

## Parent Orientation Preparation Checklist

### ACTIVITIES TO DO BEFORE YOU COME TO ORIENTATION:

- Complete a FAFSA on line if you have not done so
- Review Parent/Family/Guest information at [www.orientation.vt.edu/parentinfo.htm](http://www.orientation.vt.edu/parentinfo.htm)
- Read the Hokie Parent Handbook at <http://www.dos.vt.edu/hokieparents.html>.
- Subscribe to Hokie Parent E-news at [www.dos.vt.edu/hokieparents.html](http://www.dos.vt.edu/hokieparents.html)

### Help your student:

- Review FERPA information at [www.uaao.clahs.vt.edu/orientation](http://www.uaao.clahs.vt.edu/orientation) and discuss with student your access to their academic records
- Review guest account access for Financial Aid Information on Hokie Spa and decide if needed
- Create a PID according to the instructions on Hokie Spa ([www.hokiespa.vt.edu](http://www.hokiespa.vt.edu))
- Learn his or her student number (the "90" number given to the student when offered admission.)
- Download medical history form from: <http://www.healthcenter.vt.edu/healthhist.htm>. Form should be completed and mailed to: Schiffert Health Center (0140), Virginia Tech, Blacksburg, VA 24061
- Make appointment for immunizations at orientation if desired. Appointments are required (Details at [www.healthcenter.vt.edu/healthhist.htm](http://www.healthcenter.vt.edu/healthhist.htm)).
- Checks VT email periodically using "MyVT" on the VT homepage ([www.vt.edu](http://www.vt.edu)). Email address is student's PID with @vt.edu. Once logged onto "MyVT" student should click on webmail in upper right-hand corner of the page.
- Learns PID and password. Student will use those at Orientation.
- Review all of the orientation information pertaining to your student found on the web pages <http://www.uaao.clahs.vt.edu/Orientation> and [www.orientation.vt.edu](http://www.orientation.vt.edu).
- Gather the following items to bring to the College orientation session on the second day:
  - Advanced Placement Test Scores** – Student should bring a copy of AP scores if he or she has received them. For more detailed information about AP scores and how they are awarded please click on the "AP and IB" button on the CLAHS orientation webpage at: (<http://www.uaao.clahs.vt.edu/Orientation>).
  - IB Exam Scores** - If student has taken the IB exams he or she should request that the scores be sent to Virginia Tech. For more detailed information about IB scores and how they are awarded please click on the "AP and IB" button on the CLAHS Orientation webpage (<http://www.uaao.clahs.vt.edu/Orientation>).
  - Dual Enrollment and Transfer Credit Transcript** – If student is taking community college or university courses, often-called "dual enrollment" courses, he or she should request that the college they are attending send an official transcript to the Office of Undergraduate Admissions (0202), 201 Burruss Hall, Blacksburg, VA 24061 when class is completed. For more detailed information about transfer/dual enrollment credit and how it is awarded please click on the "Transfer/Dual Enrollment" button on the CLAHS Orientation webpage (<http://www.uaao.clahs.vt.edu/Orientation>).

### ACTIVITIES TO TAKE CARE OF DURING ORIENTATION

#### Personal/Student Life (First Day of Orientation)

##### Make sure your student:

- Has Hokie Passport (Student ID Card) picture made.
- Orders his or her computer (if not already done). See computer requirements for your student's major: <http://www.compreg.vt.edu>

- Attends any required session if in ROTC, Corp of Cadets, or Honors
- Goes to information sessions of interest (see orientation schedule for more information)
- Turns in Medical History Form to Schiffert Health Center (if not already done. If this is not done student's academic schedule will be blocked from viewing or processing of any academic information.)
- Gets a campus map that he or she can bring back with them in the fall.
- Gets a copy of the Blacksburg Transit map.
- Gets Copy of Common Book *Ecological Intelligence* at registration to take home to read

**Academic Life (Second day of Orientation):**

**Make sure your student:**

- Obtains a copy of a major requirement check sheet or information on courses required for his/ her major.
- Discusses his or her AP, IB or dual enrollment credits with a departmental representative during the advising session to learn what requirements they will fulfill in your student's major. If scores or transcripts are not here yet student should show the departmental representative a copy of his or her scores or transcript that they brought with them so that course work is not duplicated.
- Works with departmental representative to finalize course schedule for the fall semester

