



NEED TO MAKE CHANGES TO YOUR FALL SCHEDULE?

NOTE: The University Academic Advising Center (UAAC) has assisted you in developing an appropriate schedule for fall semester. However, you can make changes to your schedule at home based on advisor comments noted on the form you were given at Orientation. Any other changes are made **at your own risk!**

Instructions: To make changes to your schedule, please access the following web address: <http://www.uaac.vt.edu>

- In the top left corner, click on “*Hokie Spa*.”
- Enter your PID and password, and click on “login.”
- Click on “*Hokie Spa*”
- Click on “Registration and Schedule”
- Enter Emergency Contact information if you have not already done so (if your information does not update, log out of *Hokie Spa* and log back in)
- Click “Drop/Add” in the column next to Fall 2009
- On the “Add Classes Worksheet,” enter the appropriate CRN numbers from the online *Timetable* for each course to be added.
- To drop a course already on your schedule, choose “yes” in the drop-down box beside the course you wish to drop.
- Click “Submit Changes”
- Print out a copy of your class schedule upon completion.

TIPS:

- To **change sections of a course**, do not drop the one already on your schedule until you are sure there are seats available in the section you wish to add.
- To **replace a course on your schedule with a different course**, add the new course before dropping the one you already have.

If you have problems with accessing *Hokie Spa* or using your PID call 231-4357 for help.