Hello Hokie! There are some classes that require you to register for both a Lecture section and a zero-credit Lab section for the same course, such as CS 1114. This training will explain how to add these courses in Hokie Scheduler. The example class we will use for this training is PHYS 2305 Foundation of Physics. This training is intended to be used after you have completed the general Hokie Scheduler Video Tutorial.
Add Course

After you have logged into Hokie Scheduler following the steps in the general Hokie Scheduler Video Tutorial, click the “Add Course” button from the main page. Next select the applicable Subject and Course number and click “Add Course” and then click “Done”.

Helpful Hokie Hint: You can follow these steps at the same time you are adding other classes to your schedule. Additionally, this training will show you how to add the Lecture first and then the Lab, but you can also do the reverse and add the Lab first and Lecture second if you prefer.
After you have added the course, you will then want to review and select Lecture sections/CRNs for the course. Start by clicking on the Cogwheel Icon to view Sections. A CRN is a unique 5-digit number assigned to a specific class section. We will refer to a specific class section simply as “CRN” for the rest of this tutorial.
This sections page is where you can review all of the Lecture and Lab CRNs offered for the course.

Whether a given CRN is a Lecture or a Lab is displayed in the “Schedule Type” column. Another indicator is that the Lecture will show credit hours greater than zero and Labs will show zero credits in the “Credits” column.

Helpful Hokie Hint: Be sure to check that you meet any restrictions that may apply to certain CRNs as well.

Using the checkboxes on the left, select any Lecture CRNs that you want included when you generate possible schedules (with open seats and for which you meet any restrictions).
Lecture CRN Selection

Once you have selected the Lecture CRNs to be included as possible options for your schedule - make sure these are the only CRNs checked in the checkboxes on the left and hit the “Save & Close” button at the bottom of the page. This will direct you back to the main page where you can see all of the courses in the “Courses” section of the page.

Helpful Hokie Hint: At any point, you can go back and edit your CRN selections by clicking the Cogwheel icon from the main page.
Generate Schedules

Now that you have selected specific Lecture CRNs, it is time to view possible schedules. Make sure any desired courses are selected (in the checkboxes on the left), and hit the “Generate Schedules” button.

Helpful Hokie Hint: Remember you can generate schedules with other courses you want to register for at this time as well.
After you have generated schedules, you can review each option individually or compare multiple schedules, and save your favorite schedule by following the steps provided in the general Hokie Scheduler Video Tutorial.
Once you have selected your final desired schedule, click “Send to Shopping Cart”.

Registering for Courses

Potential Schedule for Fall 2023

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Schedule Type</th>
<th>Seats Open</th>
<th>Day(s) &amp; Location(s)</th>
<th>Campus</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>80066</td>
<td>AAEC</td>
<td>2104</td>
<td>Lecture</td>
<td>600</td>
<td>MWF 9:05am - 9:55am - SQUIR COLNL</td>
<td>Blacksburg</td>
<td>3</td>
</tr>
<tr>
<td>Not Enrolled</td>
<td>86796</td>
<td>ITDS</td>
<td>1114</td>
<td>Virtual Campus Lecture</td>
<td>4500</td>
<td>ONLINE</td>
<td>Virtual</td>
<td>3</td>
</tr>
<tr>
<td>Not Enrolled</td>
<td>88833</td>
<td>PHYS</td>
<td>2305</td>
<td>Lecture</td>
<td>40</td>
<td>MW 5:30pm - 6:45pm - HAHN N 130 F 8:00am - 8:50am - ROB 101</td>
<td>Blacksburg</td>
<td>4</td>
</tr>
</tbody>
</table>

You are viewing a potential schedule only and you must still register.
Once your schedule has been saved in your Shopping Cart, you will then need to click on the “Register” button when it is your time to register (Add/Drop is open). This is a great time to double check there are still seats available in a section.

**Helpful Hokie Hint:** During the Course Request period, you can enter any CRNs from your favorite schedule or that you have sent to the “Shopping Cart” directly into the Course Request system in the Hokie SPA since you will not be able to complete the Registration steps while Add/Drop is not open.
After you click “Register”, you will then need to click on the “Continue” button. Next, review any “Registration Results” messages and click the “OK” button.

