



As the Spring season ushers in I'm sure there is much anticipation for the upcoming spring break! But before the fun there are important dates and course selections to ponder in the month of March. If you intend to drop a course(s) or submit a Grade Substitution application, pay attention to the deadlines! There are workshops available through the Center for Academic Success to guide you in the decisions. March is the beginning of Phase I Registration for Summer and Fall 2018, so begin thinking about possible schedules and prepare for upcoming Group Advisement. I will be sending individual emails to inform you of your assigned faculty mentor, but if you're still not sure, please contact me.



*Shirley Manchester*  
*Undergraduate Academic Advisor*



Midterm Progress Report grades are required for all 1000 and 2000-level classes and are intended to alert you to problems with your academic performance. A grade of Satisfactory (S) indicates a performance at the level of "C" or better, a grade of Unsatisfactory (U) indicates a performance at the level of "D" or "F."

## Progress Reports FAQ

Please respond as soon as possible if you have received an email from me about progress reports.

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## **Freshmen Forgiveness (Grade Substitution)**

First-time freshmen students who receive a grade of *D* or *F* in a course within their first two terms in residence (first three terms for those who begin in the Freshman Summer) are eligible to repeat the course and have the original grade excluded from the GPA computation.

**An application is required for this process.**



[Grade Substitution Policy](#)

[Grade Substitution Downloadable Form](#)

**Spring Term Application Deadline: March 14, 2018**

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## **Group Advisement**

Freshman & Sophomore Session 1 – March 6

Freshman & Sophomore Session 2 – March 8

Junior & Senior Session 1 – March 13

Junior & Senior Session 2 – March 15

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## **Summer & Fall 2018 Registration Information**

Be on the lookout for a detailed email





from me will be coming in the week with pertinent instructions for Pre-Registration Advisement of classes for Summer & Fall 2018. Contact me if you don't know who is assigned as your advisor.

## Registration Timeline

### March 8

- Schedule of all Summer & Fall 2018 session classes available online

### March 22

- Time tickets for Summer 2018 and Fall 2018 Phase I sessions (Time tickets will post for all eligible students at 6:00 pm ET)

### March 26 – May 18

- Registration for Summer 2018 Sessions  
(Current students – Registration ends at 4:00 ET)
- Phase I Registration Fall 2018  
(Current students – Registration ends at 4:00 pm ET)

## Important Deadlines

### March 14

- Withdrawal Deadline (Last Day to drop individual courses or to withdraw from school with “W” grades in all courses for Spring Semester 2016 by 4:00pm ET)
- Grade Substitution Deadline (Last day to apply for grade substitution)
- Grade Mode Deadline (Last day to change grade mode from letter grade to pass/fail (and vice versa. No changes to audit mode permitted after last day of registration)

Be on the lookout for a detailed email from me with pertinent instructions for Pre-Registration Advisement of classes for Summer & Fall 2018. Please contact me if you don't know who is assigned as your faculty mentor.



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## Faculty Mentor Information

Faculty Mentors will be available for appointments



**March 26 – April 2.**

You can meet with your faculty mentor for guidance on career related topics such as: concentration selection, UG research, internship/co-op benefits, placement and industry trends.

**Note** – For scheduling appointments, some faculty utilizes GradesFirst and some use email. Your faculty mentor will notify which method they prefer.

Students must see their faculty mentor at least once per academic year.

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**March 19 – 23**

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### **Success Workshop Series**



#### **To Drop or Not**

Thursday, March 1, 11:00 - noon  
Clough Building, Room 423

#### **What Are You Waiting For? Beat Procrastination!**

Wednesday, March 28, 3:00 pm  
Clough Building, Room 323

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#### ***Society of Women Engineers Tips:***

#### **Writing Your Scholarship Application Essay**

✗ DON'T focus on what an engineer does in an abstract way.

