



Hokie Spa

Hello and welcome to this video on how to use HokieSpa! This is a self-service access tool for students to view and manage academic, financial, and other personal information. We will review the types of information you can access within HokieSpa.



Login to Virginia Tech

[Forgot your username or password?](#)

[Need help?](#)



We'll start with where to find. Let's jump right in!

How to Hokie Spa



Virginia Tech Information System



Hokie Plus Hokie Team **Hokie Spa** Faculty Access

Search Go

[MAIN MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)



You can access HokieSpa by logging in with your VT username and password at <https://hokiespa.vt.edu>. When you log-in you will see tabs at the top of the page. Unless you have a job on-campus, you will only see Hokie Plus and Hokie Spa. The main menu defaults to Hokie Spa and you can click the tabs at the top to change your view



Hokie Plus



Hokie Plus

Hokie Team

Hokie Spa

Faculty Access

Hokie PLUS (Personal Look-Up System)

[Manage Accounts](#)

Change password, forward email.

[Confidentiality Options](#)

[View Address and Phone](#)

International students in F-1 or J-1 status must report their current physical address in the U.S. within 10 days of moving to the address.

[Update Address and Phone](#)

[View E-mail Address](#)

[View Emergency Contacts](#)

[Update Emergency Contacts](#)

[Name Change Information](#)

[Social Security Number Change Information](#)

[Update My Personal Information](#)

The personal information page allows users to create, update, and delete personal information to keep their information accurate. Updatable information includes chosen name, personal pronoun, and gender identification.

Within the Hokie Plus menu you can view your personal information that is on file such as your local and permanent addresses, phone numbers, Virginia Tech email and emergency contacts. You can control which personal information and records are kept confidential through the “Confidentiality Options” and you can change your personal information through the “Update My Personal Information” link at the bottom of the menu.



Hokie Spa



 Every student who is admitted to Virginia Tech has pledged to abide by the Honor Code. All forms of academic work performed by any student enrolled on a part-time or full-time basis under any of the [Graduate](#) Honor Code respectively.

Attention --> [Read about your RESPONSIBILITIES as a student](#)
[Hokie SPA Tutorial \(Help in understanding navigation\)](#) (opens new window)

[Change of Major Application](#)

For undergraduate students only, who have completed at least a fall or spring semester of graded VT coursework on the VT transcript.

[Information for New Students](#)

New Freshmen, Transfer, and International students should complete these essential steps toward enrollment by June 1st.



[Financial Checklist for New & Returning Students](#)

Complete the following tasks to enable an easy fiscal transition for you and family members.

[Guest Account Access](#)

Manage guest access to your academic record (grades) information, financial aid information, Hokie Passport, student account summary, and the 1098T.

[Course Registration and Schedule Menu](#)

Course Request, Registration (Add/Drop), Hokie Scheduler, Class Schedules

[Navigate](#)

Platform which allows you to schedule an appointment with your advisor, access advising notes, advisor assignment, and your success team of other professionals on car

[Grades Menu](#)

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

[Graduation 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.

[DARS and Hokie GPS - Graduation Plan for Success](#)

First Step to Academic Degree Success Begins Here

[CeDiploma \(Certified Electronic Diploma\)](#)

To learn more or order a CeDiploma

[Transcripts and Certifications Menu](#)

View and Request Transcripts, Request Certifications of Enrollment.

[FERPA \(Family Educational Rights and Privacy Act Disclosure\)](#)

The Family Educational Rights and Privacy Act (FERPA) requires that you authorize the university prior to release of any academic record or account information to a third disclosure to parents, guardians, Spouse, Sponsor, etc.

[Veterans Enrollment Certification Form](#)

G.I. Bill students: complete the Certification Form each semester that you want to use your VA Educational Benefits.

[View your General Student Information](#)

View your Advisor, Major, College, Academic Standing, Foreign Language requirement, etc.

[Student Conduct Notifications](#)

View your notifications from the Office of Student Conduct.

[Honor Code Violation Notifications](#)

View your notifications from the Office of the Undergraduate Honor System.



[Hokie Wallet](#)

View and Pay e-Bill, and add an Authorized Payer. Budget Tuition Plan. Family Educational Rights and Privacy Act Disclosure. Hokie Passport Services, Direct Deposit, 109

[Financial Aid Information/Award Package By Aid Year](#)

Review the status of your award information here, including Financial Aid Holds, Requirements to Receive Aid, Cost of Attendance, Award History, Loan Requirements, Ac

[Housing and Dining Services](#)

As mentioned previously, Hokie Spa is the main menu and where you will spend a majority of your time when you are logged into this platform. We will briefly cover the links you will most likely access the most frequently.



Understanding HokieSpa



Every student who is admitted to Virginia Tech has pledged to abide by the Honor Code. All forms of academic work performed by any student enrolled on a par under any of the admission categories shall be subject to the stipulations of the [Undergraduate](#) or the [Graduate](#) Honor Code respectively.

Attention --> [Read about your RESPONSIBILITIES as a student](#) **1**

[Hokie SPA Tutorial \(Help in understanding navigation\)](#) (opens new window)

[Change of Major Application](#) **2**

For undergraduate students only, who have completed at least a fall or spring semester of graded VT coursework on the VT transcript.

[Information for New Students](#) **3**

New Freshmen, Transfer, and International students should complete these essential steps toward enrollment by June 1st.

[Financial Checklist for New & Returning Students](#) **4**

Complete the following tasks to enable an easy fiscal transition for you and family members.

