VTCSOM Hokie Spa Guide
Welcome to the Virginia Tech Student, Faculty, Employee and Alumni Information Gateway

Normal Hours of Operation are from 7:30 AM until 3:00 AM Daily. Please enter your PID and your password. When finished, click Login. By logging in with your PID and password you agree to abide by the terms and conditions of the Virginia Tech Policy: Acceptable Use of Information Systems

If you need to create a PID, please use the PID Generation Tool

Once logged in, you will see a menu corresponding to your role as a student, faculty, employee or alumnus.

When you are finished, please Exit and close your browser to protect your privacy.

Login to HokieSpa >>>

[ VT Alerts | Timetable of Classes | Undergraduate Admissions | Graduate Admissions | Faculty Online Credential System ]

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Virginia Tech Information System

VT Alerts
Virginia Tech's notification system, comprised of a variety of methods by which the university can contact students, faculty, and staff.

Hokie PLUS
View and update your address(es) and phone number(s), View e-mail address(es). View and update emergency contact information. View name change & social security number change information. Change your password.

Hokie Team
Benefits, job data, pay stubs, direct deposit enrollment or changes, W2 forms, W-4 and VA-4 data, leave balances, and Performance Management.

Hokie Spa
Register, View your Academic and Financial Aid records.

Timetable of Classes

Undergraduate Admissions
Apply for Undergraduate Admission. (Opens in new browser to external Web Site)

Graduate Admissions
File an application for admissions; Review existing applications, their status, and the status of supporting requirements. (Opens in new browser)

University Account Information
- View and Pay e-Bill
- Add an Authorized Payer
- Enroll or Adjust Direct Deposit Information
- Enroll in the Budget Tuition Plan
- Enroll in the Graduate Student Payroll Deduction of Comprehensive Fees Program
- View HOLDS
- View 1098-T

Faculty Online Credential System

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Use this link for information on changing your PID password or setting up forwarding of your VT email to another account, such as your Carilion account.

We will use your VT email address to contact you.

Please be sure to check this account frequently or set up email forwarding so you receive important messages.
Use these links to view your addresses and phone numbers that are on file with VT and update them if necessary.
**Select Address to Update**

**Addresses and Phones**

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current: 06/18/13 to (No end date)</td>
<td>Primary: 540-2316277</td>
</tr>
<tr>
<td>Office of the University Bursar (MC 0143)</td>
<td></td>
</tr>
<tr>
<td>Student Services Building, Suite 150, Virginia Tech</td>
<td></td>
</tr>
<tr>
<td>800 Washington Street SW</td>
<td></td>
</tr>
<tr>
<td>Blacksburg, Virginia 24061</td>
<td></td>
</tr>
<tr>
<td>Montgomery County</td>
<td></td>
</tr>
<tr>
<td>United States</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent Street Address</th>
<th>Phones</th>
</tr>
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<tbody>
<tr>
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</table>

Click on the blue links to update information.

VT will mail correspondence including bills and paper checks to the **permanent** address on file.

To add a new address type, select one from the drop down menu and click submit.
Update Address and Phones

Note to current and former employees: You must have an active mailing address to receive your W2.

If you are changing your mailing address and you are a salaried employee eligible for benefits (health insurance, life insurance, retirement, etc.), you must also notify the state's benefit system of the change by logging on to Employee Direct (https://edirect.virginia.gov) or by contacting the VT Human Resources Service Center at 1-9331 or perserv@vt.edu.

Click here for Address Style Formats for adding the street address to your Office/Work Address.

Office/Work Address
Valid From This Date: 06/19/2013
Until This Date: 
Address Line 1: Office of the University Bursar (MC 0143)
Address Line 2: Student Services Building, Suite 150, Virginia Tech
Address Line 3: 800 Washington Street SW
City: Blacksburg
State or Province: Virginia
ZIP or Postal Code: 24061
County: Montgomery County
Nation: United States
Delete this Address: 

Primary Phone Number For This Address:
Area Code Phone Number Extension International Access Code and Phone Number Unlisted
540 2316277 OR

Phone Type Area Code Phone Number Ext. International Access Code and Phone Number Delete
Select 
Select 
Select 
Select 
Select 
Select 
Submit Reset

Select a Different Address to Update
Hokie SPA Menu Tab

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 admission categories shall be subject to the stipulations of the Undergraduate or the Graduate Honor Code respectively.

Attention --> Read about your RESPONSIBILITIES as a student
Hokie SPA Tutorial (Help in understanding navigation) (opens new window)

- **Guest Account Access**
  Manage guest access to your academic record (grades) information and financial aid information.

- **Registration and Schedule**
  Course Request; 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.

- **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. Completion of the following online form allows you to approve disclosure to parents, guardians, Spouse, Sponsor, etc.

NEW! **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.

- **University Account Information**
  • View and Pay e-Bill • Add an Authorized Payee • Enroll or Adjust Direct Deposit Information • Enroll in the Budget Tuition Plan

  • Enroll In Graduate Student Payroll Deduction of Comprehensive Fees Program • View HOLDS + View 1098-T

- **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

- **Personal Information**
  View and Update your address(es), phone number(s), view e-mail address(es). View and update emergency contact information.

- **Information for New Students**
  New Freshmen, Transfer, and International students should complete these essential steps toward enrollment by June 1st.

