Undergraduate Advising for Spring & Summer 2021 in ME and NRE

With the changes Georgia Tech has enacted for COVID-19, your academic advisors are still available remotely to reply to emails, handle registration issues, schedule advising meetings, and sign forms. This document covers:

- <u>FERPA Considerations Concerning Remote Advising</u>
- Academic Advising Process
- How to Get a Form Signed in ME/NRE Using DocuSign or Canvas

Change of Major Forms (DocuSign)Grade Substitution Forms (Canvas)Minor Forms (DocuSign)Grade Mode Change Forms (Canvas)Leave of Absence Forms (DocuSign)Petitions to the Faculty (Canvas)

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 <u>FERPA</u> 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.

Academic Advising Process

Advising Hours

- Advising hours are 8-12 and 1-4 each day, Eastern Standard Time.
- o Appointment Days: Monday through Friday (no walk-in advising for now)

• Who is My Advisor?

- Lenna Applebee, Last Names A-C: Sees students in person on Monday and Tuesday, and remotely Wednesday to Friday.
- o Laura Tolliver, Last Names D-H: Sees all students remotely, Monday to Friday.
- Amy Huttenhoff with Last Names I-M: Sees all students remotely, Monday to Friday.
- o *Kristi Mehaffey, Last Names N-R*: Sees students in person on Monday and Tuesday, and remotely Wednesday to Friday.
- Hillary Sutherland, Last Names S-Z: Sees all students remotely, Monday to Friday.

• STEP #1 – Schedule an Appointment in Advisor Link

- Schedule an appointment in Advisor Link by clicking on the Schedule an Appointment button.
- Advisor Link: https://advisor.gatech.edu
- o Instructions to use Advisor Link: https://neweraadvising.gatech.edu/student-resources

• STEP #2 – Receive your Video Conference Link

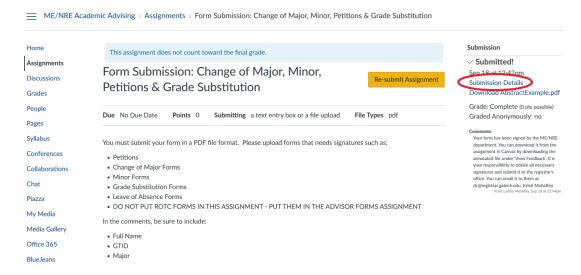
- Your academic advisor will send you a link to a video conference meeting that will be active during your advising time.
- Give your advisor a few minutes if they are not there at the scheduled time since they may be finishing up with another student.

• STEP #3 – Upload Any Documents For Your Advisor to GradesFirst 24 Hours in Advance

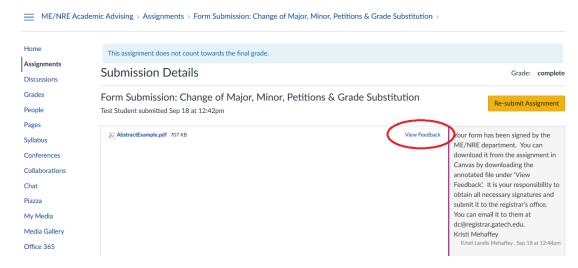
- If you have any documents that you want the advisor to see before the meeting, upload them 24 hours in advance in Canvas. You will need to self-enroll in the Canvas site.
 - Canvas Site: https://gatech.instructure.com/enroll/MAXT6A

How to Get a Form Signed in ME/NRE

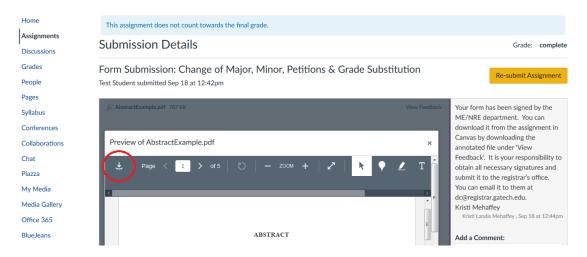
- Change of Major, Minor Forms and Leave of Absence Forms
 - Obtain the form and review the DocuSign instructions.
 - Change of Major Form
 - Minor Change Form
 - Leave of Absence Form
 - DocuSign Instructions:
 - For the ME or NRE signature, enter **Kristi Mehaffey** for the signature, regardless of who your assigned advisor is.
 - You can find advisors in all departments using the advising website.
 - DocuSign will automatically submit the form to the registrar's office after all departments have signed the form.
- Grade Substitution Forms, Grade Mode Forms and Petitions to the Faculty
 - This process is only for the following forms below.
 - Grade Substitution Forms
 - Grade Mode Change Forms
 - Petitions to the Faculty
 - Subscribe to the Canvas site and upload the forms that need to be signed. This is only for Grade Substitution Forms, Grade Mode Forms and Petitions to the Faculty.
 - Canvas Site: https://gatech.instructure.com/enroll/MAXT6A
 - From the home page, select Upload Forms that Need a Signature Here. Canvas will only accept PDF files
 - Your form will be signed within ~48 business hours. You will receive a notification from Canvas after the form is signed.
 - Download the signed form from the Canvas assignment using the steps below:
 - Step #1: From the assignment, select Submission Details.



Step #2: Select View Feedback



■ Step #3: Download the Annotated Form



- After obtaining all of the necessary signatures, submit the form to the appropriate department on campus:
 - o Grade Substitution Forms: submit to the dean's office
 - o Grade Mode Change Forms (pass/fail to & from letter grade): comments@registrar.gatech.edu