1. **Before you start taking classes you will want to read your responsibilities as a student. 2. The Change of Major Application is only opened during certain points of the academic year and you cannot request a change of major until you have final grades for a fall or spring semester. 3. Within "Information for New StudentS" you can access your housing and dining contracts and Immunization forms. 4. Be sure to review the Financial Checklist as this is where you can access financial aid packages, add family members as authorized payers and review your tuition bills.**



Hokie Spa Guest Account Access



[Financial Checklist for New & Returning Students](#)

Complete the following tasks to enable an easy fiscal transition for you and family members.



[Guest Account Access](#)

Manage guest access to your academic record (grades) information, financial aid information, Hokie Passport, student account summary, and the 1098T.

Add Guest Account Access

Guest Email Address: *

Confirm Guest Email Address: *

Guest Access: *

- All Information**
- Financial Aid Award Letter
- Requirements to Receive Aid
- Financial Aid Holds
- Academic Progress for Financial Aid
- Cost of Attendance
- Loan History
- Final Grades
- Unofficial Transcript
- Hokie Passport Make Deposits Only
- Hokie Passport Make Deposits and View History
- View 1098T Tax Notification
- View Student Account Summary

The "Guest Account Access" link allows you to grant access to others such as friends and family to view items that you specify.

Course Registration and Schedule Menu



[Guest Account Access](#)

Manage guest access to your academic record (grades) information, financial aid information, Hokie Passport, student account summary, and the 1098T.

[Course Registration and Schedule Menu](#)

Course Request, Registration (Add/Drop), Hokie Scheduler, Class Schedules

[Timetable of Classes](#) **1**

Searchable schedule of course offerings each semester. Searchable by Term, Pathways, Subject, Course Number, Course Request Number (CRN), and Course Modality.

[View Holds](#) **2**

View administrative holds on your account that may prevent registration or Add/Drop activity.

[Course Request](#)

Used twice an academic year, in October to request courses for the next Spring semester and in March to request courses for the next Fall semester.

[Course Request Results](#)

View your course request results.

[Hokie Scheduler](#) **3**

Class scheduling and registration tool that can be accessed at any time but is intended to be used while Add/Drop is open each semester.

[Registration \(Add/Drop\) and Schedule](#)

Used only when Add/Drop is open to register for classes (period of time where you can adjust your schedule by adding or dropping classes) and display class schedules.

[View Add/Drop Calendar](#)

Used to see Add/Drop Calendar

[Classic Student Schedule](#) **4**

View your class schedule and class details (Modality, Course Title, Grade Option, Credit Hours, Days, Times, Location, Instructor, and Exam).

Within the “Course Registration and Schedule Menu” you can access resources related to registration such as Add/Drop dates. Some of the links you will access as you register for classes at VT are: 1. Timetable of Classes, which is explained in a separate video, 2. checking to see if there are any holds on your student account that are preventing your ability to add and drop courses, 3. The Hokie Scheduler registration tool, also explained in a separate video, and 4. access to your class schedule for current and upcoming terms.



Grades Menu

Navigate

Platform which allows you to schedule an appointment with your advisor, access advising notes, advisor assignment professionals on campus.

Grades Menu

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

[Final Grades](#)

[Midterm Grades](#)

[Tentative Grades](#)

Tentative Grade Reports for Students Graduating in Spring.

[Calculate your GPA for a term](#)

Determine your GPA for the term. Do "What If" scenarios to see how different grades affect your GPA.

[Overall Grade Point Average \(GPA\) Calculator](#)

Use this calculator to determine what GPA you need to receive in order to maintain a certain Overall GPA.

[Advanced Placement Credit Awarded](#)

If you have taken Advanced Placement tests, check to see the credit you have been awarded.

[Transfer and Other Additional Credit](#)

View Transfer, Advanced Placement, Advanced Standing, Credit by Exam and Military credit accepted by Virginia Tech.

[Class Rank](#)

Undergraduate Students Only - View your class rank

If you are anticipating college credit for AP/IB courses and/or transfer credit from Dual Enrollment or courses completed from other institutions, you can check to see if transfer credit has been awarded for these courses within the "Grades Menu". Before credit can be awarded you need to make sure you request official AP scores through College Board and official transcripts from all colleges/universities be sent to Virginia Tech.

Degree and Academic Records



1 DARS and Hokie GPS - Graduation Plan for Success

First Step to Academic Degree Success Begins Here

CeDiploma (Certified Electronic Diploma)

To learn more or order a CeDiploma

2 Transcripts and Certifications Menu

View and Request Transcripts, Request Certifications of Enrollment.

There are resources to assist you with academic planning and tracking your degree requirements. 1. The “DARS and Hokie GPS-Graduation Plan for Success” links to your Degree Audit Report which captures the requirements you have already satisfied and what requirements are still remaining for your declared major. Additionally, you can utilize Hokie GPS to create graduation plans. 2. The “Transcripts and Certifications Menu” links to your unofficial Virginia Tech transcript.

General Student Information



[View your General Student Information](#)

View your Advisor, Major, College, Academic Standing, Foreign Language requirement, etc.

Student Information effective from Spring 2023 to Summer 2023

Registered for Term:	Yes
First Term Attended:	Spring 2022
Last Term Attended:	Fall 2022
Residence:	In State (Domiciled)
Citizenship:	US Citizen
Student Type:	Unclassified (Non - Degree)
Class:	Non - Degree
Academic Standing Status:	Good Standing
Academic Standing Term:	Fall 2022

Campus:	Blacksburg
Primary College:	Interdisciplinary
Primary Major:	GS - Graduate Studies

Primary Major Information

Lastly, you can view your current major, college, residence, assigned academic advisor, and student type within the "General Student Information" menu.



Thank you!



That was a quick summary of Hokie Spa. We encourage you to take some time navigating through the various links. thanks for joining us. Good luck on your semester- and as always, go Hokies!