Undergraduate Advising (updated 8/1/20)

With the changes Georgia Tech has enacted for COVID-19, we wanted to let you know that your academic advisors will still be available remotely to reply to emails, handle registration issues, schedule phone/video advising meetings, and sign forms. To accommodate this, we are asking students to use a modified process for academic advisor. This document covers:

- **FERPA Considerations Concerning Remote Advising**
- **Fall Semester Academic Advising Process by Date**
  - Academic Advising until August 13: Remote Advising
  - Academic Advising from August 14 – August 21: Modified Drop-In Advising
  - Academic Advising from August 25 – December 31: Hybrid Advising
  - Hybrid Advising Modes by Advisor Starting August 25
- **The Remote Academic Advising Process**
- **Submitting Forms or Petitions for Signatures from your Academic Advisor**

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FERPA Considerations Concerning Remote Advising

Due to public health concerns, Georgia Tech is unable to offer in-person advising at this time. We are offering students the choice to conduct advising via videoconference, but must convey that this method does make ensuring FERPA privacy difficult. Advisors will conduct video advising in a private location, and recommend that students do the same to limit the amount of information which could be overheard by others in the vicinity. By agreeing to videoconference-advising, students are confirming they understand this situation. Your conversations will never be recorded by the advisor or shared with anybody.

How to Schedule An Academic Advising Appointment

- Your academic advisor will still be answering emails as normal.
- If you are not sure who your ME or NRE advisor is, you can find your assigned advisor here.
- **STEP #1 – Schedule an Appointment in GradesFirst**
  - Schedule an appointment through GradesFirst by clicking on the Get Advising button.
• **STEP #2 – Receive your Video Conference Link**
  o Your academic advisor will send you a link to a video conference program called [BlueJeans](https://www.bluejeans.com) that will be active during your advising time. It is easy to use, and uses your GT sign-on. Your link will be sent the morning or, or just before your appointment for modified walk-in advising.
  o When using BlueJeans, you can either call from your phone, video conference from your phone or video conference from your computer.
  o Please log onto BlueJeans at the scheduled time. Please give us a few minutes if we are not there at the scheduled time, we may be finishing up with another student.

• **STEP #3 – Upload Any Documents For Your Advisor to Canvas**
  o If you have any documents that you want the advisor to see before the meeting, upload them 24 hours in advance on Canvas and let them know that you uploaded the documents via email.
  o You will need to self-enroll in the Canvas site below.
    
    [https://gatech.instructure.com/enroll/MAXT6A](https://gatech.instructure.com/enroll/MAXT6A)
  o On the home page, select the **Upload Documents For Your Advisor Here** assignment to upload documents. Canvas will accept PDF, DOC and XLS files only.

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**ME/NRE Academic Advising**

**Submitting Documents to your Academic Advisor**

- This canvas site is for current ME and NRE students to upload any forms or documents that you want to share with your academic advisor.

*Upload forms that need a signature here: Change of Major, Grade Sub, Minor Forms, Petitions

*Upload documents for your advisor here: Advising Worksheets, Schedules

- If you are trying to change your major to ME, then see the ME website. You do not submit that form here.
- Do not email forms to your advisor. We need to ensure FERPA compliance while on campus, so they need to be uploaded to Canvas.

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**Fall Semester Academic Advising Process by Date**

• **Academic Advising until August 13: Remote Advising**
  o Advising hours are 8-12 and 1-4 each day, Eastern Standard Time.
  o Advising will be all remote, through videoconferencing using either BlueJeans or Teams.
  o Schedule an appointment through GradesFirst and your advisor will send you a link to have a videoconference advising appointment. There is no drop-in advising.

• **Academic Advising from August 14 – August 21: Modified Drop-In Advising**
  o Advising hours are 8-12 and 1-4 each day, Eastern Standard Time.
  o Starting at 7 AM each day, you can sign up for a 15-minute same-day appointment, through GradesFirst. These sessions will be through videoconferencing. You can only sign up for appointments for that day, not future days.
  o At the start time of your appointment, you will receive a videoconference link from your advisor.
  o Submit all documents for advising or that require signatures to the ME/NRE Canvas Advising site, 24 hours in advance.
  o For extenuating circumstances, please send an email to your advisor to see if there are options for appointment times outside of regular advising hours.
• **Academic Advising from August 25 – December 31: Hybrid Advising**
  o Advising hours are 8-12 and 1-4 each day, Eastern Standard Time.
  o Appointment Days (Monday, Tuesday, Thursday, Friday): You must sign up for an appointment through GradesFirst ~24 hours in advance.
  o Hybrid Drop-in Advising (Wednesday): Starting at 7 AM each day, you can sign up for a 15-minute same-day appointment, through GradesFirst. At the start time of your appointment, your advisor will send a link to the videoconference. All drop-in advising will be through videoconferencing.
  o Submit all documents for advising or that require signatures to the ME/NRE Canvas Advising site, 24 hours in advance.

• **Hybrid Advising Modes by Advisor Starting August 25**
  o **Lenna Applebee with Last Names A-C, M**: She sees students in person on Monday and Tuesday, and via videoconferencing Wednesday to Friday.
  o **Laura Tolliver with Last Names D-H, J & K**: She sees all students through videoconferencing, Monday to Friday.
  o **Kristi Mehaffey with Last Names N-R**: She sees students in person on Monday and Tuesday, and via videoconferencing Wednesday to Friday.
  o **Hillary Sutherland with Last Names S-Z, I & L**: She sees all students through videoconferencing, Monday to Friday.

**Submitting Forms or Petitions for Signatures from your Academic Advisor**

• We have created a new Canvas site where all current ME and NRE students can join and then upload any forms that need to be signed. Students trying to change their major to ME have a different process to use.
  https://gatech.instructure.com/enroll/MAXT6A

• From the home page, select **Upload Forms that Need a Signature Here**. Canvas will only accept PDF files.

• Do not email forms to your advisor. We need to ensure FERPA compliance while off campus, so they need to be uploaded to Canvas.

• Your form will be signed and uploaded to GradesFirst within 48 business hours.

• You will receive a notification from GradesFirst when the signed form is uploaded.

• It is then your responsibility to download the form by going into the Reports Heading in GradesFirst.

• After obtaining all necessary signatures, submit the form to the appropriate department on campus:
  o Change of Major Forms, Minor Forms & Leave of Absence: dc@registrar.gatech.edu
  o Grade Substitution Forms: submit to the dean’s office