

**Graduate Student Tracker
for George W. Woodruff
School of Mechanical
Engineering
ME Graduate Student
Experience Portal**

August 2024



Training Agenda for Graduate Students

The training topics covered in this deck include:

- ME Graduate Student Tracker Platform Overview
- Sign-in Instructions
- Navigating the ME Graduate Student Experience Portal
- Forms Submission
- Notifications & Forms Tracking
- Support Resources

Learning Objectives

After attending this workshop or reviewing the presentation deck, you will be able to:

- Understand the business objectives and project scope
- Login and navigate the ME Graduate Student Experience Portal
- Understand how each stakeholder group engages and uses the solution
- Submit New Form
- View your Student Submitted Forms
- How to get support

ME Graduate Student Tracker App Overview

Project Overview

Business Objectives

- Replace an aging system that addresses data security and compliance
- Modernize the system and improve the overall service and user experience for the faculty, graduate students and student services staff

Project Scope

- Design and implement an integrated solution using Salesforce that meets customer needs and improves productivity
- Automate forms submission, approval process and forms status visibility to stakeholders
- Deliver more up-to-date data and data integrations
- Reduce manual processes
- Improve reporting capabilities
- Provide training or onboarding materials to stakeholders

Thanks To Our ME Functional & IT Teams

Extending sincere appreciation to our dedicated functional team:

Glenda Johnson,
Academic Advising Manager

Camellia Henry,
Academic Advisor II

Katherine Drake,
Academic Advisor I

Stephen Fuller,
Director, Information
Technology

Marlena Frank,
Academic & Research
Support Engineer Lead

Ranjini Unnikrishnan,
Application Developer,
Senior

- Their exceptional teamwork, expertise, and unwavering commitment to excellence play a crucial role in driving our success.
- Thank you for being pivotal members of our accomplished functional and IT team; your collective efforts are truly valued.

GRADUATE STUDENT TRACKER APP

Mechanical Engineering

Meaningful Student Record

Staff has a holistic view into a student's record.

Student Form Management

Staff can view submitted student forms and have visibility into a form's approval progress.

Helpful Automation

Staff, faculty, and students automatically receive communication throughout a form's approval process, including reminders.

Effortless Collaboration and Notes

Staff can collaborate with each other while logging notes, phone calls, and sending emails, ensuring no interaction is lost.

Data Visualization

Staff can view student and form data holistically, making data driven decisions on where and how to act.

The screenshot displays the ME Grad Tracker App interface, which is a comprehensive dashboard for managing graduate student records and forms. The dashboard is organized into several key sections:

- Student Tracker:** A large central widget showing a list of enrolled students by advisor, with a prominent '4.9k' indicator.
- Student Location - Faculty/Building:** A bar chart showing the distribution of students across various buildings like Low Building, MSEC Building, and MSEC Building.
- Quality Status Report:** A donut chart showing the 'Sum of Quota Passed' with a value of 2.
- Approved Student Forms Report:** A donut chart showing 4,045 approved forms.
- Awaiting Approval Forms:** A donut chart showing 125 forms currently awaiting approval.
- Denied Forms:** A donut chart showing 26 forms that have been denied.
- Fellowships Submitted - By Year:** A donut chart showing a total of \$69,000 in fellowships.
- Awards and Publications Reports:** A donut chart showing 6 awards and publications.
- PhD ME POS Pending Approvals:** A donut chart showing 3,1k pending approvals.
- Newly Approved Forms:** A widget showing 10 newly approved forms.
- Newly Denied Forms:** A widget showing 10 newly denied forms.

Below the dashboard, there is a detailed view for a specific student, **Student Fatma**. This view includes:

- Personal Info:** Name, Phone, Email, ID#, Primary Academic Program, and Mailing Address.
- Details:** A section for logging notes, phone calls, and emails.
- Forms submitted report - By Form Type:** A horizontal bar chart showing the number of forms submitted for various categories like 'Admission to Ph.D. Candidacy' and 'Approval of Master's Thesis Title'.
- Related:** A section for tracking applications, program enrollments, course connections, and notes.

GRADUATE STUDENT EXPERIENCE PORTAL

Mechanical Engineering

Student Form Submission

Students can quickly submit forms for approval with validation happening at the time of submission.

Status Visibility

Students can see in real-time the status of their form and who has interacted with it.

Automated Notifications

Students received automated notifications related to how a form is progressing through approval.

The screenshot shows the homepage of the Georgia Tech Graduate Student Experience Portal for Mechanical Engineering. The header includes the Georgia Tech logo and a search bar. The main content area features the text "George W. Woodruff School of Mechanical Engineering" and "Submit and view the status of students forms". Below this, there are two buttons: "My Forms" and "Submit A Form". To the right, there is a section titled "MY DENIED FORMS" with a list of denied forms, including "2024-07-25 Change of Advisor", "2024-07-26 MSME Program of Study", "2024-07-29 Approval of Masters Thesis Topic", "2024-07-29 MSNE Program of Study", "2024-07-29 PhD MP Program of Study", and "2024-07-29 PhD NRE Program of Study".

The screenshot shows the "My Awaiting Approval Forms" page. It displays a table with 4 items, sorted by Student Form Name. The table columns are Student Form Name, Submitted Date, Type, Status, First Ap..., Second ..., and Third A... The data rows are as follows:

| | Student Form Name ↑ | Submitted Date | Type | Status | First Ap... | Second ... | Third A... |
|---|------------------------------------|---------------------|-------------------------|-------------------|-------------|------------|------------|
| 1 | 2024-07-25 Change of Advisor | 7/25/2024, 3:47 PM | Change of Advisor | Awaiting Approval | | | |
| 2 | 2024-07-26 PhD ME Program of Study | 7/26/2024, 4:22 PM | PhD ME Program of Study | Awaiting Approval | | | |
| 3 | 2024-07-26 Room Key Request | 7/26/2024, 1:13 PM | Room/Key Request | Awaiting Approval | | | |
| 4 | 2024-07-29 MSMP Program of Study | 7/29/2024, 10:12 AM | MSMP Program of Study | Awaiting Approval | | | |

