



Hokie Scheduler

Hi everyone! My name is Marciana Castillo and I am a senior studying Human Nutrition, Foods, and Exercise. I am an Advising Ambassador with Academic Advising Initiatives. Advising Ambassadors are current undergraduate students who are available to support you through using academic advising resources and technologies. Welcome to this video on how to use Hokie Scheduler! This platform is a schedule planning and course registration tool. We will review how to access and use Hokie Scheduler.

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 Access Hokie Scheduler



 Every student who is admitted to Virginia Tech has pledged to abide by the Honor Code. All forms and categories shall be subject to the stipulations of the [Undergraduate](#) or the [Graduate](#) Honor Code.
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

[Information for New Students](#)

New Freshmen, Transfer, and International students should complete these essential tasks

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

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

[Guest Account Access](#)

Manage guest access to your academic record (grades) information, financial aid information

[Course Registration and Schedule Menu](#)

[Course Request](#), [Registration \(Add/Drop\)](#), [Hokie Scheduler](#), [Class Schedules](#)

[Timetable of Classes](#)

Searchable schedule of course offerings

[View Holds](#)

View administrative holds on your account

[Course Request](#)

Used twice an academic year, in October and February

[Course Request Results](#)

View your course request results.

[Hokie Scheduler](#)

Class scheduling and registration tool

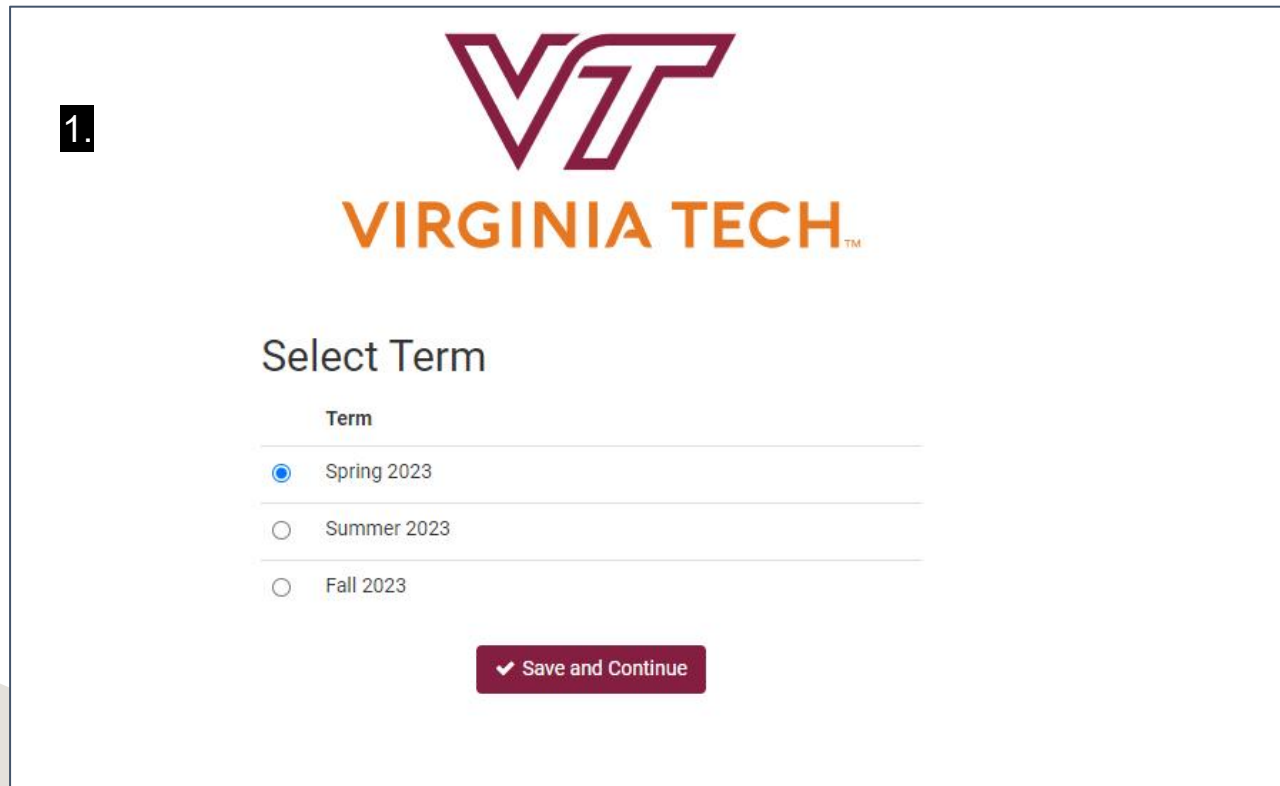


You can access Hokie Scheduler within HokieSpa. You first log into HokieSpa <https://hokiespa.vt.edu> with your VT username and password. Scroll down and select the 5th link titled "Course Registration and Schedule Menu" and then select "Hokie Scheduler" This will open another tab



Accessing the Main Page

1.



The screenshot shows the Virginia Tech logo at the top. Below it, the text "Select Term" is displayed. Underneath, there is a section labeled "Term" with three radio button options: "Spring 2023" (which is selected), "Summer 2023", and "Fall 2023". At the bottom right of the form is a maroon button with a white checkmark and the text "Save and Continue".

