



Unofficial information for CEE Graduate Students

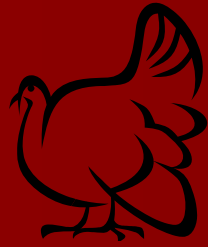
We are glad you will be part of the  
Charles E. Via, Jr.  
Department of Civil and Environmental  
Engineering

Updated 4/2019

# Topics to Be Covered

- ❑ Everything is Hokie
- ❑ VT ID number
- ❑ PID (personal identifier)
- Hokie Passport
- Hokie SPA and MyVT
- Graduate Advisors
- Registration
- Bursar (\$)
- Graduate School
- OUR DEPARTMENT
- Medical Insurance
- Immunizations
- Housing offices
- Traveling to Blacksburg
- Information for students on assistantship
- Summary





# Everything is Hokie

- The HokieBird is the VT mascot
- The mascot looks like a turkey
- A Virginia Tech fan is a "Hokie Fan"
- Many things you encounter will have the word "Hokie" attached ( Example: Hokie passport=student ID card)
- The origin of the word "Hokie" has nothing to do with a turkey. It was coined by O. M. Stull (class of 1896), who used it in a spirit yell he wrote for a competition.
- For more info on "Hokie", go to:  
<http://www.vt.edu/about/traditions/hokie.html>

# VT ID number

- Your VT ID number is a nine-digit number that identifies you in the VT system.
- It should start with a "9" and can be found in your admission letter from the VT Graduate School
- This is the number asked for by VT staff when checking your records
- You should memorize this number
- Use this number at VT, but never your social security number (except when filling out original payroll paperwork)
- When emailing information to faculty/staff, please include only the last 4 digits of your VT ID number.



# PID

- A "PID" is a personal identifier
- It is often used to identify you at VT also, but please know the difference between PID and VT ID number.
- You obtain a personal identifier through computing service: <https://onboard.it.vt.edu/> (you will need your VT ID number to do this)
- A PID is used by you to log into VT online services
- A PID serves as your email account (example: John Doe's PID=doej and his email address is [doej@vt.edu](mailto:doej@vt.edu))
- Once you have a PID, you will have an email account, this is all set up when setting up the PID.
- All email at VT is managed by gmail/Google. When logging in use your entire email address as your account.



# Hokie Passport

- The Hokie Passport is your student ID card
- Your Virginia Tech ID number will be on your Hokie Passport
- You can obtain a card after you are registered
- The Hokie Passport office is at 100 Student Services Building off of Washington Street
- The first Hokie Passport is free
- Once you have a Hokie Passport, you can ride the Blacksburg Transit buses for free
- You can read online the other uses for the Hokie Passport card: <http://www.hokiepassport.vt.edu/>

# Hokie SPA/One Campus



- Hokie SPA, MyVT, and OneCampus are tools for students, faculty, and staff. The student can view academic, financial, and other pertinent information about their relationship with Virginia Tech.
- To log into Hokie Spa, go to: [www.hokiespa.vt.edu](http://www.hokiespa.vt.edu) To log in to OneCampus, go to: <https://onecampus.vt.edu/>. Either system can be used. It is a matter of preference.
- You should register/schedule your classes through the registration drop/add section
- You may view the timetable of classes (this is a class list for what is actually being taught in a given semester and the details)
- You can check your student financial account (look under account summary)
- You can view your paycheck information (Hokie Team section)
- Change your mailing address and update your information
- Handle any other issues concerning your records at Virginia Tech

# Graduate Advisors

- Temporary advisors are usually not assigned until you arrive. Some program areas may assign earlier, check with the program area faculty coordinator.
- DO NOT ask for one early. Information online will get you mostly prepared.
- Review the information provided at your program area's website about classes, compare those classes to the timetable of classes for the upcoming semester and GET REGISTERED when drop/add is open.
- Get a meeting with your temporary advisor after you arrive and ask him/her to look over your registration. After talking to your advisor, make changes to your schedule no later than the last day to add classes.
- The program areas assign advisors differently. When you arrive, check in with the staff person for your area and you will get instructions. For program area staff, see the "our department" slide.



