



GRADUATE SCHOOL
VIRGINIA TECH™



THE GRADUATE SCHOOL

Hokie Student Personal Access (HokieSPA)

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hokiespa.vt.edu

HokieSPA uses multiple tabs at the top of the page to separate different areas of your personal, professional, and educational information.

Virginia Tech Information System

Hokie Plus

Hokie Team

Hokie Spa

Faculty Access

Search

Go

HokiePLUS

Update all personal information, confidentiality preferences, and emergency contacts

[Hokie Plus](#)

[Hokie Team](#)

[Hokie Spa](#)

[Faculty Access](#)

Search

Go

Hokie PLUS (Personal Look-Up System)

[Manage Accounts](#)

Change password, forward email.

[Confidentiality Options](#)

[View Address\(es\) and Phone\(s\)](#)

International students in F-1 or J-1 status must report their current physical address in the U.S. within 10 days of moving to the address.

[Update Address\(es\) and Phone\(s\)](#)

[View E-mail Address\(es\)](#)

[Update Alumni E-mail Address\(es\)](#)

[View Emergency Contacts](#)

[Update Emergency Contacts](#)

[Name Change Information](#)

[Social Security Number Change Information](#)

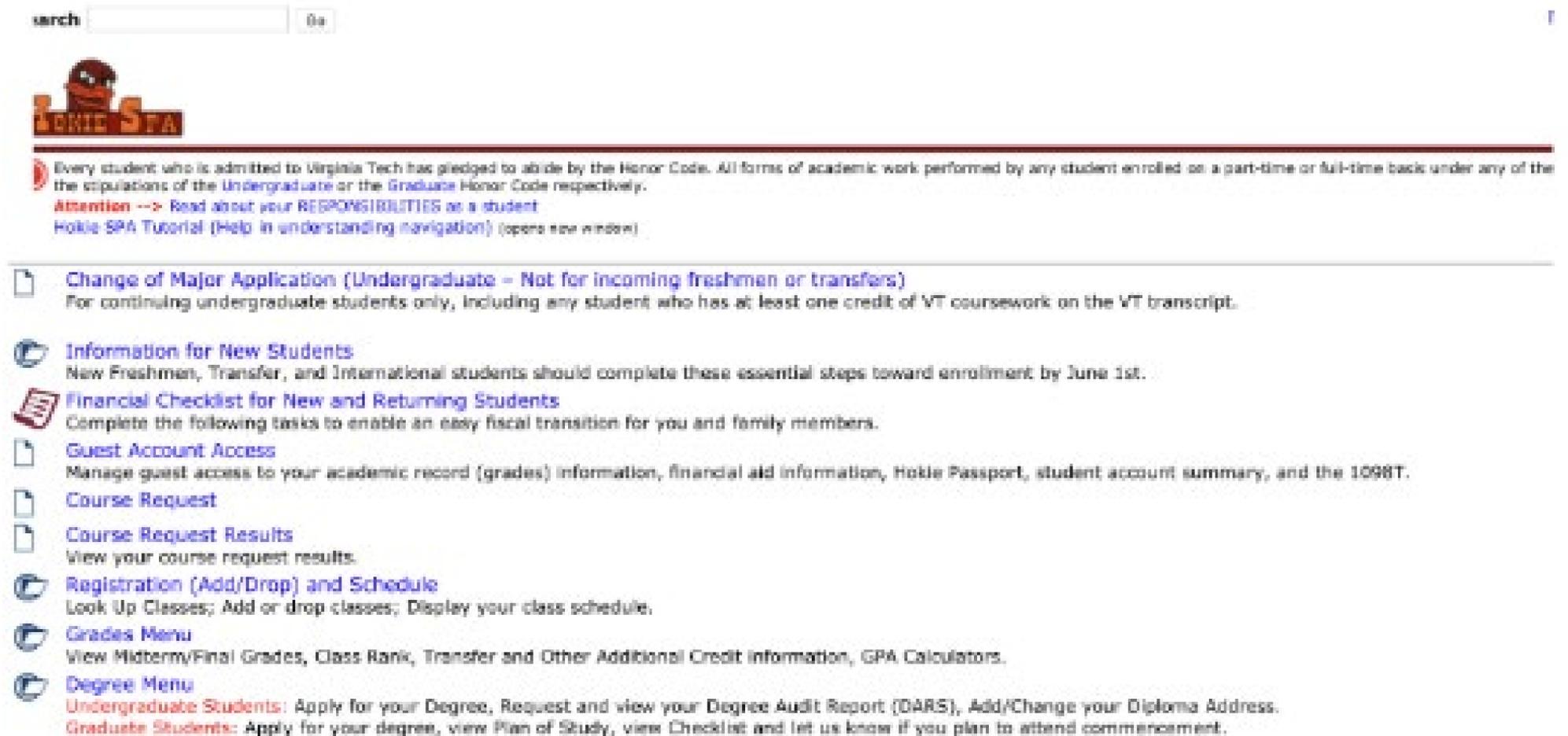


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HokieSPA

Allows access to:

- Course registration
- Degree menu
- Grade menu



The screenshot shows the HokieSPA website interface. At the top, there is a search bar with the text "Search" and a "Go" button. Below the search bar is the HokieSPA logo, which features a cartoon mascot and the text "HOKIE SPA". A horizontal line separates the header from the main content area. Below the line, there is a red warning icon and a message: "Every student who is admitted to Virginia Tech has pledged to abide by the Honor Code. All forms of academic work performed by any student enrolled on a part-time or full-time basis under any of the stipulations of the Undergraduate or the Graduate Honor Code respectively." Below this message, there is a red "Attention" icon and a link: "Attention --> Read about your RESPONSIBILITIES as a student". Below the link, there is a link: "Hokie SPA Tutorial (Help in understanding navigation) (opens new window)". Below the main content area, there is a list of links, each with a document icon and a brief description:

