Change of Major: Getting Started

Office of the University Registrar
Login to Hokie Spa

- Go to Hokie Spa

Welcome to the Virginia Tech Student, Faculty, Employee and Alumni Information Gateway

Please enter your PID and password. You will be prompted to login with 2-factor authentication.*

- Enter your PID and password

Username: PID or Guest ID
Password: 
I forgot my username or password.
Login

*You will be prompted to login with 2-factor*
• Once you log into Hokie Spa, select **Change of Major Application (Undergraduate)** at the top of the menu.
• Once you have selected Change of Major Application, you will see your academic information listed at the top. Underneath “Major Change Information,” select if transfer credit is pending so that can be considered with your request to change majors.
• You can select from the drop-down list of majors your desired new major.
Change of Major Cont’d

• If your desired major is restricted, you will see the minimum requirements to transfer into the major.
  – If applicable, you must also select a concentration/option.
Change of Major Cont’d

- After the major request is submitted, you will see a confirmation message at the top and the bottom right of the page (see arrows).
- Engineering is the only major that will allow you to request up to three major options. If you are requesting any other major, you will only be able to select one.
• In this scenario, a student is opting to request a transfer to an engineering major.
Change of Major Cont’d

- The major’s minimum requirements will appear. You must click the “Request Major Change” button to submit your request.
• Your major change request was successfully submitted (see circles). You will receive an email confirmation as well with details about when you should expect to hear if you will be able to move into your requested major.
Change of Major Cont’d

- As previously noted, if you request an engineering major, you may select up to three engineering major options by completing the same process.
Important Reminders

• With the common change of major process, you will only be able to request a change of your primary major three times per year.

• When a change of major period opens, be sure to request your new primary major through the process outlined above.

• The closing date for accepting change of major applications will depend on whether or not your requested major is restricted.

• Please contact your Academic Advisor should you have any questions or concerns regarding changing your major.