FACULTY FORMS EXPERIENCE PORTAL

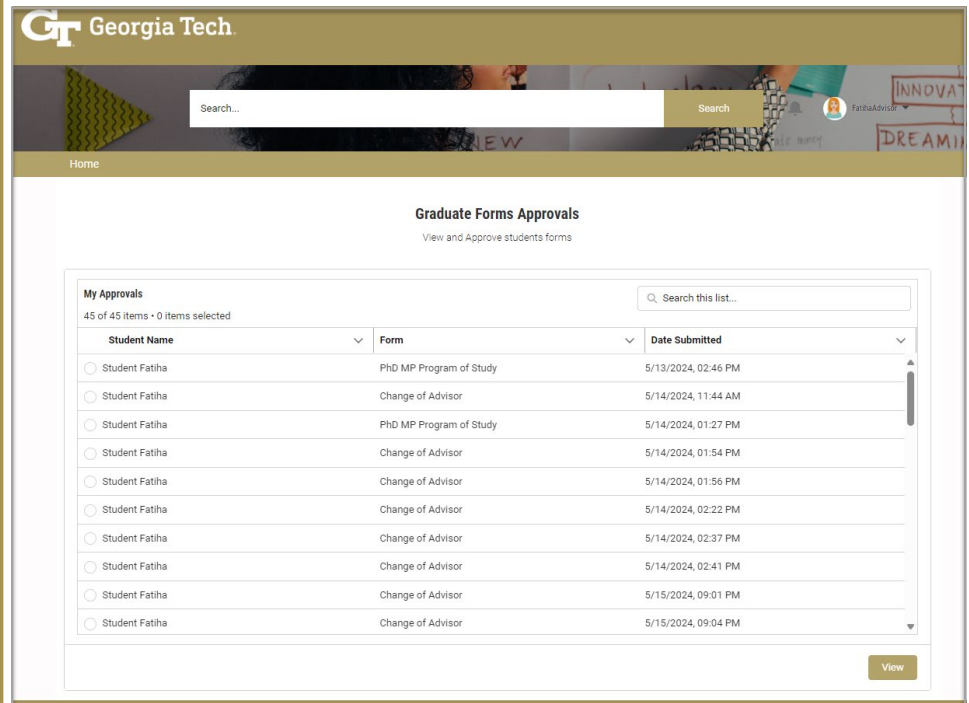
Mechanical Engineering

Student Form Approval

Faculty can easily review and approve student forms.

Automated Notifications

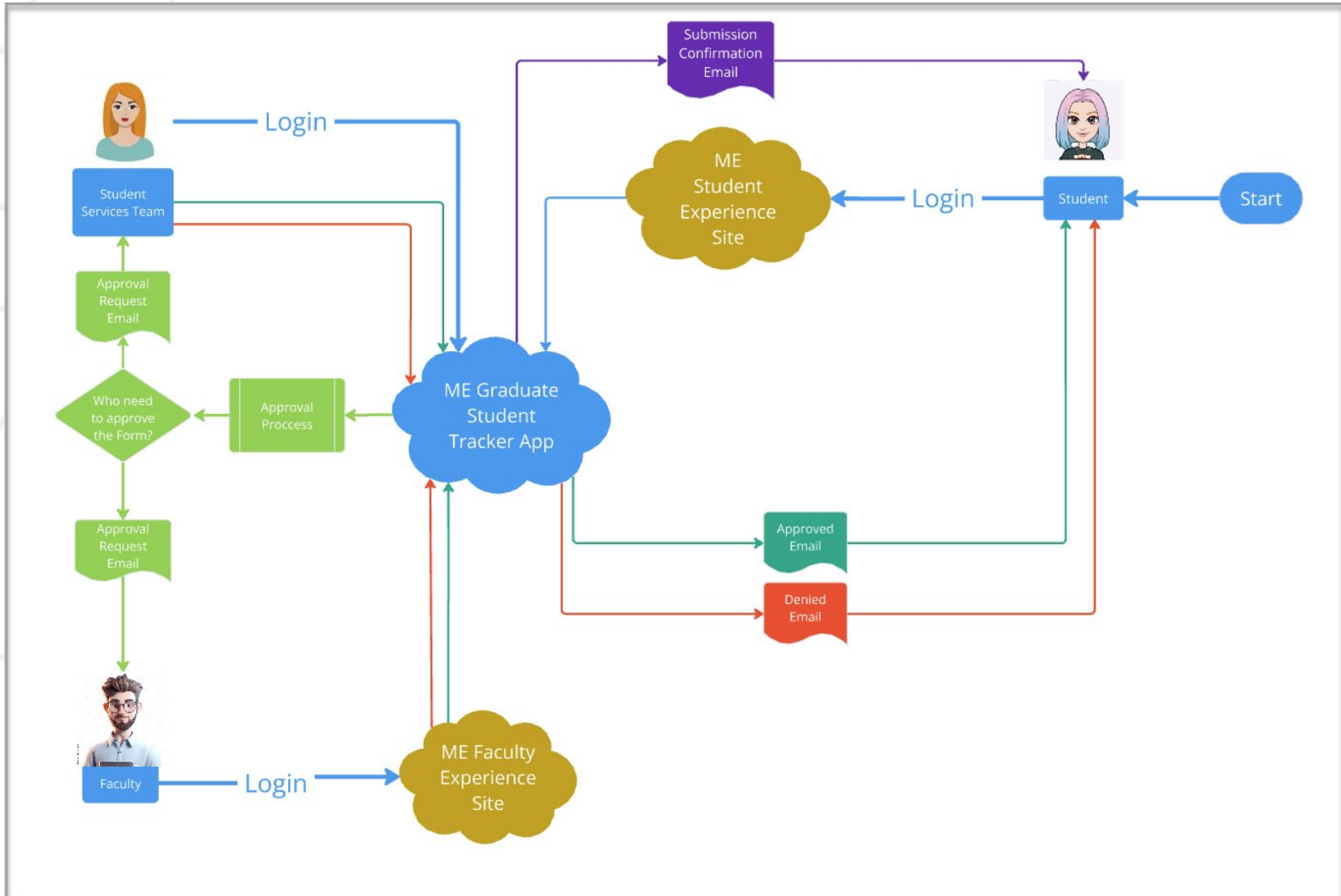
Faculty received automated notifications related to how a form is progressing through approval, including reminders when the approval of a student form is overdue.