VIRGINIA TECH™

Select Term

Term

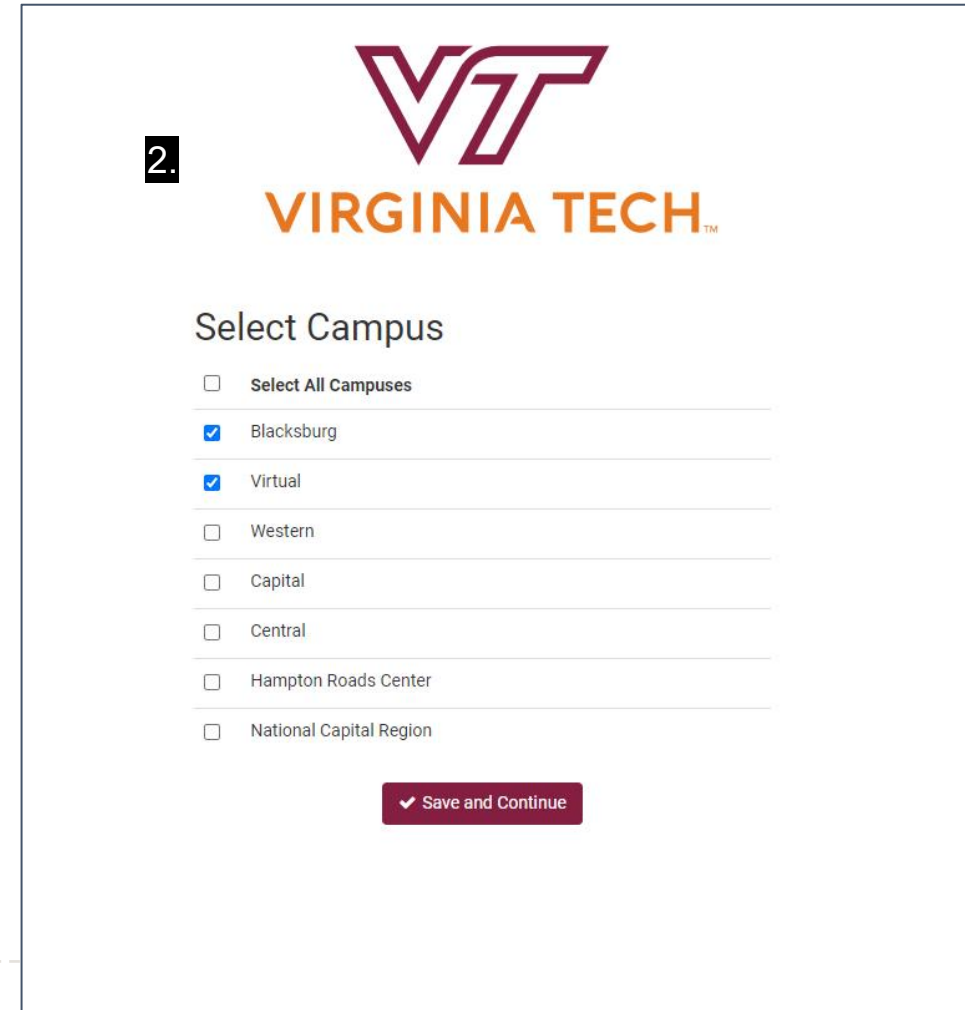
☒ Spring 2023

☐ Summer 2023

☐ Fall 2023

✓ Save and Continue

2.



The screenshot shows the Virginia Tech logo at the top. Below it, the text "Select Campus" is displayed. Underneath, there is a list of campus options, each with a checkbox: "Select All Campuses", "Blacksburg" (checked), "Virtual" (checked), "Western", "Capital", "Central", "Hampton Roads Center", and "National Capital Region". At the bottom right of the form is a maroon button with a white checkmark and the text "Save and Continue".

VIRGINIA TECH™

Select Campus

☐ Select All Campuses

☒ Blacksburg

☒ Virtual

☐ Western

☐ Capital

☐ Central

☐ Hampton Roads Center

☐ National Capital Region

✓ Save and Continue

You will be prompted to answer a few questions before accessing the main Hokie Scheduler screen. 1. The first prompt will be to select a term so you will need to make sure you select the term you are planning courses for and hit the Save and Continue maroon button. 2. The second prompt will ask you to select the campuses you will be taking classes through. You can leave the default “Blacksburg” and “Virtual” options selected and hit the Save and Continue maroon button.



The Main Page

VT VIRGINIA TECH™

Course Status: Open Classes Only Change

Campuses: Blacksburg, Virtual Change

Levels: All Levels Selected Change

Term: Fall 2023 Change

Parts of Term: All Parts of Term Selected Change

Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses + Add Course

Add the courses you wish to take for the upcoming term.

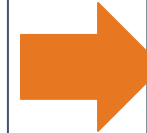
Breaks + Add Break

Add times during the day you do not wish to take classes.

