

# New Student Information

Unofficial info for new CEE Graduate Students

Sarah Martin, Graduate Student Coordinator - [shmartin@vt.edu](mailto:shmartin@vt.edu)

Updated 2/21/25

# Topics

- Assistantship offers/accepting offer of admission
- VT ID number
- PID/email
- Hokie Passport
- HokieSpa/OneCampus
- Graduate academic advisors
- Registration
- Bursar
- Graduate School
- Cranwell International Center
- CEE Department
- Health Insurance
- Immunizations
- Hokie Passport
- Housing
- Summary



# Assistantship offers/accepting offer of admission

- Admission decisions and funding decisions for CEE are SEPARATE decisions. If you are admitted you may be considered for funding. Each program area makes their own decisions about funding. If you are receiving a funding offer, a faculty member will send you an email with the offer. The first round offers for a fall semester may begin as early as mid-February and continue through the beginning of April. The universal decision date for first round (fall) offers is April 15 of each year. Other universities should not ask you to decide prior to that date. If that date comes and you do not have an offer from CEE, you will have to make your decision based on what you know at the time. If program areas are able, second round offers come out after April 15. There is not a separate application for funding consideration. Faculty will review accepted applicants for funding offers.



# Assistantship offers/accepting offer of admission, cont.

- IF you received a funding offer, then you must notify the department of your decision by the date given in the offer (will not be before April 15). IF you have not been given a funding offer, then you may inform the department as late as July 15 about your decision about attending.

# VT ID number

- 9 digits and begins with a 9
- Can be found in the admission letter from the Graduate School
- In email and forms, only use the last 4 digits (xxxxx1111)
- You will use this number to set up your PID/Email, and will use this number throughout your time at VT



# VT PID

- VT uses Microsoft Exchange/Outlook for email (do not attempt to use Gmail anymore - VT no longer supports Gmail for student email addresses)

# HokieSpa and OneCampus

- HokieSpa:

- <https://hokiespa.vt.edu/>
- Register for class
- View/Pay Bill
- View/Change mailing address and contact information

Check HokieSpa and OneCampus for any action you need to complete or information you need to find

- OneCampus:

- <https://onecampus.vt.edu/>
- Many of the functions of HokieSpa, plus:
  - Change passwords
  - Links to Zoom, Graduate Assistantship Contract System, Canvas
  - Set up 2Factor Authentication



# Graduate Academic Advisors

- Will be assigned by program area close to the start of the semester and will be communicated to you by the administrative staff member of the program area
- If you are on a GRA, your assistantship supervisor will likely be your academic advisor as well
- You can choose to register for class and review with your academic advisor before the semester begins, OR wait to meet with your academic advisor and then register. Follow any instructions from your program area.



# Registration

- Look at Registrar's website for Drop/Add dates:  
<https://www.registrar.vt.edu/dates-deadlines/Drop-Add.html>
- Check your program area's scheduling guide to determine what classes to take:
  - CEM - [https://cem.cee.vt.edu/content/dam/cem\\_cee\\_vt\\_edu/files/MS-VCEMP\\_CheckSheet\\_2023-24.pdf](https://cem.cee.vt.edu/content/dam/cem_cee_vt_edu/files/MS-VCEMP_CheckSheet_2023-24.pdf)
  - EWR - MS [https://ewr.cee.vt.edu/content/dam/ewr\\_cee\\_vt\\_edu/files/MS\\_degree\\_requirements.pdf](https://ewr.cee.vt.edu/content/dam/ewr_cee_vt_edu/files/MS_degree_requirements.pdf) and PhD [https://ewr.cee.vt.edu/content/dam/ewr\\_cee\\_vt\\_edu/files/PhD\\_degree\\_requirements.pdf](https://ewr.cee.vt.edu/content/dam/ewr_cee_vt_edu/files/PhD_degree_requirements.pdf)
  - GEOT - <https://geot.cee.vt.edu/academics.html>
  - SEM - [https://sem.cee.vt.edu/content/dam/sem\\_cee\\_vt\\_edu/files/Information-for-New-Graduate-Students.pdf](https://sem.cee.vt.edu/content/dam/sem_cee_vt_edu/files/Information-for-New-Graduate-Students.pdf)
  - SLD - [https://sld.cee.vt.edu/about\\_sld/CurrentStudents.html](https://sld.cee.vt.edu/about_sld/CurrentStudents.html)
  - TISE - [https://tise.cee.vt.edu/content/dam/tise\\_cee\\_vt\\_edu/files/TISE%20handbook.pdf](https://tise.cee.vt.edu/content/dam/tise_cee_vt_edu/files/TISE%20handbook.pdf)
- Compare timetable to program area's scheduling guide to determine which classes you may register for:  
[https://apps.es.vt.edu/ssb/HZSKVTSC.P\\_DispatchRequest](https://apps.es.vt.edu/ssb/HZSKVTSC.P_DispatchRequest)