Helpful Hokie Hint: Make sure to review the Registration Results messages carefully and address any issues if needed and make sure you have successfully registered.
After you have successfully registered for classes including the Lecture CRN, you can see your schedule. It is now time to add the zero-credit hour Lab CRN. Click on the “Build Schedule” tab at the top of the page. This will navigate you back to the main page where you can see all of the original courses you added.
Next, as you did before, click on the Cogwheel Icon for the Lecture/Lab course to view all sections of the course again.
Select Lab CRNs

Using the same method as before, now you will want to select desired Lab CRNs.

Using the checkboxes on the left, unselect all Lecture CRNs and then check desired Lab CRNs. Remember you can tell which CRNs are Labs based on the display in the “Schedule Type” column (and zero in the “Credits” Column).

Hit the “Save & Close “ button at the bottom of the page when you are done.

Helpful Hokie Hint: Remember to check for restrictions that may apply to certain Lab CRNs as well.
Generate Schedules with Lab CRN

Now that you have selected specific Lab CRNs, you have been redirected back to the main page. In the “Courses” section of the page, check the box on the left to select your desired Lab Course. Next, in the “Current Schedule” section of the page, uncheck the box on the left for the Lecture CRN for which you are currently registered.
Generate Schedules with Lab CRN

When you uncheck the box for the Lecture CRN in your “Current Schedule”, Hokie Scheduler will display a warning which is okay in this specific scenario. Click the “OK” button.
Generate Schedules with Lab CRN

Next, click the "Generate Schedules" button. Using the same method as before, you can view and compare schedules.

Helpful Hokie Hint: If you attempt to generate schedules with the course checked in the "Courses" section and in the "Current Schedule" section, Hokie Scheduler will display a warning as displayed here reminding you that you need to do this step.

It is also a good idea to double check the Lab CRNs options do not have time conflicts with your current schedule.
Registering for Lab CRN

After you have identified your desired schedule, you will follow the same steps as before by sending the schedule to your “Shopping Cart”. Then, “Register” for the Lab CRN. Follow the registration prompts and then review any “Registration Result” messages and address if needed.

Helpful Hokie Hint: Only the Lab CRN will move into the Shopping Cart at this point.
You did it!

Now you have successfully registered for both the Lecture CRN and the Lab CRN and will be able to see both in your “Current Schedule”.

But wait - there's more...

After you have registered for the Lecture CRN, if you identify a single Lab CRN that you want to register for (that has open seats, that does not have time conflicts with your current classes, and that you meet restrictions for), there is an alternate method you may wish to use that has similar steps but is a bit easier.
1. After you have registered for the Lecture CRN, from the “Current Schedule” tab, click on the “Build Schedule” tab at the top which will take you back to the main page.

2. Remove the course from the “Courses” section by using the “X” enclosed in a circle and hit the “OK” button when Hokie Scheduler displays “Remove this course?” message.
Optional alternate method if using only one Lab CRN

3. Click the “Add Course” button.

4. On the “By CRN” tab, type the Lab CRN in the box next to CRN # and click “Add Course” and then “Done”. 
Optional alternate method if using only one Lab CRN

5. In the “Courses” portion of the main page, select the course by the checkbox on the left.

6. In the “Current Schedule” portion of the main page, deselect the course by unclicking the checkbox on the left.
7. Click "Generate Schedules" and click "View" to review the one generated schedule.

8. Click "Send to Shopping Cart".
9. Click “Register” and follow the registration prompts. As you did before, review any “Registration Result” messages and address if needed.

Helpful Hokie Hint: Remember that during Course Request, you can enter CRNs for both Lectures and Labs directly into that system in the Hokie SPA since you will not be able to complete the Registration steps while Add/Drop is not open.
10. Now you are registered for both the Lecture and the Lab CRNs which are displayed on your "Current Schedule".
Thank you!

Thanks for joining us in learning how to add courses with separate Lecture/Lab CRNs in Hokie Scheduler. Have a great semester - and as always, Go Hokies!