Schedules Advanced Options View Schedules

Generate Schedules

Compare Select at least two schedules to compare side by side



VT VIRGINIA TECH™

Select Course Status

Course Status

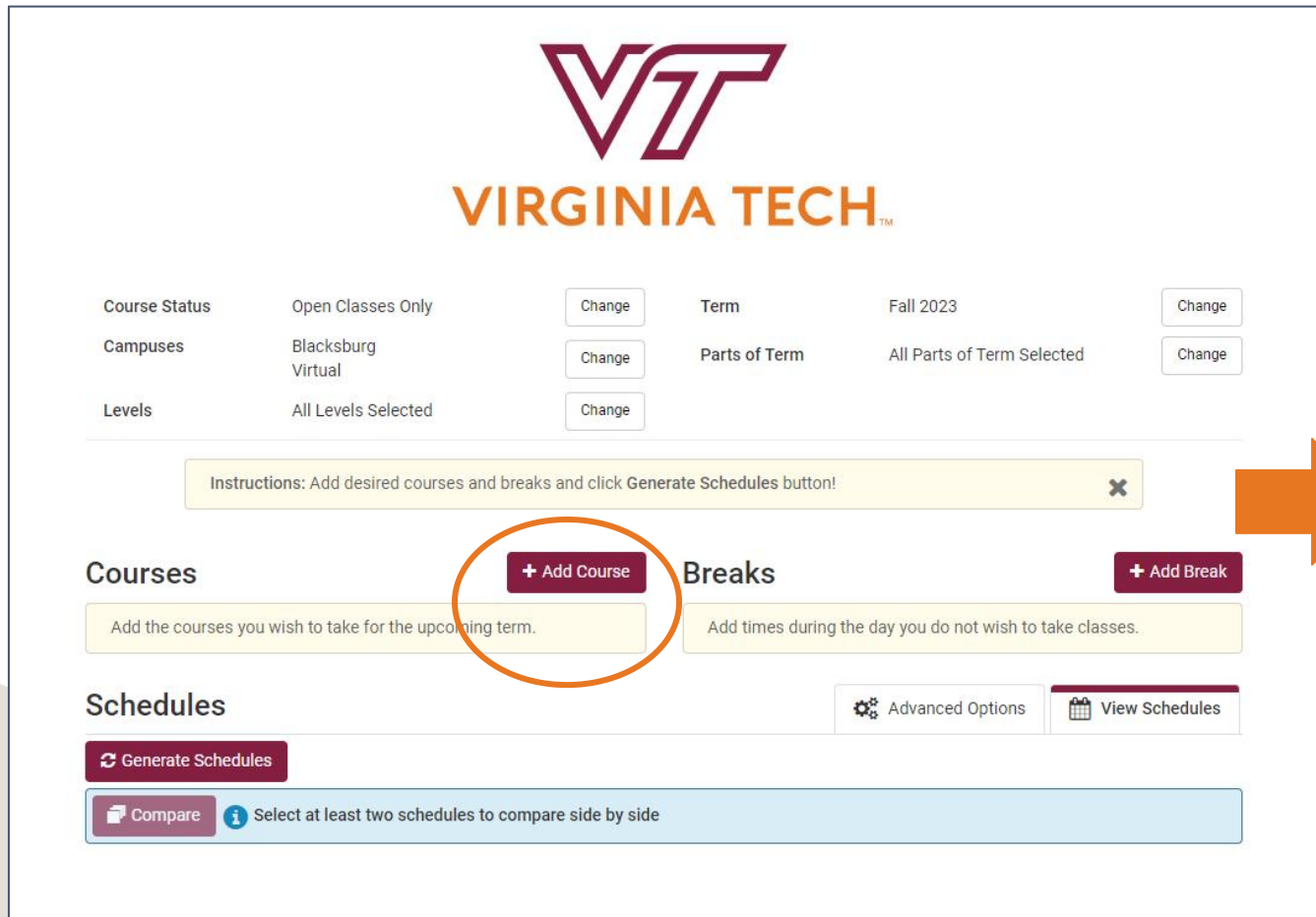
☐ Open Classes Only

☒ Open & Full

Cancel Save

The top of your page should look like this. Make sure you leave the default of “All Levels Selected”. The Course Status will default to “Open Classes Only”. The availability for specific classes can change so to search for open and closed sections, click the “change” button then select “Open & Full” and click the maroon Save button.

Adding Courses



VT VIRGINIA TECH™

Course Status: Open Classes Only Term: Fall 2023
Campuses: Blacksburg Virtual Parts of Term: All Parts of Term Selected
Levels: All Levels Selected

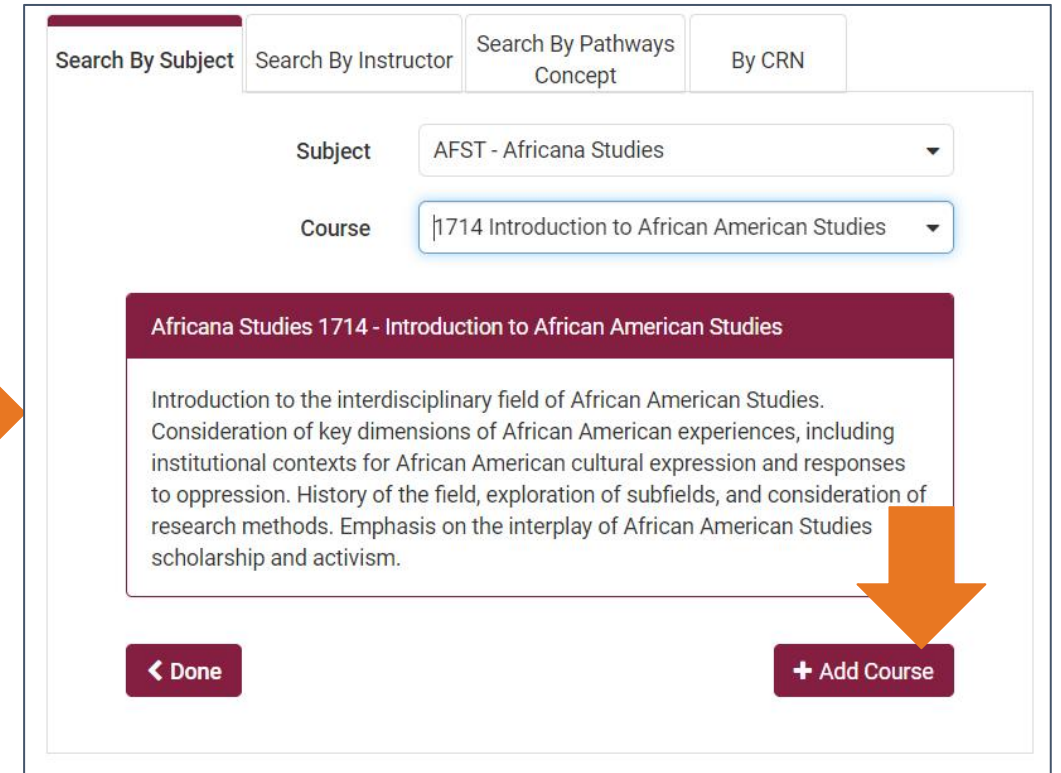
Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses **Breaks**