# Bursar

- <https://www.bursar.vt.edu/>
- Bursar handles bills/payments to the University
- Tuition and fee rates: <https://www.bursar.vt.edu/tuition-fee-rates/tuition-fees.html>
- Registering for class is what initiates Bursar to issue a tuition bill (No registration = no bill yet)
- Partial registration will create a partial tuition bill
- Students on assistantship will receive a credit for tuition remission applied to their Bursar account
- Located in Student Services Building:  
[https://www.vt.edu/about/locations/buildings/student\\_services\\_building.html](https://www.vt.edu/about/locations/buildings/student_services_building.html)



# Graduate School

- Located in the Graduate Life Center (GLC) at Donaldson Brown:  
<https://www.vt.edu/about/locations/buildings/graduate-life-center.html>
- Applicants who decide to attend send a final official transcript from their current institution to the VT Graduate School (NOT the CEE Department): [grads@vt.edu](mailto:grads@vt.edu) or mailed or delivered to:

*Graduate Admissions (0325)  
Graduate Life Center at Donaldson Brown  
155 Otey Street  
Graduate School, Virginia Tech  
Blacksburg, VA 24061*

# Cranwell International Center

- <https://international.vt.edu/>
- All immigration questions should be directed to Cranwell International Center
- Located in Harper Hall:  
<https://www.vt.edu/about/locations/buildings/harper-hall.html>
- New International Center Information:  
[https://international.vt.edu/new\\_students.html](https://international.vt.edu/new_students.html)
- IntlHokies Portal: <https://sun-prod-app.db.vt.edu/istart/controllers/start/StartEngine.cfm>
- Pre-departure steps including travelling to Blacksburg:  
[https://international.vt.edu/new\\_students/pre-departure\\_steps.html#transportation](https://international.vt.edu/new_students/pre-departure_steps.html#transportation)



# CEE Department

- Main CEE office is located in Patton Hall:  
<https://www.vt.edu/about/locations/buildings/patton-hall.html>
- Program area administrative staff members:
  - CEM and GEOT - Penny Kay Lytton [pk116@vt.edu](mailto:pk116@vt.edu)
  - EWR - Breanna Hypes - [breannaf@vt.edu](mailto:breannaf@vt.edu)
  - SEM - Debbie Cooper [decooper@vt.edu](mailto:decooper@vt.edu)
  - TISE - Morgan Stephens [morgns10@vt.edu](mailto:morgns10@vt.edu)

CEE New Student Orientations are held in early August (for students beginning in Fall semesters) and early January (for students beginning in Spring semesters). Specific details are emailed to new students in advance

# Student Medical Insurance

- <https://risk.vt.edu/smi.html>
- Open Enrollment occurs around the beginning of Fall and Spring semesters
- Student Medical Insurance for students on assistantship: <https://risk.vt.edu/smi/assistantship.html>
- Questions regarding Student Medical Insurance: [smi@vt.edu](mailto:smi@vt.edu)
- Located in Student Services Building: [https://www.vt.edu/about/locations/buildings/student\\_services\\_building.html](https://www.vt.edu/about/locations/buildings/student_services_building.html)



# Schiffert Health Center/Incoming student health requirements

- [https://healthcenter.vt.edu/new\\_student.html](https://healthcenter.vt.edu/new_student.html)
- Immunization and health forms for all new students
- Located in McComas Hall:  
<https://www.vt.edu/about/locations/buildings/mccomas-hall.html>

# Hokie Passport

- Hokie Passport = VT student ID card
- New students can obtain a Hokie Passport AFTER they are registered for class
- Hokie Passport Office is in Student Services Building:  
[https://www.vt.edu/about/locations/buildings/student\\_services\\_building.html](https://www.vt.edu/about/locations/buildings/student_services_building.html)



# Housing information

- Housing information: <https://graduateschool.vt.edu/student-services/housing.html>
- On-campus housing for graduate students: [https://housing.vt.edu/contracts/apply/graduate\\_students.html](https://housing.vt.edu/contracts/apply/graduate_students.html)
- Off-campus housing: <https://offcampus.vt.edu/>

# Summary

- Students who have been given an assistantship offer must respond by the date given in the offer (will not be before April 15). Students who have not been given an assistantship offer can wait as late as July 15 to give an attendance response.
- Program areas will assign academic advisors closer to the beginning of the semester
- Before arrival, you may need to interact with the Graduate School, Bursar, Schiffert Health Center, Student Medical Insurance Office, Cranwell International Center