



Commonwealth Graduate Engineering Program Quick Reference Guide

CGEP Applications & Deadlines

- Prospective degree-seeking students:
Please visit the appropriate department website for the most accurate application information. VT departments participating in CGEP are listed at: http://www.eng.vt.edu/cgep/program_offerings.php.
- Prospective non-degree seeking students:
Please visit: <http://www.iddl.vt.edu/VTO/gradmit/>. In the center of the screen, please complete either the "Commonwealth Campus Application" or the "Expedited Application." Consult the appropriate deadlines below to determine the correct application to complete.

NOTE: CGEP students can waive the Commonwealth Campus Application fee by recording "VTG_CGEP" along with the student's initials in the "Office Use Only" box on the supplemental (last) page of the application. To waive the Expedited Application fee, please include a memo stating you are applying to the CGEP program when submitting the form to the VT Graduate School.

- Current CGEP students from another CGEP consortia university interested in a VT course:
Please complete the "Application for Visiting Graduate Student" at <http://www.grads.vt.edu/forms/index.html>.

NOTE: CGEP students currently enrolled at another CGEP consortia university can waive the application fee by recording on the application that they are a CGEP student.

Other critical CGEP-relevant details can be found on the CGEP website by clicking on "[Prospective Students](#)" and "[Distance Learning Orientation](#)." Make sure to visit "[More about Admissions and Registration](#)."

Civil & Environmental Engineering

Fall

Graduate degree application: January 15

*Commonwealth Campus application: June 30

*Expedited & Visiting Graduate Student application: August 22

Spring

Graduate degree application: September 15

*Commonwealth Campus application: December 1

* Expedited & Visiting Graduate Student application: January 16

Electrical & Computer Engineering

Fall

Graduate degree application: December 31

*Commonwealth Campus application: June 30

* Expedited & Visiting Graduate Student application: August 22

Spring

Graduate degree application: October 1

*Commonwealth Campus application: December 1

* Expedited & Visiting Graduate Student application: January 16

Industrial & Systems Engineering

Fall

Graduate degree application: January 26; financial aid consideration deadline is January 15

*Commonwealth Campus application: June 30

* Expedited & Visiting Graduate Student application: August 22

Spring

Graduate degree application: "We do not encourage applications for spring admission." --ISE Department website

<http://www.ise.vt.edu/graduate/faq.php>

*Commonwealth Campus application: December 1

* Expedited & Visiting Graduate Student application: January 16

**NOTE: Commonwealth Campus applications are limited to 12 credit hours.*

**NOTE: Expedited applications are limited to one semester up to six credit hours.*

CGEP Class Registration

Spring 2009 registration begins 12/01/08 and ends 01/26/09. Please visit

http://www.registrar.vt.edu/registration/spring09_calendar.php for more information.

1. Go to "Hokie SPA" at: https://banweb.banner.vt.edu/ssb/prod/twbkwbis.P_WWWLogin
2. Generate your PID by following the directions found under the "New Students" hyperlink: http://www.computing.vt.edu/accounts_and_access/pid/index.html
3. Login to [Hokie SPA](#) with your PID and password
4. Click on the "Hokie Spa" link
5. Click on "Registration & Schedule" to add a class to your schedule for the upcoming semester
6. Determine your "CRN" (course registration number) by clicking on the "Timetable of Classes" and selecting the appropriate Campus, Term, and Subject area. Determine your campus location by visiting the Receive site contact information sheet at: http://www.eng.vt.edu/cgep/docs/site_coordinator_contact.pdf
7. Once the form is complete, click "FIND class sections." CRNs are listed in the first column of the generated list that appears in the bottom half of the screen. **Make sure to record the correct CRN.** In a new browser window, you can confirm this information by visiting http://www.eng.vt.edu/cgep/crn_coversheet.php.
8. Return to the Hokie SPA "Registration" page using your browser's back button in the VT Timetable window and click on "Drop/Add Classes."
9. Select the appropriate term from the drop down menu that appears on the screen.
10. At the bottom of the drop/add form, fill in the CRN box with the CRN you recorded from step 6.
11. Once you submit your request, you should see your desired class added in the center-screen schedule.