Add the courses you wish to take for the upcoming term. Add times during the day you do not wish to take classes.

Schedules

Select at least two schedules to compare side by side



Search By Subject Search By Instructor Search By Pathways Concept By CRN

Subject: AFST - Africana Studies
Course: 1714 Introduction to African American Studies

Africana Studies 1714 - Introduction to African American Studies

Introduction to the interdisciplinary field of African American Studies. Consideration of key dimensions of African American experiences, including institutional contexts for African American cultural expression and responses to oppression. History of the field, exploration of subfields, and consideration of research methods. Emphasis on the interplay of African American Studies scholarship and activism.

To add courses, click the “Add Course” button. This will provide you with the option to search and select courses by subject, instructor, Pathways Concept, or CRN. Once you have selected a course click “Add Course”. Please note, this will allow you to choose desired classes, but at this step you are not officially registered for these courses.

Adding Courses

Search By Subject

Search By Instructor

Search By Pathways
Concept

By CRN

Subject

BIOL - Biological Sciences

Course

1105 Principles of Biology

Biological Sciences 1105 - Principles of Biology

Introduction to the science of biology. 1105: living systems; biological molecules; cell structure, function, and reproduction; cellular energetics and metabolism; expression and inheritance of genetic information; evolution; ethical implications of research and discovery in these areas. 1106: animal and plant anatomy and physiology, ecology, and animal behavior; ethical implications of research and discovery in these areas. (1105 duplicates 1005, 1014; 1106 duplicates 1006, 1014. Credit for ... [Show More](#)

< Done

+ Add Course

Courses

i

AFST 1714

Introduction to African American Studies

x

i

BIOL 1105

Principles of Biology

x

i

COMM 1014

Introduction to Communication

x

i

ENGL 1105

First-Year Writing

x

i

ITDS 1114

Design Appreciation

x

You can continue to add courses to your list and once you are finished you will hit the “Done” maroon button to return to the main page.

Adding Breaks

VIRGINIA TECH™

Course Status: Open Classes Only Term: Fall 2023
Campuses: Blacksburg Virtual Parts of Term: All Parts of Term Selected
Levels: All Levels Selected

Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses **Breaks** **1.**

Add the courses you wish to take for the upcoming term. Add times during the day you do not wish to take classes.

Schedules

2.

Break Name:

Start Time: :

End Time: :

Days: ☐ Select Weekdays

☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☐ SAT ☐ SUN

Duration: ☐ Ongoing

3.

If there are times you cannot take classes for jobs, practices, or other things, you can create “breaks”. 1. Click the “Add Break” button and input a break name and the time period you are unable to take classes. 2. You can also select multiple days for different breaks. 3. You then click the maroon “Add Break” button. But keep in mind, breaks can limit possible schedule options and restrict you from major classes only offered at certain times. You may want to consider avoiding or limiting the breaks you input to allow for the largest selection of course options.

Advanced Options

Courses

+ Add Course

☐ Select All

☐ AFST 1714
Introduction to African American Studies

Sections

☐ BIOL 1105
Principles of Biology

Sections

☐ COMM 1014
Introduction to Communication

Sections

☐ ENGL 1105
First-Year Writing

Sections

☐ ITDS 1114
Design Appreciation

Sections

Breaks

+ Add Break

☐ Select All

☐ Practice
MTWRF - 6:00pm to 9:00pm
Fall 2023

Edit

☒ Lunch
MTWR - 12:00pm to 1:00pm
Fall 2023

Edit

Schedules

Generate Schedules

Shuffle

Advanced Options

View Schedules



Schedules

Class Padding: 15 minutes

Restore Default Scheduling Options

You can also build into your schedule option Class Padding. On the main screen you click "Advanced Options" and from the drop down menu you can select a minimum amount of time between classes in your schedule. To turn off the Class Padding you need to set the minutes back to "0 minutes".

Generating Schedules

Courses

+ Add Course

☐ Select All

AFST 1714

☐ Introduction to African American Studies

Sections

BIOL 1105

☐ Principles of Biology

Sections

COMM 1014

☐ Introduction to Communication

Sections

ENGL 1105

☐ First-Year Writing

Sections

ITDS 1114

☐ Design Appreciation

Sections

Restrictions

Breaks

+ Add Break

☐ Select All

Practice

☐ MTWRF - 6:00pm to 9:00pm Fall 2023

Edit

Lunch

☒ MTWR - 12:00pm to 1:00pm Fall 2023

Edit

Advanced Options

View Schedules

Generate Schedules

Shuffle

Click on the Cogwheel Icon next to Sections to find out more information about the specific course sections of these courses which you may want to use to select or deselect certain course sections.