The screenshot displays the Georgia Tech Faculty Forms Experience Portal. The header includes the Georgia Tech logo and a search bar. The main content area is titled "Graduate Forms Approvals" with the subtitle "View and Approve students forms". Below this, there is a section for "My Approvals" showing a list of 45 items, with 0 items selected. The list is a table with columns for Student Name, Form, and Date Submitted. Each row includes a radio button for selection.

| Student Name | Form | Date Submitted |
|--------------------------------------|-------------------------|---------------------|
| <input type="radio"/> Student Fatiha | PhD MP Program of Study | 5/13/2024, 02:46 PM |
| <input type="radio"/> Student Fatiha | Change of Advisor | 5/14/2024, 11:44 AM |
| <input type="radio"/> Student Fatiha | PhD MP Program of Study | 5/14/2024, 01:27 PM |
| <input type="radio"/> Student Fatiha | Change of Advisor | 5/14/2024, 01:54 PM |
| <input type="radio"/> Student Fatiha | Change of Advisor | 5/14/2024, 01:56 PM |
| <input type="radio"/> Student Fatiha | Change of Advisor | 5/14/2024, 02:22 PM |
| <input type="radio"/> Student Fatiha | Change of Advisor | 5/14/2024, 02:37 PM |
| <input type="radio"/> Student Fatiha | Change of Advisor | 5/14/2024, 02:41 PM |
| <input type="radio"/> Student Fatiha | Change of Advisor | 5/15/2024, 09:01 PM |
| <input type="radio"/> Student Fatiha | Change of Advisor | 5/15/2024, 09:04 PM |

ME Grad Tracker Project Overview

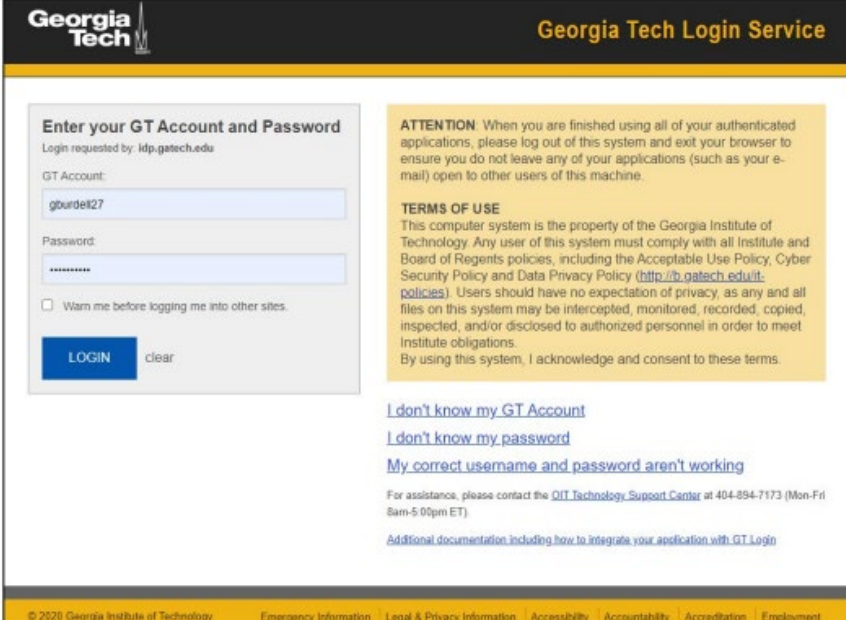


Sign-In Instructions

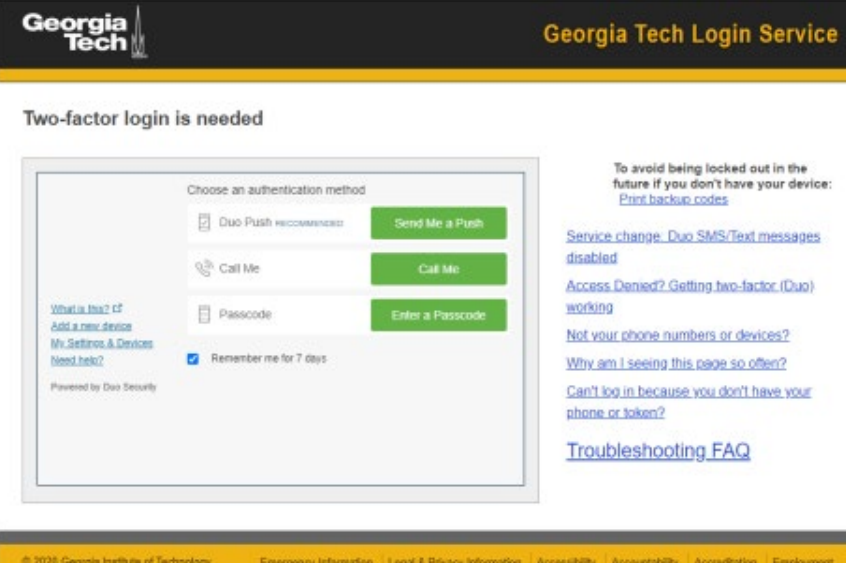
Graduate Student Experience View: Signing In

1. Enter <https://student.gradforms.me.gatech.edu/> in the address bar
2. You will be redirected to Georgia Tech Login Service.
3. Enter your GT credentials.
4. Select Login.

Reminder: this will be live on 8/13/24.



The screenshot shows the Georgia Tech Login Service interface. At the top, the Georgia Tech logo and "Georgia Tech Login Service" are displayed. The main content area is titled "Enter your GT Account and Password" and includes a login request from "idp.gatech.edu". There are input fields for "GT Account:" (containing "gbourdel27") and "Password:" (masked with asterisks). A checkbox for "Warn me before logging me into other sites." is present. A blue "LOGIN" button and a "clear" link are at the bottom of the form. To the right, a yellow box contains an "ATTENTION" notice and "TERMS OF USE" text. Below the form, there are links for "I don't know my GT Account", "I don't know my password", and "My correct username and password aren't working". At the bottom, there is contact information for the OIT Technology Support Center and a link to additional documentation.



The screenshot shows the Georgia Tech Login Service interface with a "Two-factor login is needed" message. The main content area is titled "Choose an authentication method" and includes three options: "Duo Push (recommended)" with a "Send Me a Push" button, "Call Me" with a "Call Me" button, and "Passcode" with an "Enter a Passcode" button. There is a checkbox for "Remember me for 7 days" which is checked. To the right, there is a warning: "To avoid being locked out in the future if you don't have your device: Print backup codes" with a link to "Print backup codes". Below this, there are several links: "Service change: Duo SMS/Text messages disabled", "Access Denied? Getting two-factor (Duo) working", "Not your phone numbers or devices?", "Why am I seeing this page so often?", "Can't log in because you don't have your phone or token?", and "Troubleshooting FAQ". At the bottom, there is a footer with the Georgia Tech logo and "Georgia Tech Login Service".

5. You will have three options on multi-factor authenticated.

NOTE: If you are not using your personal device, it is not recommended to remember for 7 days.

Graduate Student Experience View: Home Screen

Once you have successfully authenticated, you will be redirected to ME Graduate Student Experience Portal.