- **University Catalog Page**
  View Course Catalog (Opens in new browser)

- **Student Organizations Menu**
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FERPA Disclosure

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PASSCODE FOR SELF: To allow departments and college offices to discuss your record over the phone with you, assign yourself a passcode. Provide passcode to staff when calling.

Tax Dependent? It is important to note that the Commonwealth of Virginia requires tax dependent students attending Virginia’s colleges and universities to release academic record information to their parents. This requirement is allowable within the guidelines of FERPA. If you are a tax dependent of your parent or guardian, please denote that information by checking “YES” in the question column, “Are you a Tax Dependent?” Remember to complete the 8 character PASS CODE (alpha numeric) information as well.

Refer any questions relative to this process or laws should be directed to Wanda Hankins Dean, University Registrar, registrar@vt.edu.

Parent/Guardian/Other/Student Name

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Relationship</th>
<th>Are you a tax dependent to this person?</th>
<th>Create Pass Code</th>
</tr>
</thead>
</table>

Existing records:

Add/Delete Record  Reset

Delete?

No

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- Student Organizations Menu
- Fraternity and Sorority Life, Student Organization Registration and Student Organization Room Reservation.

- Pathways Planner
- First Step to Academic Degree Success Begins Here
University Account Information

- View and Pay e-Bill
  View Current e-Bill; Make On-line Payment; Register Authorized Payers; View e-bill History

- Enroll in Direct Deposit
  View current Direct Deposit status. Payroll, Student Refunds and other University reimbursements can be automatically deposited into your bank account

- Apply for the Budget Tuition Plan
  Enter your Budget Tuition Application and pay BTP application fee online

- Graduate Students on an Assistantship: Enroll in Payroll Deduction
  Allows graduate students on an assistantship to enroll in payroll deduction for payment of their comprehensive fee and capital fee

- Account Summary
  View all Charges, Payments, and Credits on your account

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- Federal Financial Aid Release Authorization
  Authorize the use of Title IV Financial Aid for payment of miscellaneous charges such as fines and medical clinic fees

- Tax Notification
  View Tax Notification Information (1098-T)

- Opt-Out of Receiving a Mailed 1098-T Tax Form
  Select how you would like to receive your 1098-T tax form

- Administrative Holds
  View administrative holds on your account that may be preventing registration or drop add activity

- Tuition and Fees
  Link to Bursar Web Page with Information about Tuition and Fees (Will open in a new browser window)

- Contact Bursar Office
  Send Message to Bursar's Office via Email (Will open your local mail client)
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Enroll in Direct Deposit

View current Direct Deposit status. Payroll, Student Refunds and other University reimbursements can be automatically deposited into your bank account.
Direct Deposit Maintenance for **Hokie Bird**

Your direct deposit bank information is displayed as follows:

**Current Direct Deposit Status** lists your bank information that is effective now for your payroll and/or other payments.

**Pending Direct Deposit Information** lists your most recent pending changes to your direct deposit information which will become effective on the indicated date(s).

You may make changes to these distributions by clicking on **Make Changes** at the bottom of this page.

The information you provide for Direct Deposit will not be shared by Virginia Tech with any outside organization or company.

**Notice to all Direct Deposit participants:** New banking regulations effective September 18, 2009 require Virginia Tech to obtain additional information for funds that are electronically deposited via Automated Clearing House (ACH) in a U.S. bank and then forwarded in entirety by "standing order" to a non-U.S. bank. Until this additional information can be obtained, payments of this nature must be paid by paper check or will be rejected by the ACH network.

If you currently forward, or in the future plan to forward, ACH payments to a non-U.S. bank; you should immediately inactivate or change your direct deposit information as displayed herein. **You need not take any action if you do not and will not forward ACH payments to a non-U.S. bank.**

### Current Direct Deposit Status

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### All Other VT Payments (Student Refunds, Travel Reimbursements, etc.)

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Routing Number</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank</td>
<td>123456789</td>
<td>**********00</td>
</tr>
</tbody>
</table>

[Make Changes] [Exit]
VTCSOM students are billed through the mail, so they do not have the ability to set up authorized payers online.

However, VTCSOM parents and other non-students can make payments through the specially designed parent payment portal.

http://medicine.vtc.vt.edu/financial_aid/

Here, payers will need the student’s ID number and the current balance due. A separate login is not required because no student information is presented in the portal.
Visiting VT Blacksburg Campus

To park on the VT Blacksburg campus, obtain a VT Visitor’s parking pass at

The Visitor's Information Center (925 Prices Fork Road, Blacksburg)

Maps can be found at www.maps.vt.edu
The VT Bursar’s Office is located at 800 Washington St SW, Blacksburg
Student Services Building, Suite 150
Points to Takeaway

• Important addresses to keep updated are billing (BI), mailing (MA), and permanent (PR).
• To discuss your account, a FERPA release and passcode is required for anyone other than the student (also encouraged for the student).
• Direct deposit is strongly recommended.
• If direct deposit is not used, it is important to cash any checks received in a timely manner.
• In the fall, account charges and payments cannot been seen in Hokie Spa until after the July 4th holiday.
Any Questions?

Virginia Tech Office of the University Bursar

Lauren Lawson, Gena Simmons, or Nina Wilburn

540-231-6277  bursar@vt.edu

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Student Services Building, Suite 150, Virginia Tech
800 Washington St SW
Blacksburg, VA 24061