Course Section Restrictions

Some course sections may be restricted to specific majors and minors (i.e. business majors only), class standing (i.e. sophomores, juniors) or in this example Biology and Microbiology majors cannot take these sections of BIOL 1105. If you do not meet the restrictions you will not be able to register for that class or section.

You can also uncheck or check the boxes on the left hand side of each section to include or exclude them when generating possible schedules.

[Build Schedule](#) [Shopping Cart \(1\)](#) [Current Schedule \(0\)](#) [Help](#) [Sign out](#)

BIOL 1105

Principles of Biology

Please select the classes you wish to include.

Included (8 of 8) [Advanced Filters](#)

<input checked="" type="checkbox"/>	CRN #	Subject	Course	Schedule Type	Instructor	Seats Open	Day(s) & Location(s)	Modality
<input checked="" type="checkbox"/>	81606 Restrictions	BIOL	1105	Lecture	Watkinson, Jonathan	280	TR 9:30am - 10:45am - GOODW 190	Face-to-Face Instruction
Section Restrictions: (May not be: Major Biological Sciences or Microbiology)								
<input checked="" type="checkbox"/>	81607 Restrictions	BIOL	1105	Lecture	Lipscomb, Mary V	280	TR 2:00pm - 3:15pm - GLCDB 64	Face-to-Face Instruction
Section Restrictions: (May not be: Major Biological Sciences or Microbiology)								
<input checked="" type="checkbox"/>	81608 Restrictions	BIOL	1105	Lecture	Rosenzweig, Michael S	280	MW 2:30pm - 3:45pm - GLCDB 64	Face-to-Face Instruction
Section Restrictions: (May not be: Major Biological Sciences or Microbiology)								
<input checked="" type="checkbox"/>	81609 Restrictions	BIOL	1105	Lecture	Hogan, Eric Phillip	280	TR 11:00am - 12:15pm - GOODW 190	Face-to-Face Instruction
Section Restrictions: (Must be: Major Biological Sciences or Microbiology)								

Generating Schedules

Courses

+ Add Course

☒ Select All

☒ AFST 1714
Introduction to African American Studies

Sections

☒ BIOL 1105
Principles of Biology

Sections

Restrictions

☒ COMM 1014
Introduction to Communication

Sections

☒ ENGL 1105
First-Year Writing

Sections

Restrictions

☒ ITDS 1114
Design Appreciation

Sections

Breaks

+ Add Break

☒ Select All

☒ Practice
MTWRF - 6:00pm to 9:00pm
Fall 2023

Edit

☒ Lunch
MTWR - 12:00pm to 1:00pm
Fall 2023

Edit

Schedules

Generate Schedules

Shuffle

Advanced Options

View Schedules

Once you add your desired courses and have filtered out certain course sections, make sure the desired courses and any breaks you want to be applied are selected (with the checkbox) and hit the “Generate Schedules” button.

Error Messages

Courses

+ Add Course

☒ Select All

☒ AFST 1714
Introduction to African American Studies

Sections

Sections

Info

Lock

Close

☒ BIOL 1105
Principles of Biology

Sections

Sections

Info

Lock

Close

☒ COMM 1014
Introduction to Communication

Sections

Sections

Info

Lock

Close

☒ ENGL 1105
First-Year Writing

Sections

Sections

Info

Lock

Close

☒ ITDS 1114
Design Appreciation

Sections

Sections

Info

Lock

Close

Breaks

+ Add Break

☒ Select All

☒ Practice
MTWRF - 6:00pm to 9:00pm
Fall 2023

Edit

Edit

Close

☒ Lunch
MTWR - 12:00pm to 1:00pm
Fall 2023

Edit

Edit

Close

Schedules

Advanced Options

View Schedules

Generate Schedules

Compare

Select at least two schedules to compare side by side

There are no schedules available for the selections you have made.

Detected Conflicts

All sections of COMM 1014 conflict with the break "Practice"

General Tips

Try removing a break or deselecting a course and click 'Generate' again.

TIP: If you are having trouble finding schedules, try the following steps:

1. Remove checkmarks from the course list.

2. Checkmark courses in order of preference one by one and click 'Generate Schedules' as you do this.

TIP: To see all options offered for a particular course, click the Sections button in the courses grid.

Helpful Hokie Hint: Hokie Scheduler will display error messages if there are unavoidable conflicts when you attempt to generate schedules.











Generated Schedules

 Compare		 Select at least two schedules to compare side by side	
View	1		<input type="checkbox"/> Lunch, 1714-AFST-80220, 1105-BIOL-81612, 1014-COMM-83132, 1105-ENGL-91578, 1114-ITDS-86796
View	2		<input type="checkbox"/> Lunch, 1714-AFST-80219, 1105-BIOL-81611, 1014-COMM-83132, 1105-ENGL-84862, 1114-ITDS-86796
View	3		<input type="checkbox"/> Lunch, 1714-AFST-80219, 1105-BIOL-81611, 1014-COMM-83132, 1105-ENGL-84860, 1114-ITDS-86796
View	4		<input type="checkbox"/> Lunch, 1714-AFST-80219, 1105-BIOL-81611, 1014-COMM-83132, 1105-ENGL-84859, 1114-ITDS-86796
View	5		<input type="checkbox"/> Lunch, 1714-AFST-80219, 1105-BIOL-81611, 1014-COMM-83132, 1105-ENGL-84857, 1114-ITDS-86796
View	6		<input type="checkbox"/> Lunch, 1714-AFST-80219, 1105-BIOL-81611, 1014-COMM-83132, 1105-ENGL-84856, 1114-ITDS-86796

After you have generated schedule options, you can view each generated schedule option by clicking on the blue “view” that is hyperlinked on the left hand side of screen.

