The screenshot shows the home screen of the ME Graduate Student Experience Portal. At the top, there is a navigation bar with the Georgia Tech logo and the text "Georgia Tech". Below this is a search bar with the placeholder text "Search..." and a "Search" button. To the right of the search bar is a user profile icon labeled "Student Fatima". Below the search bar is a navigation menu with the following items: "Home", "My Forms", and "Submit A Form". The main content area features the heading "George W. Woodruff School of Mechanical Engineering" and the sub-heading "Submit and view the status of students forms". There are two main action buttons: "My Forms" and "Submit A Form", each with a corresponding image. To the right of these buttons is a section titled "MY DENIED FORMS" with a list of denied forms:

| MY DENIED FORMS |
|---|
| 2024-07-25 Change of Advisor |
| 2024-07-26 MSME Program of Study |
| 2024-07-29 Approval of Masters Thesis Topic |
| 2024-07-29 MSNE Program of Study |
| 2024-07-29 PhD MP Program of Study |
| 2024-07-29 PhD NRE Program of Study |

The screenshot shows a Salesforce Single Sign-On Error message. At the top, there is the Salesforce logo. Below it is the text "Single Sign-On Error". In a white box, the message reads: "We can't log you in because of an issue with single sign-on. Contact your Salesforce admin for help." A red arrow points from the "Note" text to this error message.

Note: If you receive this error message, please submit a help request ticket via ServiceNow. Support@me.gatech.edu

ME Graduate Student Experience Portal

The ME Grad Student Experience Portal provides students with the ability to submit forms and view their submitted forms status.

The screenshot displays the ME Graduate Student Experience Portal. At the top, the Georgia Tech logo is visible. Below it is a search bar and a navigation menu with links for Home, My Forms, and Submit A Form. The main heading reads "George W. Woodruff School of Mechanical Engineering" and "Submit and view the status of students forms". There are two main action buttons: "My Forms" and "Submit A Form". The page is divided into three sections: "MY AWAITING APPROVAL FORMS", "MY APPROVED FORMS", and "MY DENIED FORMS". Each section lists specific form types and dates, with a "View All" link below each list. The footer contains social media icons, contact information for Georgia Institute of Technology, and a list of legal and policy links.

GT Georgia Tech.

Search... Search

Home My Forms Submit A Form

George W. Woodruff School of Mechanical Engineering
Submit and view the status of students forms

My Forms **Submit A Form**

MY AWAITING APPROVAL FORMS

- 2024-07-25 Change of Advisor
- 2024-07-26 PHD ME Program of Study
- 2024-07-26 Room Key Request
- 2024-07-29 MSMP Program of Study

View All

MY APPROVED FORMS

- 2024-07-25 Room Key Request
- 2024-07-26 JOINT MS Program of Study
- 2024-07-29 Special Problem
- 2024-08-02 M.S. Thesis Presentation

View All

MY DENIED FORMS

- 2024-07-26 MSME Program of Study
- 2024-07-29 Approval of Masters Thesis Topic
- 2024-07-29 MSNE Program of Study
- 2024-07-29 PHD MP Program of Study
- 2024-07-29 PHD NRE Program of Study

View All

f in Georgia Institute of Technology
84 5th NW
Atlanta, GA 30308

General
Directory
Employment
Emergency Information

Legal
Equal Opportunity, Nondiscrimination, and Anti-Harassment Policy
Legal & Privacy Information
Human Trafficking Notice
Title IX / Sexual Misconduct
Hazing Public Disclosures
Accessibility
Accountability
Accreditation
Report Free Speech and Censorship Concerns

GT Georgia Tech.
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Navigating The ME Graduate Student Experience Portal

Graduate Student Experience View: Home Screen

The screenshot shows the home screen of the Graduate Student Experience portal. At the top left is the Georgia Tech logo. A search bar and a user profile icon are at the top right. A navigation bar contains three buttons: 'Home' (1), 'My Forms' (2), and 'Submit A Form' (3). The main content area is titled 'George W. Woodruff School of Mechanical Engineering' and 'Submit and view the status of students forms'. It features two large cards: 'My Forms' (2) and 'Submit A Form' (3). To the right, there are three sections of form lists: 'MY AWAITING APPROVAL FORMS' (4), 'MY APPROVED FORMS' (4), and 'MY DENIED FORMS' (4). Each list contains several entries with dates and form titles, and a 'View All' link at the bottom of each section.

1- Home -Takes the Student back to the main Graduate Student Experience homepage.

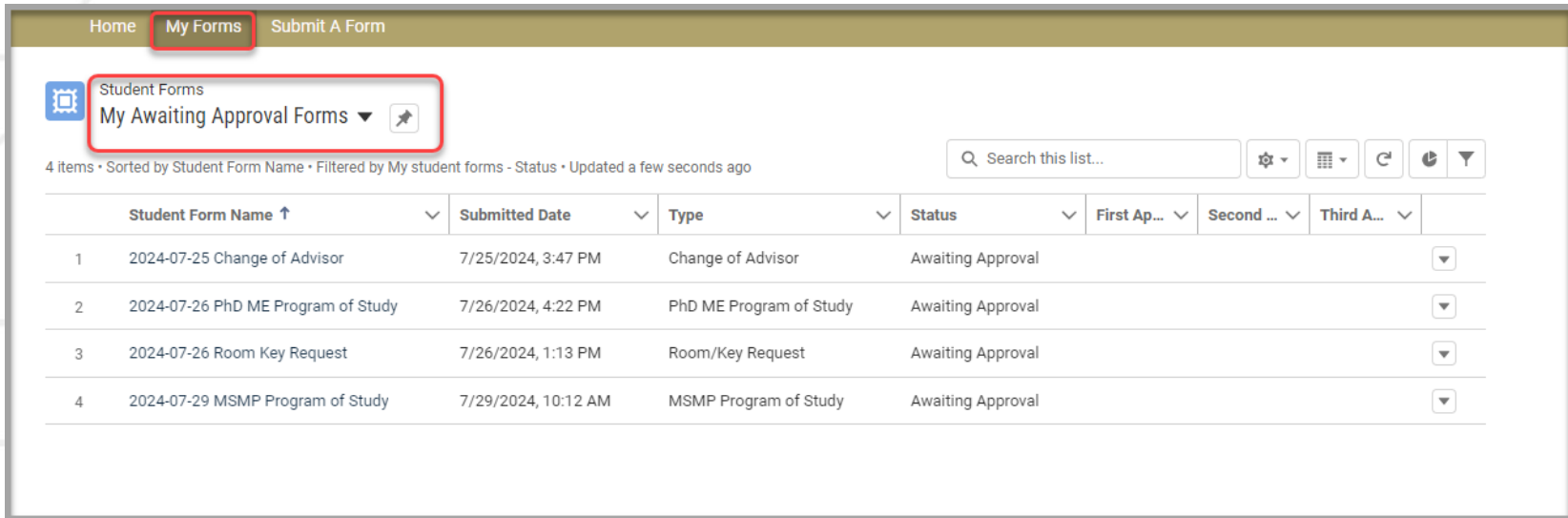
2- My Forms - View the history of all your Submitted Forms by status.

