Developing an engineering plan of study

A plan of study is a unique and useful tool for every student. It allows you to plan all of the courses needed to fulfill the graduation requirements of the degree you wish to earn. It can be a helpful way to determine how to fit in additional activities you may wish to participate in such as: co-ops, internships, honors, study abroad, corps of cadets, etc. You can utilize the pathways planners on hokie spa, excel, or other tools to assist with mapping out your plan. If you have questions after completing the below steps, please schedule an appointment with your academic advisor.

Step 1: First-Year Engineering Courses
Go to: http://www.enge.vt.edu/undergraduate/courses.html
Scroll down for additional course recommendations by major

Step 2: Curriculum for Liberal Education
Review the engineering CLE chart
To identify which courses count for the appropriate CLE area: visit the alphabetical listing of CLE courses and/or run a “what if” degree audit (see step 5)

Step 3: Unofficial Transcript
Go to: www.hokiespa.vt.edu
Click Hokie Spa
Click Transcripts and Certifications Menu
Click View Unofficial Transcripts
Click Submit
Verify the completion/progress of course requirements; then mark those classes off of the checksheet

Step 4: Major Checksheet (Graduation Requirements)
Go to: http://www.registrar.vt.edu/undergraduate/checksheets/college/index.html
Click College of Engineering
Locate your intended major
Click on the year closest to your graduation year

Step 5: “What If” Degree Audit (DARS)
A “what if” degree audit will automatically place courses in the appropriate requirement area…such as CLE’s
Go to: www.hokiespa.vt.edu
Click Hokie Spa
Click Degree Menu
Click Degree Audit Report Menu
Click Request a “What-If” Degree Audit Report
Select Major
Select Degree
Select Graduation Term
Click Run Analysis
Once complete: Click View Link
The Degree Audit will open in new window
Click Open All Sections
Scroll down
Special instructions:

1. Plan of study resources are available at:

2. Using the ENGE Plan of Study Template
   • Locate your unofficial transcript on Hokie Spa:
     ▪ Place all transfer courses (if applicable) on your document.
     ▪ Place your fall courses in the appropriate section/column on your document.
   • Label the CLE courses with the appropriate area number for example:
     ▪ PHIL 1204 Knowledge and Reality (Area 2) 3 credits.

3. Locate your intended major checksheet and unofficial transcript on Hokie Spa to verify the completion /progress of course requirements; then mark those classes off of the checksheet.

4. Please note: Checksheets for students graduating in 2018 have not yet been released. The 2017 checksheets will look much different as they will have the old ENGE and MATH sequences, please see below for the equivalencies.
   • ENGE 1215 replaces ENGE 1024
   • ENGE 1216 replaces ENGE 1104/1114
   • MATH 1225 replaces MATH 1205
   • MATH 1226 replaces MATH 1206
   • MATH 2204 replaces MATH 2224
   • MATH 2214 has not changed
   • Linear Algebra varies by major (see chart: MATH 1114 or MATH 2114)
   • MATH 1224 is no longer required (content has been moved to MATH 1226 and MATH 2204)

5. The maximum credit hours is 19, full time status is 12 credit hours. Do not plan for more than 19 credit hours a semester.

6. When developing your plan, if you move a course to a different semester other than that listed on the checksheet, you must check to see if it is typically offered in that semester by using the timetables or check your intended majors departmental website for pre-req charts, flow charts, and course offerings.
   • Timetable of Classes:
     o [https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P_DispRequest](https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P_DispRequest)
     o The timetable provides a searchable listing of the current or upcoming classes offered at VT.
     o Click on the CRN# for course descriptions, pre-req’s, co-req’s, restrictions, etc.
   • Historical Timetable:
     o [https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P_DispHistorical](https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P_DispHistorical)
     o This database allows you to see if a class was taught in a given semester. For example, if you were wondering if a particular class would be taught in the spring you could look at past spring semesters on the Historical Timetable and see if it was taught then.