Undergraduate Advising

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 the following process and procedures until students are allowed on campus. This document covers:

- **FERPA Considerations Concerning Remote Advising**
- **The Remote Academic Advising Process**
- **Submitting Forms or Petitions for Signatures from your Academic Advisor**

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.

The Remote Academic Advising Process

- Your academic advisor will still be answering emails as normal.
- **Wednesdays will no longer be walk-in advising and will be appointments only.** Students can now schedule appointments with their advisors Monday – Friday from 8:30 – noon and 1 – 4 each day.
- 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.

  ![GradesFirst Screenshot](image)

- **STEP #2 – Receive your Video Conference Link**
  - Your academic advisor will send you a link to a video conference program called BlueJeans that will be active during your advising time. It is easy to use, and uses your GT sign-on.
  - When using BlueJeans, you can either call from your phone, video conference from your phone or video conference from your computer.
  - 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 GradesFirst**
  o If you have any documents that you want the advisor to see before the meeting, upload them 24 hours in advance on GradesFirst and let them know that you uploaded the documents.
  o In GradesFirst, click on Reports, then select the Actions dropdown box, and finally click on Add Note.
  o You can then upload documents at the bottom of the screen by selecting Browse and then Save Note.

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**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. This is only for current ME and NRE students, not for students of other majors.

  ![Canvas Site](https://gatech.instructure.com/enroll/MAXT6A)

- 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 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.

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