3- Submit A Form - This is the starting point for any Form Submission.

4- Quick glanced of different list views:

- My Awaiting Approval Forms
- My Approved Forms
- My Denied Forms

Graduate Student Experience View: List View



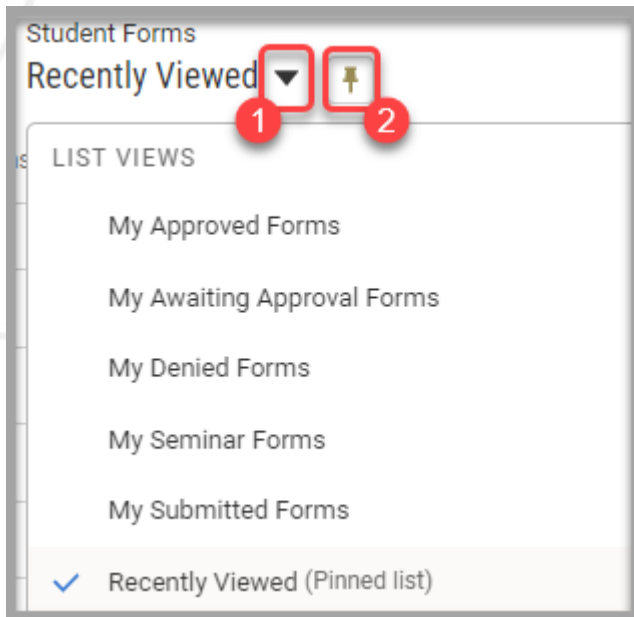
Home **My Forms** Submit A Form

Student Forms
My Awaiting Approval Forms

4 items • Sorted by Student Form Name • Filtered by My student forms - Status • Updated a few seconds ago

Search this list...

| | Student Form Name ↑ | Submitted Date | Type | Status | First Ap... | Second ... | Third A... |
|---|------------------------------------|---------------------|-------------------------|-------------------|-------------|------------|------------|
| 1 | 2024-07-25 Change of Advisor | 7/25/2024, 3:47 PM | Change of Advisor | Awaiting Approval | | | |
| 2 | 2024-07-26 PhD ME Program of Study | 7/26/2024, 4:22 PM | PhD ME Program of Study | Awaiting Approval | | | |
| 3 | 2024-07-26 Room Key Request | 7/26/2024, 1:13 PM | Room/Key Request | Awaiting Approval | | | |
| 4 | 2024-07-29 MSMP Program of Study | 7/29/2024, 10:12 AM | MSMP Program of Study | Awaiting Approval | | | |



Student Forms
Recently Viewed

LIST VIEWS

- My Approved Forms
- My Awaiting Approval Forms
- My Denied Forms
- My Seminar Forms
- My Submitted Forms
- ✓ Recently Viewed (Pinned list)

List Views allow student to see different views and the status of their submitted forms.

Click on the **My Forms** tab

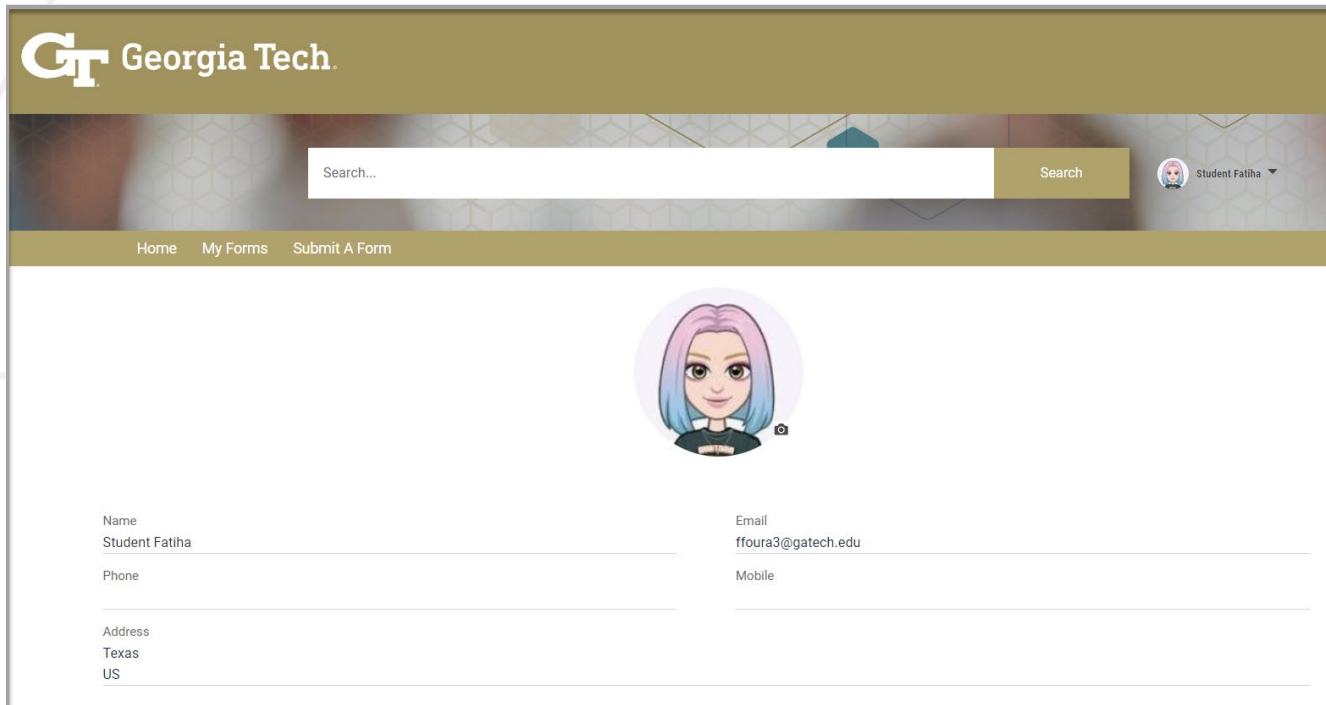
1- From the dropdown select one of the list views

- My Approved Forms
- My Awaiting Approval Forms
- My Denied Forms
- My Seminar Forms
- My Submitted Forms
- Recently Viewed (the default)

