



## **FAQ's for CPAP in Alexandria and Richmond**

1. Student Services for Alexandria and Richmond Students: Please contact Elia Amegashie, 703-706-8111, [elia@vt.edu](mailto:elia@vt.edu), Alexandria Center, Room #205. For assistance you can also contact GRADUATE STUDENT SERVICES (GSSO) in the National Capital Region, [gssoncr@vt.edu](mailto:gssoncr@vt.edu) or 703-538-8327.
2. Forward your vt.edu email to an email account you check every day. All important information from CPAP and from the University (Graduate School, Bursar, Financial Aid) is sent to your vt.edu email. To forward your email go to My VT (<https://www.computing.vt.edu/content/my-vt>) and click on the Personal Info tab.
3. When you are communicating with Elia, GSSO, or the Graduate School, please use your student ID number which begins with either 904, 905 or 906. (If via email use the last 4 numbers of your ID.) This will help us locate your records. Your student ID number can be found on your letter of acceptance from the Graduate School or on your Hokie Passport (student ID card).
4. HOKIE PASSPORTS in NCR - Virginia Tech's official identification card; bring photo identification (such as a driver's license or passport) to the Northern Virginia Center Resource Center/Library (Falls Church); complete a card request. Hokie Passports are made Mon.- Fri. 11 a.m.- 6:30 p.m. or by appointment. Contact Debbie Cash at [dcash@vt.edu](mailto:dcash@vt.edu) or 703-538-8341 for an appointment or questions.
5. For entrance FOBS to the Alexandria Center (1021 Prince Street) contact Elia ([elia@vt.edu](mailto:elia@vt.edu)).
6. When you register for a variable credit hour course, you must go back and add (edit) the correct number of credit hours. Look on the registration screen for a red link (Change Course Options) and follow the link to change hours from 1 to the desired number for the course. It is important to be aware of variable hours when registering.
7. Make sure when registering that you are using that semester's CRNs. Check the Timetable of Classes for information:  
[https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P\\_DispatchRequest](https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P_DispatchRequest)

8. Do not use CRNs from another campus other than your home campus (Alexandria/NCR or Richmond). When you register with a Blacksburg CRN, for example, all your records are automatically switched to that campus and you will be assessed the Blacksburg fees.
9. Plans of Study (POS) are filled out after you take 12 hours of coursework. Email [elia@vt.edu](mailto:elia@vt.edu) and ask for the MPA or PhD form. Please fill out the form on your computer so that it is legible and make sure the form is complete. Have the form reviewed and signed by your advisor before you submit to Elia. Always keep a copy for your records.
10. It is important to update your Plan of Study as you get closer to completing your degree. Please email [elia@vt.edu](mailto:elia@vt.edu) with any changes or updates. Your Plan of Study must have final approval by the Graduate School early in the semester you plan to graduate.
11. **On transfer courses put the number of course, title of course, the name of the school, the semester you took the course and the grade you received.** Also, make arrangements to have an official transcript sent from the school to the Grad School. If this is not in your file your Plan of Study will not be approved. Also email a PDF copy of your transcript (can be a student copy) to Elia.
12. Resignation and Withdrawal from the semester:  
[http://www.registrar.vt.edu/documents/resign\\_withdrawal.pdf](http://www.registrar.vt.edu/documents/resign_withdrawal.pdf). This form is used when you drop all courses and will not be taking classes that semester. It does not mean you have resigned from your program. You can return the following semester and take courses again. Check the Bursar's Office Website for Refund Policy on Resignation/Withdrawal and Reduced Course Load:  
[http://www.bursar.vt.edu/refunds/spring16\\_policy.php](http://www.bursar.vt.edu/refunds/spring16_policy.php)
13. Northern Virginia does not have a financial aid office. Contact the Financial Aid Office in Blacksburg: <http://www.finaid.vt.edu/>