# Registration

- Registration deadlines can be found at: <http://www.registrar.vt.edu/>. You can also find the deadlines on the timetable of classes page, look on the left hand menu and click the semester.
- Course request is a time when current students can request the classes that they would like to have in the next academic semester.
- Drop/Add is the place to drop or add a class on your schedule. It is only open during certain times of the year.
- For classes with full enrollment in the CEE department, you will need to ask to be “force added” to the class by going to [www.cee.vt.edu/forceadd](http://www.cee.vt.edu/forceadd). This does not guarantee that you will be added, it is a request. There are many factors that control force-adds. We will correspond with you about it.
- For OTHER departments, contact the department office who teaches that class for instructions about force adding in their department. A request does not guarantee a place if room capacity will be exceeded.

# Registration (cont.)

- Information about classes that you may be required to take in your graduate program, can be found at the individual website for each graduate program area, go to: [www.cee.vt.edu](http://www.cee.vt.edu) and then choose your program area in the right hand upper menu.
- In our department, RESEARCH HOURS are divided into sections. If you need these hours, please register with the CRN corresponding with the instructor that you are working with. Use CEE 5904 for M.S. non-thesis, use CEE 5994 for M.S. with a thesis, and use CEE 7994 for Ph.D. When you register for research, only one hour shows initially. You must change this by clicking the blue linked hour and changing it to the number needed.
- Most all classes should be taken in a “normal” A-F grading mode. We will discuss grading modes during orientation. To change a grading mode, click the grade mode listed after you register if it is blue linked. If there is not a blue link, then only one grading mode is offered.
- Contact Sarah H. Martin, [shmartin@vt.edu](mailto:shmartin@vt.edu), 540-231-6069 if you have problems with registration AFTER you read all the information.

# Bursar (\$)

- The Bursar's office is the place where students make payments to Virginia Tech (payments can also be made online)
- The Bursar's website is: <https://www.bursar.vt.edu/>
- Tuition rates and fees can be viewed on the Bursar's webpage
- Please note that as an engineering student, there is an extra engineering fee that is listed below the main fee table for graduate students.
- The Bursar's office is at 150 Student Services Building
- E-Bills/statements are snapshots in time and do not change. E-bills have due dates listed. For updated information, look at your account summary.
- IF YOU ARE NOT REGISTERED FOR CLASSES, you will not have charges for tuition. Likewise, if you are only registered for one class, your charges will only be for the classes currently registered.
- Please be aware of the deadlines and late fees. If the department is paying for some of your tuition, just pay the part that you owe by the deadlines.
- Contact the bursar's office if you have questions about your bill
- If you are on an assistantship, contact Sarah H. Martin if you have questions about department coverage for tuition. This information is on your contract. Please see the slide at the end about understanding assistantships.

# Graduate School

- Graduate School is located in the Graduate Life Center (GLC) at Donaldson Brown.
- Graduate School and the department work together to help you complete your degree.
- International students MUST follow check-in instructions from the Graduate School's immigration officers (IGSS) on arrival.
- Please go to: [www.graduateschool.vt.edu](http://www.graduateschool.vt.edu) for information
- Throughout your program of study, Graduate School has check points that require proper attention and paperwork (example: A PhD student needs to file paperwork to request and record a preliminary exam).
- Please review the Graduate Catalog on their website.

# Our Department

- Information about our department is available in the (departmental) Policies & Procedures Manual found online, please be familiar with this manual
- Go to: [www.cee.vt.edu](http://www.cee.vt.edu), click Graduate, Current students. The manual can be found here: <https://www.cee.vt.edu/graduate-information-and-forms/>
- For help from the department you may call Sarah H. Martin, 540-231-6069
- The main department number is 540-231-6635
- Temporary faculty advisors are assigned AFTER you arrive.
- Check in with your area staff members when you arrive:
  - Debbie Cooper(SEM) – 107 Patton Hall, 231-4607, [decooper@vt.edu](mailto:decooper@vt.edu)
  - Rachel Esquivel (GEOT & CEM) 120 Patton Hall, 231-7406, [rahill@vt.edu](mailto:rahill@vt.edu)
  - Sandi Wagener– (TISE) 200 Patton Hall, 231-6635, [swagener@vt.edu](mailto:swagener@vt.edu)
  - Beth Lucas – (EWR) 418 Durham Hall, 231-4595, [blucas06@vt.edu](mailto:blucas06@vt.edu)