2- Pin your **My Awaiting Approval** List View

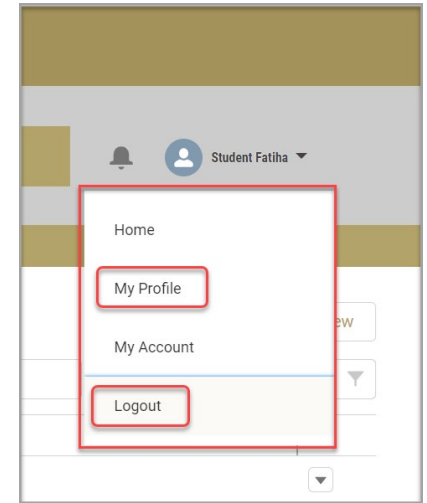
Graduate Student Experience View: My Profile

- **Profile** Located in the top right will give access to basic student information, such as full name, email, phone number, mobile, home address.
- **Logout**



The screenshot shows the Georgia Tech student profile page. At the top left is the Georgia Tech logo. Below it is a search bar with the text "Search..." and a "Search" button. To the right of the search bar is a user profile icon labeled "Student Fatiha". Below the search bar is a navigation menu with "Home", "My Forms", and "Submit A Form". The main content area features a cartoon avatar of a student with pink and blue hair. Below the avatar are form fields for personal information:

| | | | |
|---------|----------------|--------|--------------------|
| Name | Student Fatiha | Email | ffoura3@gatech.edu |
| Phone | | Mobile | |
| Address | Texas US | | |



How To Submit A Form

Submit A Form

Georgia Tech.

Search...

1

Home My Forms **Submit A Form** 2

* Form Type

- None--
- None--
- Admission to Ph.D. Candidacy
- Approval of Master's Thesis Topic
- Change of Advisor
- JOINT MS Program of Study
- M.S. Thesis Presentation
- ME Fellowships
- MSME Program of Study
- MSMP Program of Study
- MSNE Program of Study
- Ph.D. Dissertation Defense
- Ph.D. Proposal Presentation
- PhD ME Program of Study
- PhD MP Program of Study
- PhD NRE Program of Study
- Room/Key Request
- Seminar Request
- Special Problem
- Submit Publications and Awards
- Teaching Assistant Contract

1- Click on the **Submit A Form** Tab.

2- Click on Form Type drop down, select a form.

3- Click **Next**.

NOTE: Forms are **locked** upon submission. Please check all details carefully before submitting to ensure all required fields are completed and to prevent any delays in approval.

Search... Search

Student Fatiha

Home My Forms **Submit A Form**

* Form Type ⓘ

M.S. Thesis Presentation

3 Next

Example: M.S. Thesis Presentation

The screenshot shows a web form titled "M.S. Thesis Presentation Form" with a navigation bar containing "Home", "My Forms", and "Submit A Form". Below the title, a note states: "Committee member name should be in the format of either of the following: Dr. George Burdell or Prof. George Burdell".

The form contains two identical entries for committee members. Each entry has three fields: "Committee" (text input), "Role" (dropdown menu), and "Department" (text input). The first entry has "Dr. Smith" in the Committee field, "Chair" in the Role dropdown, and "ME" in the Department field. The second entry has "Prof. Dana V" in the Committee field, "Co-Chair" in the Role dropdown, and "ME" in the Department field. Each entry has a "Remove" button to its right.

At the bottom left of the form is a "+ Add" button with a red circle containing the number "1" next to it. At the bottom right is a "Save" button with a red circle containing the number "3" next to it. A red circle containing the number "2" is positioned above the "Remove" button of the second committee member entry.

Add the first committee member details: Committee Name, Role and department.

1- Select Add: To include all Committee members with their details.

2- Remove: Removing a committee member if you don't want to add them.

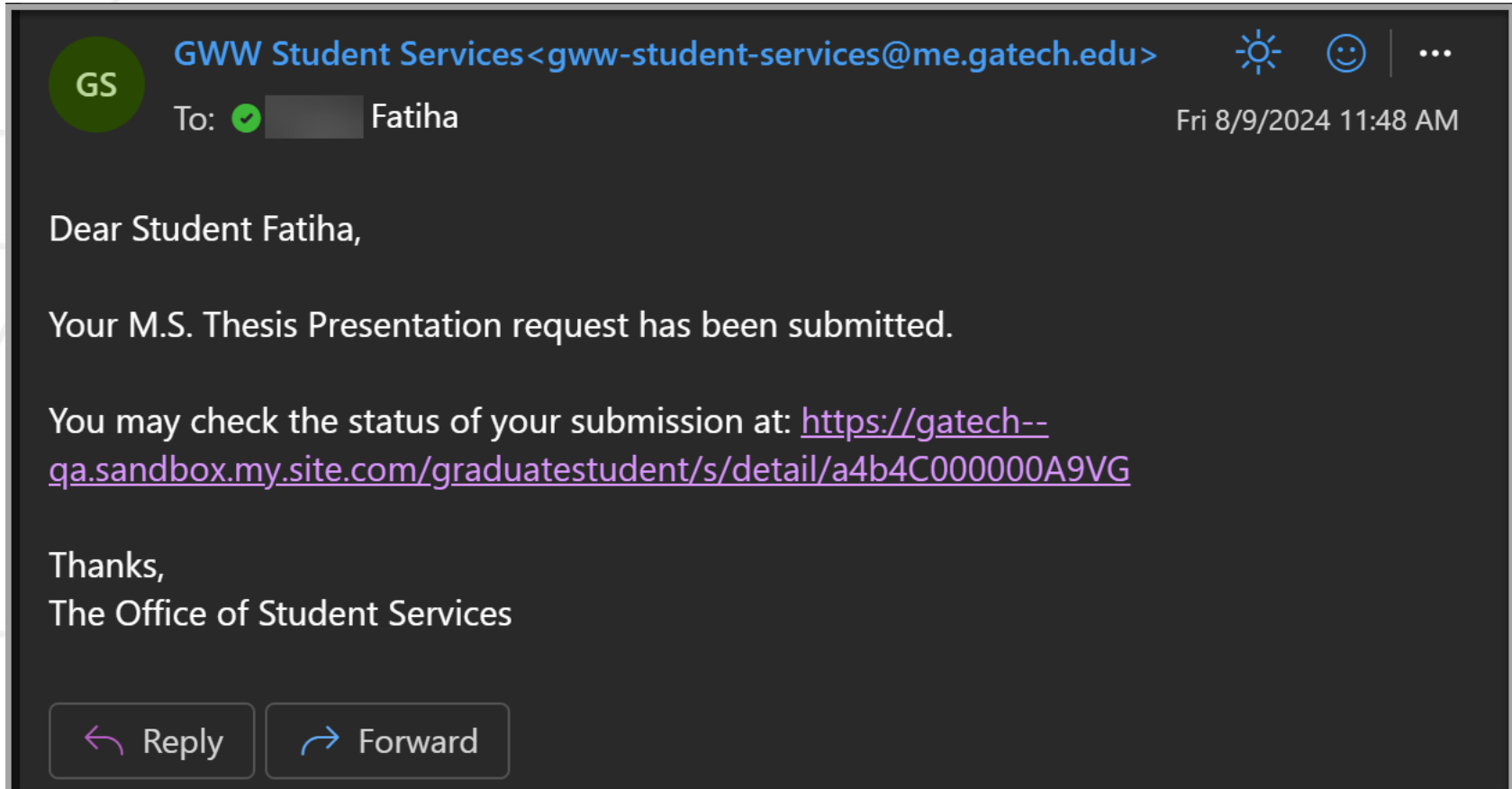
3- Save: Save the committee members.