Viewing Potential Schedules

You are viewing a potential schedule only and you must still register.

	Status	CRN #	Subject	Course	Schedule Type	Seats Open	Day(s) & Location(s)	Campus	Credits
 	Not Enrolled	80220	AFST	1714	Virtual Campus Lecture	50	TR 3:30pm - 4:45pm - ONLINE	Virtual	3
 	Not Enrolled	81612	BIOL	1105	Lecture	230	MW 2:30pm - 3:45pm - GOODW 190	Blacksburg	3
 	Not Enrolled	83132	COMM	1014	Lecture	200	TR 5:00pm - 6:15pm - WHIT 300	Blacksburg	3
 	Not Enrolled	91578	ENGL	1105	Lecture	20	TR 8:00am - 9:15am - MCB 210	Blacksburg	3
 	Not Enrolled	86796	ITDS	1114	Virtual Campus Lecture	4500	ONLINE	Virtual	3
									15

You will be able to view the selected schedule as a concise schedule as well as a day by day view where the breaks you added are displayed. If you like particular sections of your desired courses, you can lock that section by clicking the padlock in the concise schedule view. This will then provide you with schedule options that only include that locked section.

Helpful Hokie Hint: online asynchronous classes will not display in the day by day view.

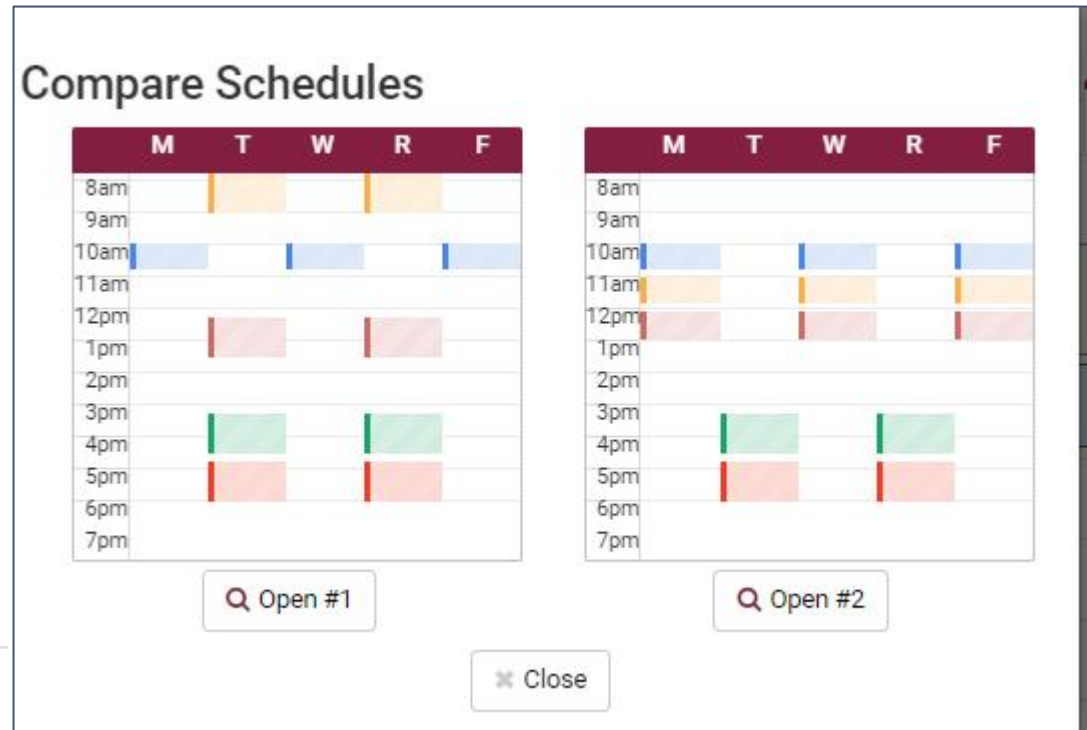
	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15		 ENGL-1105 MCB 210 Hobin, Andrew John 		 ENGL-1105 MCB 210 Hobin, Andrew John 	
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					
11:45					
12pm	Lunch	Lunch	Lunch	Lunch	
12:15					
12:30					
12:45					
1pm					
1:15					
1:30					
1:45					
2pm					
2:15					
2:30	 BIOL-1105 GOODW 190 Emori, Megan M 		 BIOL-1105 GOODW 190 Emori, Megan M 		
2:45					
3pm					
3:15		 AFST-1714 ONLINE Keatts, Quenton L 		 AFST-1714 ONLINE Keatts, Quenton L 	
3:30					
3:45					
4pm					
4:15					
4:30					
4:45					
5pm		 COMM-1014 WHIT 300 Howell, Buddy Wayne 		 COMM-1014 WHIT 300 Howell, Buddy Wayne 	
5:15					
5:30					
5:45					
6pm					
6:15					
6:30					
6:45					

Comparing Schedules



Compare Select at least two schedules to compare side by side #1 ✕ #2 ✕

View	1		<input checked="" type="checkbox"/>	Lunch, 1714-AFST-80220, 1105-BIOL-81612, 1014-COMM-83132, 1105-ENGL-91578, 1114-ITDS-86796
View	2		<input checked="" type="checkbox"/>	Lunch, 1714-AFST-80220, 1105-BIOL-81607, 1014-COMM-83132, 1105-ENGL-84912, 1114-ITDS-86796












You can also compare multiple schedules by clicking the checkbox on the main page for multiple schedules and click the maroon "Compare" button.