- ✓ DO say why you want to be an engineer and what you would do!
  - ✗ DON'T focus on things you've done that may not have any relation to engineering.
  - ✓ DO talk about all the great things you've done, while highlighting activities and accomplishments related to STEM areas.
  - ✗ DON'T jump around from topic to topic without any structure.
  - ✓ DO organize your thoughts and make connections between topics.
  - ✗ DON'T make grammar mistakes
  - ✓ DO take the time to allow someone else to proofread your essay
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## Commencement

Information for summer 2018 degree candidates interested in petitioning to walk at the May Commencement ceremonies now available [online](#).

Note: The OAG and the spring participation request form must be submitted to Registrar by **March 9**.

Questions? Please [email](#) call 404-894-4150.

Commencement Fair, Tuesday, March 6, 9am - 4pm, Student Center Ballroom

**The One-Stop-Shop for all your Commencement requirements**

- Take your cap & gown photo
  - Purchase your regalia
  - View class rings and announcements
  - Film your Commencement clip
  - Join the Alumni Association
- 



## Test Prep Classes

**Success Prep** is an Atlanta based prep company preparing students for the GRE & GMAT test. Sessions are conveniently held at Georgia

Tech.

Register Today!

GRE Prep Class 5 week classes, April, May & June

GMAT Prep Class 5 week classes, April, May & June

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## Interested in Pursuing an MBA?

**MBA Pathway** offers deferred admission exclusively for Georgia Tech undergrads to the full-time and evening MBA program. Get accepted now. Work two years. Start your MBA.



Attend the Info Session specifically for GT undergrads on February 16, 2015 to learn more.

Email [mba@scheller.gatech.edu](mailto:mba@scheller.gatech.edu) with questions.

Website

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## BEYOND THE CLASSROOM

[Upcoming Career Service Workshops](#)

[Upcoming Career Fairs](#)

[Employer Information Sessions](#)

[Internship/Job & Other Helpful Resources](#)

[Co-op Events](#)

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## MSE Ethics Requirement

There is an Ethics Requirement for the MSE degree. These course options are different than the GT Ethics course options shown in the GT catalog.



SENIORS, please check your Degree Works page via Buzzport to verify you have met this requirement. If not, and you're planning to graduate fall 2018, you will need to pick up a

course in the next Registration period and before the end of Phase II registration (Aug. 24, 2018).

The MSE Ethics course options are listed in your Degree Works page under Core Area "F." They are as follows CS 4001, CS 4002, PHIL 3105, PHIL 3109, PHIL 3127, PHIL 4176, HTS 1084, HTS 3032, INTA 2030, LCC 3318 or PUBP 3600.

Courses HTS 2084, HTS 3032, INTA 2030 & PUBP 3600 can be used to satisfy multiple requirements such as Social Science/Humanities Electives/MSE Ethics/Global Perspective Overlay.



## Resources & Links

[Academic Support Resources](#)

[Campus Resources](#)

[Study Tips](#)

[Tutoring Services](#)

[Community Service Information](#)

[Library Resources](#)

[Counseling Services](#)

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## Support Corner

Resources available if you or a peer is in need of support outside of academics.

[The GT Counseling Center](#) , located in the Flag Building, the GT Counseling Center welcomes walk-ins from 8am to 5pm.

After hours, contact the GT Police Department at 404.894.2500 and ask to speak with an on-call counselor.

[The Office of the VP-Dean of Students offers a referral resource](#) for concerns about a fellow student or if you need assistance yourself.

[The Georgia Crisis & Access Line](#) is staffed with professional social workers and counselors 24 hours a day, every day, to assist those with urgent and emergency needs. 1.800.715.4225

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**Don't forget to backup!**

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**Upcoming MSE Events**

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**Undergraduate Academic Advising Team:**

Dr. Mary Lynn Realff

Associate Chair,  
Undergraduate Program  
404.894.2496

Renita Washington

Academic Advising and Program Mgr.  
Walk-ins and appointments  
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YouTube



Website

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