

Undergraduate Advising (updated 3/17/20)

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

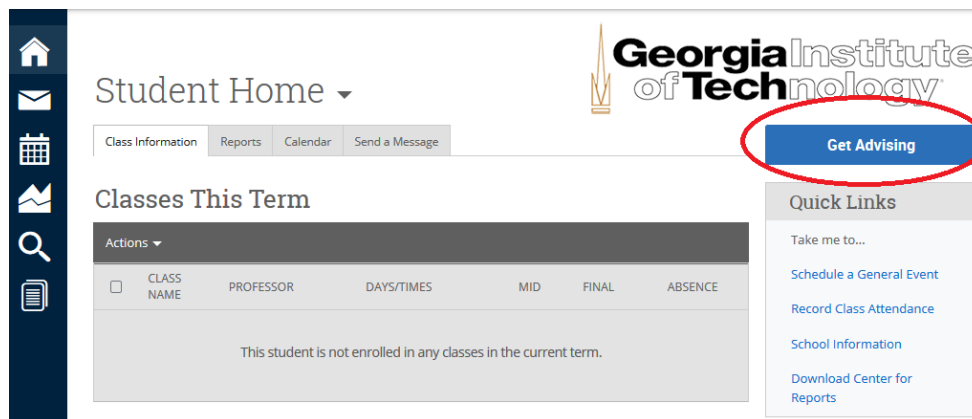
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FERPA Considerations Concerning Remote Advising

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.

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.



- **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. Your link will be sent approximately 24 hours in advance.
 - 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 Canvas**
 - 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.
 - You will need to self-enroll in the Canvas site below.

<https://gatech.instructure.com/enroll/MAXT6A>

- 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.

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 off campus, so they need to be uploaded to Canvas.

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.

The screenshot shows the Georgia Institute of Technology Student Home page. The navigation bar includes links for Class Information, Reports (circled in red), Calendar, and Send a Message. Below the navigation bar, there is a 'Get Advising' button. The main content area is titled 'Classes This Term' and contains a table with columns for Class Name, Professor, Days/Times, Mid, Final, and Absence. A message below the table states 'This student is not enrolled in any classes in the current term.' On the right side, there is a 'Quick Links' sidebar with links for Take me to..., Schedule a General Event, Record Class Attendance, School Information, and Download Center for Reports.

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