

DEPARTMENT OF BIOLOGICAL SCIENCES ORIENTATION CHECKLIST

CONFIRM TECHNOLOGY SET UP

CREATE your VT Username (PID)

Complete this 24 hours *before* attempting the remainder of this checklist

<https://onboard.it.vt.edu>

ENROLL in the 2-Factor Authentication with Duo

Complete this 24 hours *before* attempting the remainder of this checklist

<http://www.tech.it.vt.edu/2factor>

DOWNLOAD the DUO Mobile App on your personal smartphone and enroll the device

https://vt4help.service-now.com/kb_view_customer.do?sysparm_article=KB0010700#installduomobile

ADD your VT email to the personal smartphone that you will be bringing to orientation

ACCESS and READ your VT Gmail Daily

BIOLOGICAL SCIENCES ACTION ITEMS

COMPLETE the Biological Sciences Orientation Advising Survey (Google Form) *Complete BEFORE appointment*

- You must be logged into your Virginia Tech google account to complete the form
- Students Admitted to Biological Sciences and Microbiology: <https://docs.google.com/forms/d/15xpF>
 - Enter credit earned
 - Enter your preferred General Education Pathway courses you wish to take
 - Use your [College of Science Pre-Orientation Checklist worksheet](#) to enter this information!

BOOKMARK Department of Biological Sciences website <https://www.biol.vt.edu>

PREPARE for Class Registration

Complete at least 2 days before scheduled advising appointment

<http://www.hokiespa.vt.edu>

- Click Hokie Spa
- Click Registration (Add/Drop) and Schedule
- Click on Prepare for Registration
- Update: Emergency Contact Address, Emergency Contact Confirmed, FERPA Release, VT Alerts, Self-Disclosure of Arrest/Conviction, and Student Financial Responsibility
- A new student hold will remain on your account until you attend orientation and you may have to wait to update your local mailing address at a later time.

SCHEDULE a one-on-one advising appointment.

Appointments available June 14-July 30. Appointments are virtual via Zoom. Your appointment will be with an Academic Advisor from the Bioadvising Team. During this meeting you will complete your fall schedule - don't forget to bring any unofficial transcripts and/credit scores to your appointment.

[Schedule Appointment on Navigate](#)

If you are an individual with a disability and desire an accommodation, please contact the Bioadvising Team at 540-231-6407 or bioadvising@vt.edu during regular business hours at least 10 days before the appointment.

COLLEGE OF SCIENCE ACTION ITEMS

BOOKMARK the College of Science website

<https://www.science.vt.edu>

READ the College of Science Orientation website <https://www.science.vt.edu/resources/orientation.html#1>

COMPLETE the College of Science Pre-Orientation Checklist <https://tinyurl.com/2h6h6t5t>

READ the Advising Handbook

DOWNLOAD the free [Adobe Reader program](#). Adobe Reader program must be installed on your computer to view documents marked PDF.

UNIVERSITY ACTION ITEMS

SIGN UP for orientation

You will receive an email invitation with a link to register for New Student Orientation.

COMPLETE the Free Application for Federal Student Aid (FAFSA) if you wish to apply for financial aid

<http://www.finaid.vt.edu>

COMPLETE and SUBMIT the immunization history form

http://www.healthcenter.vt.edu/new_student/required_immunizations.html

COMPLETE Family Educational Rights and Privacy Act ([FERPA](#)) authorization

FERPA requires you to authorize the university prior to release of any academic record information to a third party.

Creation of a FERPA passcode in Hokie Spa allows you to approve disclosure of your academic record information. We encourage you to create a FERPA passcode for Self as well as your parents(s) and/or guardian(s).

To create a FERPA passcode for Self

Go to Hokie Spa, FERPA

Enter your first name and last name

Answer the question regarding tax dependency

Enter an 8-character alphanumeric passcode

Click the Add/Delete Record button

TRANSCRIPTS AND EXPECTED CREDITS

SEND your official transcript (highschool and other institutions as needed) to the Office of Undergraduate Admissions once you have final grades

- Office of Undergraduate Admissions, 925 Prices Fork Road, Blacksburg, VA 24061

SEND all Advanced Placement (AP), International Baccalaureate (IB), College-Level Examination Program (CLEP), and Cambridge scores to Virginia Tech's Office of the University Registrar

- Virginia Tech Registrar (0134), Student Services Bldg, Suite 250, 800 Washington Street, Blacksburg, VA 24061
- If you took exams in multiple years, request that your entire score report be sent.

LOOKUP how courses may transfer to Virginia Tech

- AP, IB, CLEP, Cambridge: <https://registrar.vt.edu/Advanced-Standing-Transferable-Credit.html>
- Transfer or Dual Enrollment from other colleges https://banweb.banner.vt.edu/ssb/prod/hzsktgid.P_DispanTranGuide

VERIFY receipt of AP, IB, CLEP, Cambridge, transfer credits on Hokie Spa (continuously review)

<http://www.hokiespa.vt.edu>

- Click Hokie Spa
- Click Grades Menu
- Click Transfer and Other Additional Credits