Saving Favorite Schedules

[< Back](#) [Print](#) [Email](#) [Send to Shopping Cart](#) 2. [♥](#) [Shuffle](#) 1. [Schedule 1 of 478](#) [➔](#)

You are viewing a potential schedule only and you must still register. [✕](#)

	Status	CRN #	Subject	Course	Schedule Type	Seats Open	Day(s) & Location(s)	Campus	Credits
  	Not Enrolled	80220	AFST	1714	Virtual Campus Lecture	50	TR 3:30pm - 4:45pm - ONLINE	Virtual	3
  	Not Enrolled	81612	BIOL	1105	Lecture	230	MW 2:30pm - 3:45pm - GOODW 190	Blacksburg	3
Restrictions									
  	Not Enrolled	83132	COMM	1014	Lecture	200	TR 5:00pm - 6:15pm - WHIT 300	Blacksburg	3

From the schedule you are viewing you can 1. use the arrow on the top right of the schedule to scroll through all the schedule options. 2. click the heart icon to save a schedule and 3. name the hearted schedule. This step is not required.

Helpful Hokie Hint: Please note that if you favorite a schedule that does not register you for those classes, you will still have to continue with the next steps we are about to review.

3.

1495	CLA	2444	Lecture	200	...
------	-----	------	---------	-----	-----

What name would you like to give this Schedule?

[Cancel](#) [OK](#)

1	2	3	4	5	6	7	8	9	10	11	12	13	14
---	---	---	---	---	---	---	---	---	----	----	----	----	----

Registering for Courses



[Back](#) [Print](#) [Email](#) [Send to Shopping Cart](#) [Heart](#) [Shuffle](#) [Schedule 1 of 478](#)

You are viewing a potential schedule only and you must still register.

	Status	CRN #	Subject	Course	Schedule Type	Seats Open	Day(s) & Location(s)	Campus	Credits
	Not Enrolled	80220	AFST	1714	Virtual Campus Lecture	50	TR 3:30pm - 4:45pm - ONLINE	Virtual	3
	Not Enrolled	81612	BIOL	1105	Lecture	230	MW 2:30pm - 3:45pm - GOODW 190	Blacksburg	3
	Not Enrolled	83132	COMM	1014	Lecture	200	TR 5:00pm - 6:15pm - WHIT 300	Blacksburg	3
	Not Enrolled	91578	ENGL	1105	Lecture	20	TR 8:00am - 9:15am - MCB 210	Blacksburg	3
	Not Enrolled	86796	ITDS	1114	Virtual Campus Lecture	4500	ONLINE	Virtual	3
									15

Once you have selected your desired schedule, click “Send to Shopping Cart”.

Registering for Courses



[Build Schedule](#) [Shopping Cart \(5\)](#) [Current Schedule \(0\)](#) [Help](#) [Sign out](#)

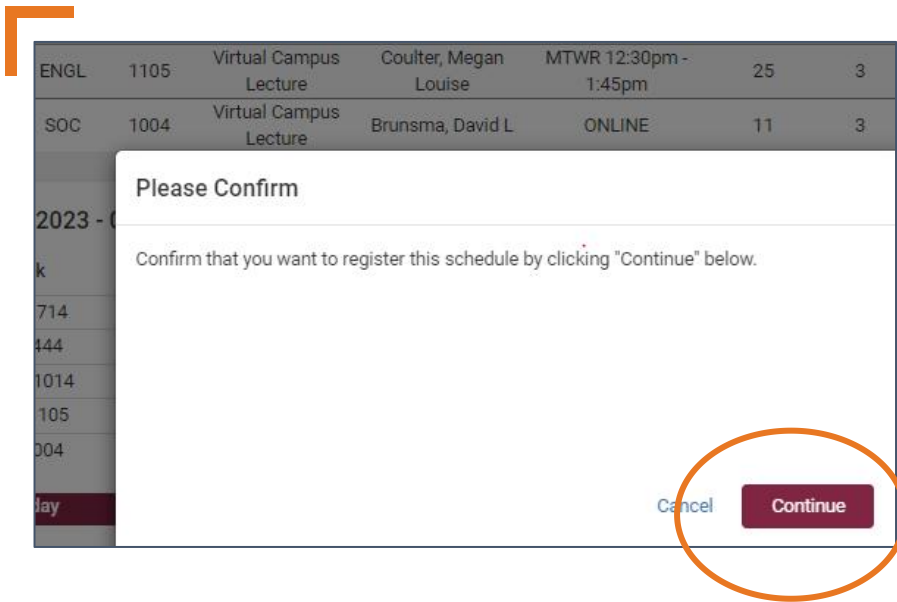
Shopping Cart for Fall 2023

[Email](#) [Edit Cart](#) [Print](#) [Register](#)

CRN #	Subject	Course	Schedule Type	Instructor	Day(s) & Location(s)	Seats Open
Show Info 80220	AFST	1714	Virtual Campus Lecture	Keatts, Quenton L	TR 3:30pm - 4:45pm - ONLINE	50
Info 81612	BIOL	1105	Lecture	Emori, Megan M	MW 2:30pm - 3:45pm - GOODW 190	230
Restrictions						
Info 83132	COMM	1014	Lecture	Howell, Buddy Wayne	TR 5:00pm - 6:15pm - WHIT 300	200
Info 91578	ENGL	1105	Lecture	Hobin, Andrew John	TR 8:00am - 9:15am - MCB 210	20
Info 86796	ITDS	1114	Virtual Campus Lecture	Tew, Gregory	ONLINE	4500