NOTE: Committee Members may include individuals who are internal to Georgia Tech or external.

Notifications & Forms Tracking

Submission Confirmation Email

After you submit the form, you will receive an email. This email will serve as a record of your submission and will include a link to the form.



Form Detail Page

Clicking the link in the confirmation email will take you to the Details Page of the form. Here, you can see the Status as **“Awaiting Approval”**

Home My Forms Submit A Form

Student Form

| | |
|-----------------------------|---|
| GTID | 654322765 |
| Contact Display Name | Student Fatiha |
| Status | Awaiting Approval |
| Presentation Date & Time ⓘ | 8/16/2024, 9:38 AM |
| Preferred Building Location | MARC Building |
| Other ⓘ | |
| Room # | 123 |
| Thesis Title | Test Thesis 1 |
| Summary ⓘ | Summary Test 1 |

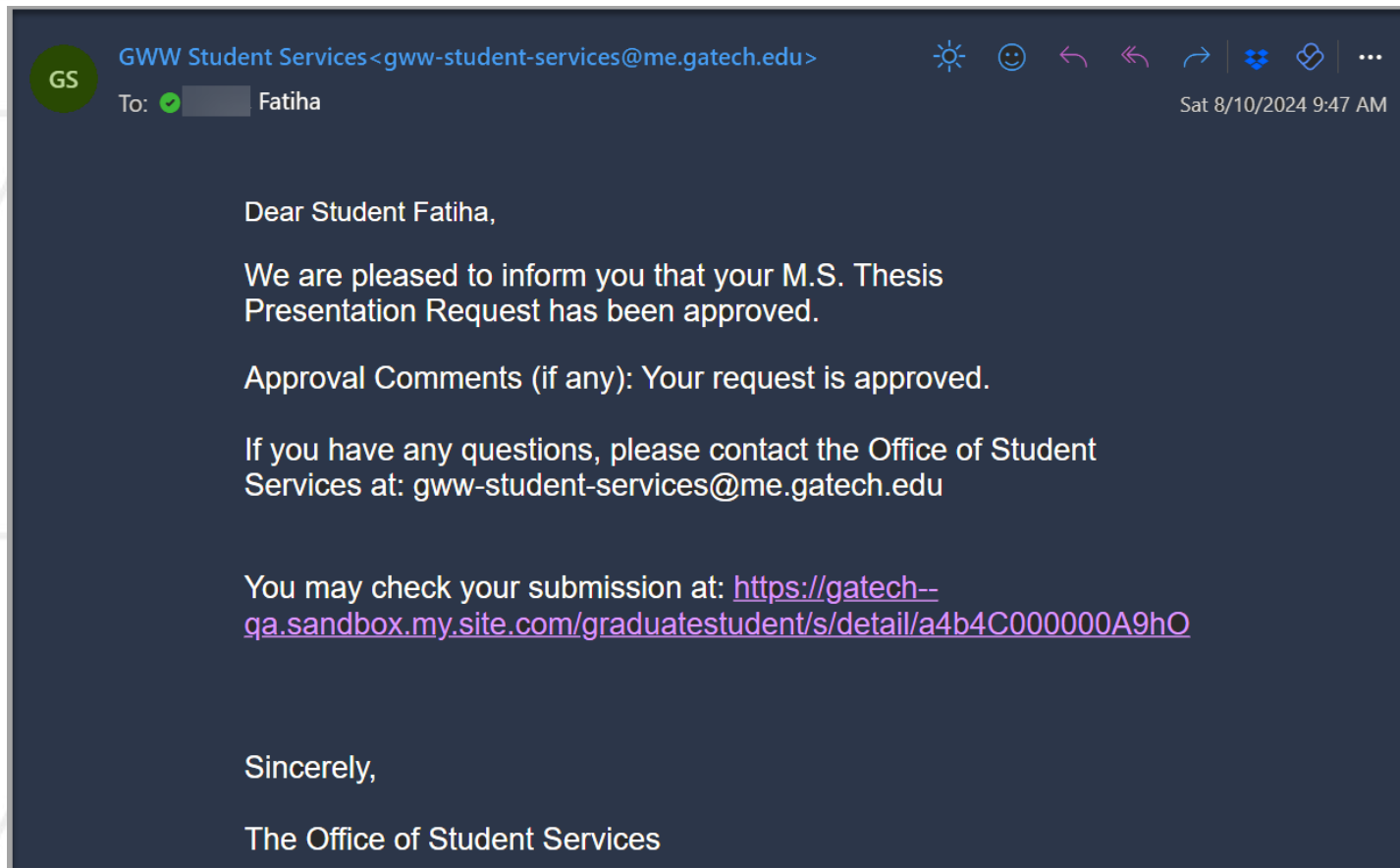
Committee Members

| | Name | Department | Role |
|---|--------------|------------|----------|
| 1 | Dr. Smith | ME | Chair |
| 2 | Prof. Dana V | ME | Co-Chair |