- [Change of Major Application \(Undergraduate - Not for incoming freshmen or transfers\)](#)
For continuing undergraduate students only, including any student who has at least one credit of VT coursework on the VT transcript.
- [Information for New Students](#)
New Freshmen, Transfer, and International students should complete these essential steps toward enrollment by June 1st.
- [Financial Checklist for New and Returning Students](#)
Complete the following tasks to enable an easy fiscal transition for you and family members.
- [Guest Account Access](#)
Manage guest access to your academic record (grades) information, financial aid information, Hokie Passport, student account summary, and the 1098T.
- [Course Request](#)
- [Course Request Results](#)
View your course request results.
- [Registration \(Add/Drop\) and Schedule](#)
Look Up Classes; Add or drop classes; Display your class schedule.
- [Grades Menu](#)
View Midterm/Final Grades, Class Rank, Transfer and Other Additional Credit information, GPA Calculators.
- [Degree Menu](#)
Undergraduate Students: Apply for your Degree, Request and view your Degree Audit Report (DARS), Add/Change your Diploma Address.
Graduate Students: Apply for your degree, view Plan of Study, view Checklist and let us know if you plan to attend commencement.

HokieSPA

Handle all things related to your education

- Transcripts
- FERPA
- Student/Advising information



[CeDiploma \(Certified Electronic Diploma\)](#)

To learn more or order a CeDiploma



[Transcripts and Certifications Menu](#)

View and Request Transcripts, Request Certifications of Enrollment.



[FERPA \(Family Educational Rights and Privacy Act Disclosure\)](#)

The Family Educational Rights and Privacy Act (FERPA) requires that you authorize the university prior to release of any academic record or account information to a third party.



[V.A. Enrollment Certification Form](#)

G.I. Bill students: complete the Certification Form each semester that you want to use your VA Educational Benefits.



[View your General Student Information](#)

View your Advisor, Major, College, Academic Standing, Foreign Language requirement, etc.



[Student Conduct Notifications](#)

View your notifications from the Office of Student Conduct



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HokieSPA

Handle all things related to your financial information

- View your bill
- Financial Aid



The screenshot displays a vertical menu of services available in HokieSPA. Each item is preceded by a small icon: a wallet for 'Hokie Wallet', a document for 'Financial Aid Information', a house for 'Housing and Dining Services', a passport for 'Hokie Passport Services', a person for 'Personal Information', a book for 'University Catalog Page', and a group of people for 'Student Organizations Menu'. The text for each item is as follows:

- Hokie Wallet**
•View and Pay e-Bill, and add an Authorized Payer •Budget Tuition Plan •Family Educational Rights and Privacy Act Disclosure •Hokie Passport Services •Direct Deposit •1098-T Tax Information •HOLD Information •Tuition and Fees
- Financial Aid Information**
Review the status of your award information here, including Financial Aid Holds, Requirements to Receive Aid, Cost of Attendance, Award History, Loan Requirements, Academic Progress, and Loan Application History.
- Housing and Dining Services**
Add/Change Individual Dining Plan, View Housing Assignment
- Hokie Passport Services**
Make Hokie Passport Account and Dining Dollars/Flex Additions Deposits.
- Personal Information**
View and Update your address(es), phone number(s), view e-mail address(es). View and update emergency contact information. View name change information & social security number change information. Change your password.
- University Catalog Page**
View Course Catalog. [\(Opens in new browser\)](#)
- Student Organizations Menu**
Extramurals and Extracurricular Life, Student Organization Registration and Student Organization Events Registration

For More Information

<https://vt4help.service-now.com>

HokieSpa

Self-service access to your academic, financial, employee and other Virginia Tech information

Description:

Hokie SPA (Student Personal Access) is a tool for students, faculty and staff that allows you to view academic, financial and other pertinent information about your relationship with Virginia Tech.

Features and Benefits:

- Provides self-service access for students, faculty and staff to view and manage their academic and employee records and other pertinent information about their relationship to Virginia Tech.
- Students can also find grades for previous semesters, class schedules, financial aid reports, and much more.
- Faculty can view information related to class schedules; advising; and entering midterms, tentative, and final grades.
- Employees can review benefits and job information, including pay stubs and other payroll-related information, such as W2, W-4, W-4, etc.

Who can use it:

- Students
- Faculty
- Staff

How do I get it:

Login to <https://hokiespa.vt.edu>.

How much does it cost:

No charge

FAQs and Documentation:

- <http://cluster.is.vt.edu/tutorial/hokiespa/>
- After fifteen minutes of inactivity, you will automatically be logged off.
- The billing address in the "Hokie PLUS" section of Hokie SPA will only be used by Virginia Tech departments when they need to send you a bill. Setting up a billing address, however, is no guarantee that Virginia Tech bills will be sent there. According to the Registrar's Office, it is up to the department that is sending the bills to decide which address to use. This address is not used by any third party companies, such as Verizon, Adelphia, etc. For more information, contact the Registrar's Office at (540) 231-6252.

Where do I get help:

Contact [4Help Computing Support](#) for help with this service:

- Search or browse our online [IT Knowledge Base](#)
- Submit an issue by using our [self-service web portal](#)
- Call (540) 231-HELP (4357)