**College Contacts that you and your student should know and make note of:**

Email Address for College Questions: [CLAHS.Questions@vt.edu](mailto:CLAHS.Questions@vt.edu)  
 Student's Academic Dean's Name: To be Announced 540-231-6770,  
 Student's Director of Academic Support: Dr. Karen Watson, 540-231-6770, [watsonk@vt.edu](mailto:watsonk@vt.edu)  
 Student's Orientation Advisor's Name: \_\_\_\_\_  
 Name of the Department for Student's major: \_\_\_\_\_  
 Department's Phone Number: \_\_\_\_\_  
 Department's Office Address: \_\_\_\_\_

**ACTIVITIES TO TAKE CARE OF BEFORE YOU LEAVE BLACKSBURG:**

**Make sure your student:**

- Picks up Hokie Passport at Student Services Building before leaving campus on day two for freshmen or the morning of day one for transfers.
- Picks up Microsoft Campus Agreement Desktop Software Bundle in the Student Services Building when picking up Hokie Passport
- Goes to the bookstore. Buy something orange and maroon!
- Receives immunizations if desired, appointments required (Details at [www.orientation.vt.edu](http://www.orientation.vt.edu))

**Make sure you:**

- Make lodging arrangements for fall check-in (may have to look outside of Blacksburg)
- Make lodging arrangements for Family Day (October 24, 2009). Information for Family Day can be found at: <http://www.dos.vt.edu/hokieparents.html> or by contacting the Dean of Students Office at 540-231-3787.
- Be sure your student gets all financial and academic questions answered before departing

**ACTIVITIES TO DO ON THE WAY HOME.... CONVERSATION SUGGESTIONS**

- Discuss how often you and your student will communicate and the method, telephone, email...
- Discuss expectations for your student's finances, use of checking account and credit cards, cell phone
- Discuss expectations for your student's visits home during fall semester, how many, and when
- Discuss expectations for your visit to campus, family day, or other events
- Discuss keeping line of communication open about grades, choice of major and career decisions

## ACTIVITIES TO DO AT HOME THIS SUMMER:

### Make sure your student:

- Reads the VT Common Book *Ecological Intelligence* before returning to campus and help them remember to bring it back to campus with them in August
- Explores Hokie Spa ([www.hokiespa.vt.edu](http://www.hokiespa.vt.edu)) and all the information available to them.
- Orders textbooks
- Monitors the "Transfer and Other Additional Credits" menu under the "Grades Menu" on Hokie Spa for the credit that he or she expect to earn from dual enrollment courses, AP or IB scores. (See the orientation handout on Transfer or AP/IB credit on what to do if credits have not been awarded by late July)
- Explores the college using the webpage [www.clahs.vt.edu](http://www.clahs.vt.edu)
- Familiarizes themselves with the University Catalog available on-line from the website [www.undergradcatalog.registrar.vt.edu](http://www.undergradcatalog.registrar.vt.edu)
- Reads the Hokie Handbook available on-line from the website [www.hokiehandbook.vt.edu](http://www.hokiehandbook.vt.edu)
- Familiarizes themselves with the Curriculum for Liberal Education Guide for Students, Advisors & Faculty available on-line from the website [www.cle.provost.vt.edu](http://www.cle.provost.vt.edu) under Student Core Curriculum Guide.
- Familiarizes themselves with the information on the Undergraduate Academic Affairs webpage ([www.uaao.clahs.vt.edu](http://www.uaao.clahs.vt.edu))
- Reads the information about requirements for their chosen major (see Departments, majors and Schools link on <http://www.uaao.clahs.vt.edu/Orientation> for links to all departments and majors)
- Buys a planner. Student should use the important date list found at <http://www.uaao.clahs.vt.edu/Orientation> and record all important dates and deadlines in it.
- Registers for the Connect to the CLAHS Community event, August 31<sup>st</sup>, via the web at [www.clahs.vt.edu](http://www.clahs.vt.edu) and puts the date in his or her planner.
- Continues checking VT email using webmail on "MyVT" found on the Virginia Tech homepage
- Gets excited about being a Hokie!

When your students can check off all of these things your son or daughter is well on his or her way to being a successful student at Virginia Tech. Knowing their responsibilities and then completing their tasks are the first steps for taking ownership of their education. We look forward to working with you and your student as they learn and experience Virginia Tech over the next four years!