

# 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:

- [FERPA Considerations Concerning Remote Advising](#)
- [Academic Advising Process](#)
- How to Get a Form Signed in ME/NRE Using DocuSign or Canvas

[Change of Major Forms](#) (DocuSign)

[Minor Forms](#) (DocuSign)

[Leave of Absence Forms](#) (DocuSign)

[Grade Substitution Forms](#) (Canvas)

[Grade Mode Change Forms](#) (Canvas)

[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 [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.

## Academic Advising Process

- **Advising Hours**
  - Advising hours are 8-12 and 1-4 each day, Eastern Standard Time.
  - 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.
  - *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.
  - *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>
  - **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**.

ME/NRE Academic Advising > Assignments > Form Submission: Change of Major, Minor, Petitions & Grade Substitution

---

Home

Assignments

Discussions

Grades

People

Pages

Syllabus

Conferences

Collaborations

Chat

Piazza

My Media

Media Gallery

Office 365

BlueJeans

This assignment does not count toward the final grade.

### Form Submission: Change of Major, Minor, Petitions & Grade Substitution

Re-submit Assignment

Due	No Due Date	Points	0	Submitting	a text entry box or a file upload	File Types	pdf
-----	-------------	--------	---	------------	-----------------------------------	------------	-----

You must submit your form in a PDF file format. Please upload forms that needs signatures such as:

- Petitions
- Change of Major Forms
- Minor Forms
- Grade Substitution Forms
- Leave of Absence Forms
- DO NOT PUT ROTC FORMS IN THIS ASSIGNMENT - PUT THEM IN THE ADVISOR FORMS ASSIGNMENT

In the comments, be sure to include:

- Full Name
- GTID
- Major

#### Submission

✓ Submitted!  
Sep 18 at 12:42pm

**Submission Details**

Download AbstractExample.pdf

Grade: Complete (0 pts possible)  
Graded Anonymously: no

Comments:  
Your form has been signed by the ME/NRE department. You can download it from the assignment in Canvas by downloading the annotated file under "View Feedback". It is your responsibility to obtain all necessary signatures and submit it to the registrar's office. You can email it to them at [dc@registrar.gatech.edu](mailto:dc@registrar.gatech.edu). Kristi Mehaffey  
Kristi Lands Mehaffey, Sep 18 at 12:45pm

- **Step #2: Select View Feedback**

ME/NRE Academic Advising > Assignments > Form Submission: Change of Major, Minor, Petitions & Grade Substitution >

---

- Home
- Assignments
- Discussions
- Grades
- People
- Pages
- Syllabus
- Conferences
- Collaborations
- Chat
- Piazza
- My Media
- Media Gallery
- Office 365

This assignment does not count towards the final grade.

## Submission Details

Grade: **complete**

---

### Form Submission: Change of Major, Minor, Petitions & Grade Substitution

Test Student submitted Sep 18 at 12:42pm

Re-submit Assignment

📄
AbstractExample.pdf 707 KB
View Feedback

Your form has been signed by the ME/NRE department. You can download it from the assignment in Canvas by downloading the annotated file under 'View Feedback'. It is your responsibility to obtain all necessary signatures and submit it to the registrar's office. You can email it to them at [dc@registrar.gatech.edu](mailto:dc@registrar.gatech.edu).  
 Kristi Mehaffey  
Kristi Landis Mehaffey, Sep 18 at 12:44pm

- **Step #3: Download the Annotated Form**

ME/NRE Academic Advising > Assignments > Form Submission: Change of Major, Minor, Petitions & Grade Substitution >

---

- Home
- Assignments
- Discussions
- Grades
- People
- Pages
- Syllabus
- Conferences
- Collaborations
- Chat
- Piazza
- My Media
- Media Gallery
- Office 365
- BlueJeans

This assignment does not count towards the final grade.

## Submission Details

Grade: **complete**

---

### Form Submission: Change of Major, Minor, Petitions & Grade Substitution

Test Student submitted Sep 18 at 12:42pm

Re-submit Assignment

📄
AbstractExample.pdf 707 KB
View Feedback

Preview of AbstractExample.pdf

↓
Page < 1 > of 5
ZOOM +

ABSTRACT

Your form has been signed by the ME/NRE department. You can download it from the assignment in Canvas by downloading the annotated file under 'View Feedback'. It is your responsibility to obtain all necessary signatures and submit it to the registrar's office. You can email it to them at [dc@registrar.gatech.edu](mailto:dc@registrar.gatech.edu).  
 Kristi Mehaffey  
Kristi Landis Mehaffey, Sep 18 at 12:44pm

**Add a Comment:**

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