Reading and Note-taking for Comprehension and Retention***
- ***Successful Test-taking***
- ***Time Management***
- ***Tutoring***

10 Femoyer Hall, Virginia Tech
280 Stanger Street
(540) 231-5499

<http://www.studentsuccess.vt.edu/>

The Writing Center

What You Can Expect

■ As Writing Center coaches, we offer one-on-one writing support for all students, both undergraduate and graduate. We can help you in all stages of the writing process—from brainstorming ideas, to issues of organization and editing.

What You Might Bring To A Session

- An assignment sheet
- Questions and thoughts about what you would like to do next with your writing
- The writing you need help with

Located in the Learning Commons, 2nd floor Newman Library

■ For an appointment, stop by or call (540) 231-5436 during open hours.

Virginia Tech Pathways Planner

See website for detailed instructions

<http://www.advising.vt.edu/index.php/advisor-resources>

Click on “Pathways Planner Tutorial” for more information.

You may create a plan electronically via Hokie Spa

https://banweb.banner.vt.edu/ssb/prod/twbkwbis.P_WWWLogin

THANK YOU