# Health Insurance

- The Student Medical Health Insurance office, 110 Student Services Building (0361), oversee the graduate student health insurance.
- If a student is on an assistantship for 50% or above, a subsidy is available to pay for most of their annual premium. You must use "payroll deduction" to receive the subsidy. When you register online USE the "subsidiary plan."
- Website for information about health insurance benefits:  
<https://risk.controller.vt.edu/studentmedicalinsurance.html> AND  
<https://graduateschool.vt.edu/funding/assistantships/benefits.html>
- The VT health insurance runs August 1-July 31 each year. The premium for the entire calendar year is paid in the academic year time frame for student using the assistantship benefits. For students not on assistantship, check into payment options online.
- You must sign up for the insurance EACH YEAR in July/August.
- Aetna is the current provider. Here is the website:  
<https://students.aetnastudenthealth.com/welcome.aspx?groupid=474968>  
you can only sign up at certain times of the year.
- International students MUST have health insurance. You may buy a policy that is not VT, but you must prove that you have health insurance to the student medical insurance office. Holds will be placed on accounts if this is not done immediately.

# Immunizations

- Information about the health center at VT can be found:  
<http://www.healthcenter.vt.edu/>
- New students must provide immunization histories. Please read information:  
[https://www.healthcenter.vt.edu/new\\_student.html](https://www.healthcenter.vt.edu/new_student.html)

# Housing Offices

- On-campus graduate student housing info:

[https://www.housing.vt.edu/contracts/apply/graduate\\_students.html](https://www.housing.vt.edu/contracts/apply/graduate_students.html)

- Off-campus housing info:

<https://www.techoffcampus.com/>



## Information for new students on assistantships

- An assistantship provides tuition assistance in the same % as your work load. (20 hours of work per week =100% contract, 10 hours=50%, etc.)
- Tuition assistance includes: the BASE in-state amount + technology fee + library fee + engineering fee (if a department within the College of Engineering is paying you- otherwise you must pay this fee) all in the same % as your work load. So someone who has a 50% assistantship will receive tuition assistance for 50% of those three charges. The student will have to pay the balance of these charges/fees + the comprehensive fees.
- Most students with assistantships have to pay the comprehensive fees for themselves. Please note that contracts made prior to the announcement of the new year's rates will be adjusted for new rates once they are available. A new contract will not be made. Consult the bursar's website for the updated amounts.
- If you are listed as an out-of-state student, a waiver for the out-of-state fees will be given based on earnings on the assistantship (\$2000 in each semester). The way to calculate the out-of-state waiver is: the base out-of-state minus the base in-state (do not try to calculate this by looking at the totals for in and out of state students). This waiver does NOT make you an in-state student. Full-time enrollment is required for the waiver each semester.
- To receive the health insurance benefits offered for those on assistantship, you must sign up for insurance each academic year and use the subsidiary plan system. A majority of the premium is paid by our Graduate School up front, a small amount will then be deducted (pre-tax) from your paychecks. These deductions will all be completed in the 9 month academic year but the insurance is good for a 12 month period. Students with fellowships that provide for the health insurance fees MUST use this system too, but they will be reimbursed each paycheck for the amount deducted from their assistantship paycheck for health insurance.
- Students on assistantships need to be in Blacksburg by January 3 for a spring semester.
- New students HAVE TO DO PAYROLL PAPERWORK before they begin working for the department. We require specific original documents.

# Summary

- Memorize your VT ID number
- Get a PID
- Learn how to log into HOKIE SPA
- Get registered.
- Get a Hokie passport.
- Get familiar with departmental and Graduate School policies.
- Check in with your graduate program area within CEE when you arrive.
- Have a temporary advisor check your class selection
- Sign up/arrange for health insurance
- Provide proof of immunizations
- Find housing
- International students need to check in immediately with Graduate School.
- Students on assistantships need to do payroll paperwork at the department office.