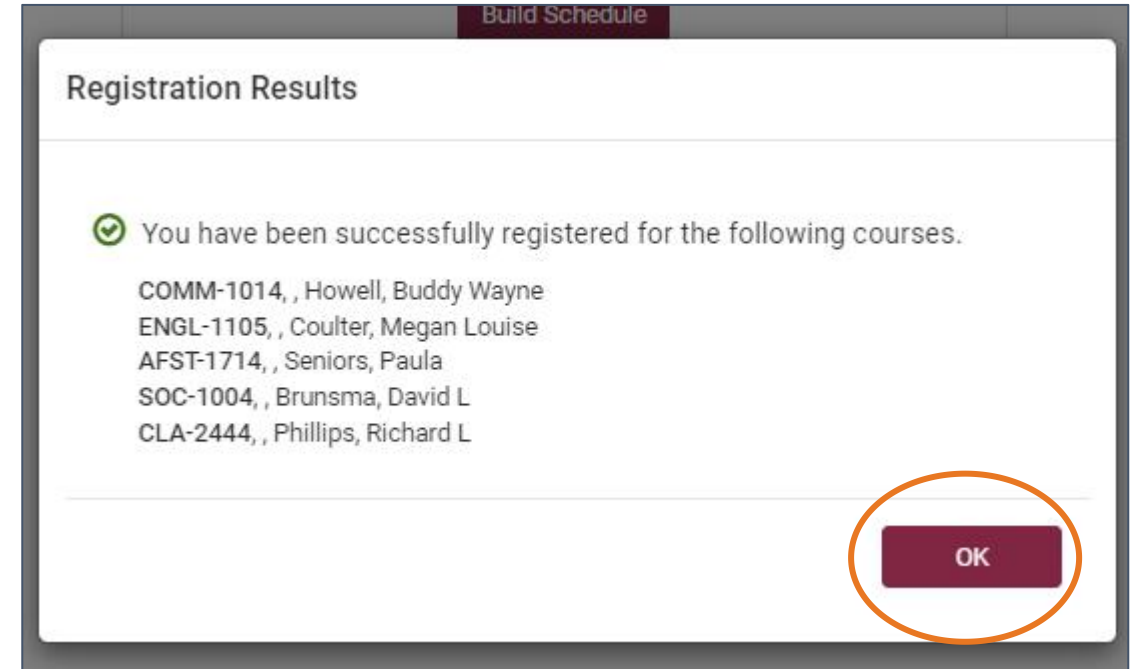
During Add/Drop, You will then want to click the “Shopping Cart” tab on the tool bar at the top to view the courses and schedule you sent to the Shopping Cart. You will be able to click the “Register” button and confirm the classes. During Course Request you will not be able to click the “Shopping Cart” but rather will need to input the CRNs of your desired schedule into Course Request within HokieSpa.

Registering for Courses



A screenshot of a web application showing a course registration confirmation dialog. The dialog is titled "Please Confirm" and contains the text "Confirm that you want to register this schedule by clicking 'Continue' below." At the bottom right of the dialog, there are two buttons: "Cancel" and "Continue". The "Continue" button is highlighted with an orange circle. In the background, a table of courses is visible.

COURSE	SECTION	MODE	INSTRUCTOR	SCHEDULE	CREDITS	STATUS
ENGL	1105	Virtual Campus Lecture	Coulter, Megan Louise	MTWR 12:30pm - 1:45pm	25	3
SOC	1004	Virtual Campus Lecture	Brunsma, David L	ONLINE	11	3



A screenshot of a web application showing a registration results confirmation dialog. The dialog is titled "Registration Results" and contains a green checkmark icon followed by the text "You have been successfully registered for the following courses." Below this text, a list of courses is displayed: COMM-1014, , Howell, Buddy Wayne; ENGL-1105, , Coulter, Megan Louise; AFST-1714, , Seniors, Paula; SOC-1004, , Brunnsma, David L; and CLA-2444, , Phillips, Richard L. At the bottom right of the dialog, there is an "OK" button, which is highlighted with an orange circle.

After you hit the Register button from the Shopping Cart, you will select the "Continue" button. You will then review the Registration Results and select the "OK" button.











Current Schedule



[Build Schedule](#) [Shopping Cart \(0\)](#) **Current Schedule (5)** [Help](#) [Sign out](#)

My Current Schedule for Summer 2023

[Email](#) [Edit or Drop Classes](#) [Print](#)

	CRN #	Status	Subject	Course	Schedule Type	Instructor	Day(s) & Location(s)	Credits	Campus	Modality
 	60115	Enrolled	AFST	1714	Virtual Campus Lecture	Seniors, Paula	ONLINE	3	Virtual	
 	64528	Enrolled	CLA	2444	Virtual Campus Lecture	Phillips, Richard L	ONLINE	3	Virtual	
 	60821	Enrolled	COMM	1014	Virtual Campus Lecture	Howell, Buddy Wayne	ONLINE	3	Virtual	
 	64808	Enrolled	ENGL	1105	Virtual Campus Lecture	Coulter, Megan Louise	MTWR 12:30pm - 1:45pm	3	Virtual	Online with Synchronous Mtgs.
 	64762	Enrolled	SOC	1004	Virtual Campus Lecture	Brunsma, David L	ONLINE	3	Virtual	
								15		

Your schedule of classes that you successfully registered for will then display on the “Current Schedule” tab. You can use the “Edit or Drop Classes” to make additional add/drop schedule changes if necessary.

Thank you!



That about sums it up, thanks for joining us on this video about understanding Hokie Scheduler. Good luck on your semester- and as always, go Hokies!