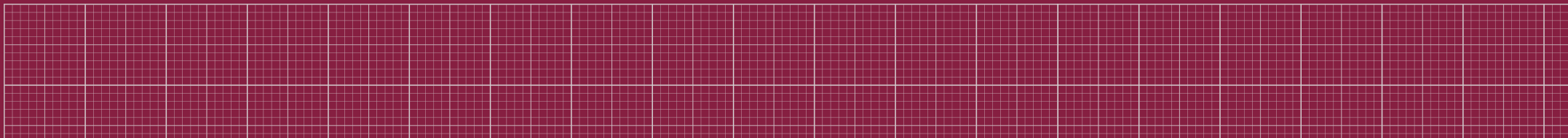




Pre-Registration Tutorial

OFFICE OF THE UNIVERSITY REGISTRAR



Registration

What would you like to do?



[Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.



[\[Drop/Add\] Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.



[Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



[View Registration Information](#)

View your past schedules and your ungraded classes.



[Browse Course Catalog](#)

Look up basic course information like subject, course and description.

- The University's pre-registration requirements screen within the registration module was updated and now requires you to update/confirm all requirements **EACH TERM** you register.
- Click the "Prepare for Registration" button to begin this confirmation process.

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration

Winter 2021

Continue

- Once “Prepare for Registration” is launched, choose the term in which you wish to register/need to confirm your registration requirements.
- Click Continue.

[Student](#) • [Registration](#) • [Select a Term](#) • Prepare for Registration

Prepare for Registration

Registration Status

Update Student Term Data

Registration Status

Term: Winter 2021

! [Virginia Tech Registration Requirements Need Attention](#)

✓ Your Student Status permits registration.

✓ Your academic status permits registration.

✓ You have no holds which prevent registration.

i Your class standing for registration purposes is Freshman

Primary Curriculum

Level: Undergraduate

College: Interdisciplinary

Degree: Undeclared Degree

Campus: Blacksburg

Catalog Term: Fall 2014

Admit Term: Fall 2014

Admit Type: UG Regular Freshman Applicant

Major: University Studies

- Next, you will see that there are registration requirements that need attention, which is indicated by the statement highlighted in red and noted with an exclamation mark.
- Click “Virginia Tech Registration Requirements Need Attention”.

Student Requirements

Virginia Tech requires annually the collection of specific demographic data for each student: emergency contact entry or emergency contact confirmation, mailing address, annual self disclosure of arrests/convictions confirmation, and VT Alerts Opt In or Opt Out action. You will be prohibited from registration until the information is provided. Registration Holds may also prohibit your registration. When a hold exists, the information specific to the hold(s) will appear on this page. Check with the specific university office regarding the steps for removal of the registration hold. Also, the university provides a web FERPA disclosure form for your use in authorizing information for third parties. You may access this form via this page.



Term Registration Confirmation - NEEDS ATTENTION

Read and Confirm

Action : [Confirm Term Registration](#)



Local Mailing Address - Requirement Met

You must provide a local mailing address (Blacksburg and surrounding area). *Be sure to choose the **MAILING ADDRESS** on the address page.*

Action : [Update MAILING Address](#)



Emergency Contact Confirmed - Requirement Met

You must confirm this information each academic year.

Action : [Confirm Emergency Contact Address](#)



FERPA Release - Not Required

- Once “Student Requirements” is launched, you will need to act on any items that have a red triangle with an exclamation point beside them.
- After all requirements have been met, a “Term Registration Confirmation” item will appear.
- Note: You will not see the “Term Registration Confirmation-NEEDS ATTENTION” box unless you have met all other registration requirements listed, which are indicated by a green box with a check mark.
- Click “Confirm Term Registration”.

Student Requirements

Virginia Tech requires annually the collection of specific demographic data for each student: emergency contact entry or emergency contact confirmation, mailing address, annual self disclosure of arrests/convictions confirmation, and VT Alerts Opt In or Opt Out action. You will be prohibited from registration until the information is provided. Registration Holds may also prohibit your registration. When a hold exists, the information specific to the hold(s) will appear on this page. Check with the specific university office regarding the steps for removal of the registration hold. Also, the university provides a web FERPA disclosure form for your use in authorizing information for third parties. You may access this form via this page.



Term Registration Confirmation - NEEDS ATTENTION

Read and Confirm

Action : [Confirm Term Registration](#) ▼

Term Registration Confirmation

I confirm that all the information I have provided below is accurate and complete.

Confirm

- Once “Confirm Term Registration” is pulled down, read the term registration confirmation statement.
- Click the “Confirm” button.

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- Once you clicked “Confirm” you successfully completed and confirmed your student pre-registration requirements.
- You can now register for, add, or drop classes for the appropriate term, assuming you have no holds on your account.
- Remember you will need to repeat this process for **EVERY** term you intend to register.
- Contact the Office of the University Registrar if you have any questions.