Form Approval Email

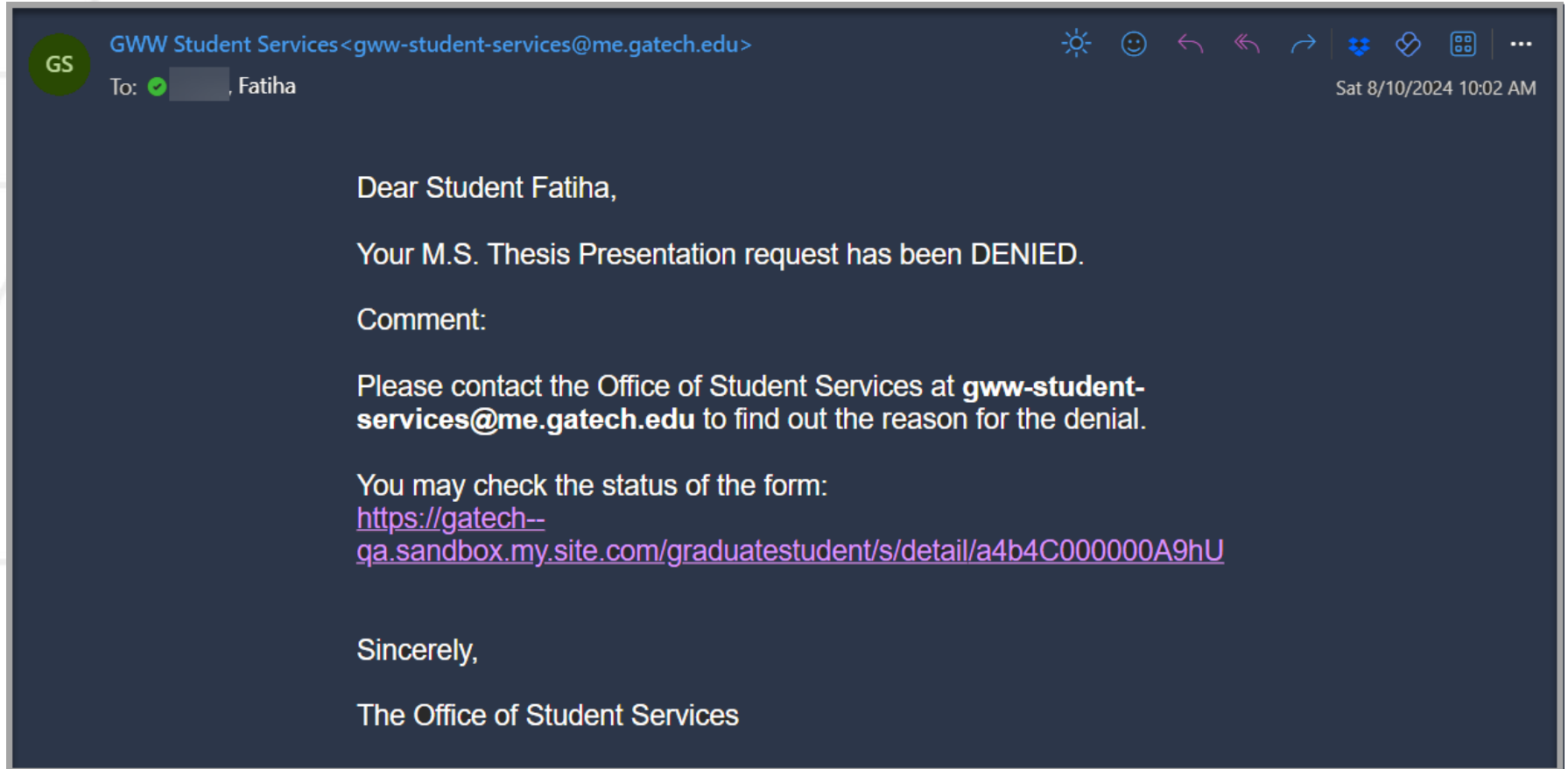
You will receive an email notification once the request is **Approved**. The example shown below will contain a link to your form for easy access.

Note: If you wish to retain the comments made, do not delete the email notification.



Form Denial Email

If a request is denied, the student will receive an email to inform them of the status and reason. An example of the email with a link to the form is shown below.



Denied Requests

Clicking the link will take you to the Details Page of the form where you can see the status update from “**Awaiting Approval**” to “**Denied**”.

Home My Forms Submit A Form

Student Form

GTID 654322765

Contact Display Name Student Fatiha

Status **Denied**

Presentation Date & Time ⓘ 8/16/2024, 9:38 AM

Preferred Building Location MARC Building

Other ⓘ

Room # 123

Thesis Title Test Thesis 1

Summary ⓘ
Summary Test 1 Summary Test 1 Summary Test 1 Summary Test 1 Summary Test 1 Summary Test 1 Summary Test 1 Summary Test 1 Summary Test 1
Summary Test 1 Summary Test 1 Summary Test 1 Summary Test 1 Summary Test 1 Summary Test 1 Summary Test 1 Summary Test 1

Committee Members

| | Name | Department | Role |
|---|--------------|------------|----------|
| 1 | Dr. Smith | ME | Chair |
| 2 | Prof. Dana V | ME | Co-Chair |

Support Resources

Support Model
Email Recommendations

Get Help After Go-Live: August 13

ME IT and OIT-CRM Services are hosting virtual Office Support time in August for users who may need help or have questions after the new service is in production.

Feel free to drop-in to ask questions and get support at **Daily Virtual Drop-In Support.**

Virtual Office Support will be held beginning August 13 – August 30 twice daily:

- 9:00 – 9:30 am
- 12:30 – 1:00 pm

If you are unable to attend these session, please submit a ticket to

- Business Process: gww-student-services@gatech.edu
- Technical Issues: support@me.gatech.edu

How To Get Support

On 8/13/2024, ME Grad Student Tracker will be in production.

End Users can get support from the following Functional and IT teams:

| Support Model | Typical User Support Issues | Contact |
|--|---|--|
| Office of Student Services (Tier 0) | <i>I don't know how to submit a form I need training or job aids. My form hasn't been approved yet...</i> | Business process questions should be sent to gww-student-services@gatech.edu |
| ME IT (Tier 1) | <i>I can't log into ME Grad Tracker.. I am getting an SSO error message I can't access the Faculty Forms Site I'm getting the following error message.. I don't see my assigned grad students</i> | support@me.gatech.edu Tickets will be assigned and addressed as quickly as possible |
| OIT CRM Services (Tier 2) | Platform and other support tickets will be escalated from ME teams | ME IT or OSS will reassign support tickets to the OIT "Salesforce Core Team". Tickets will be assigned and address as quickly as possible. |
| Salesforce Support (Tier 3) | OIT will engage Salesforce to address platform issues that they are unable to resolve. | |

PSA: Emailing from ME Grad Student Tracker

| Audience | Recommendations |
|-------------------|---|
| All Users | Add gww-student-services@me.gatech.edu to your Outlook safe senders list to ensure messages sent from ME Grad Tracker are not blocked. |
| All Users | Bookmark your app or portal site to easily access the service. Faculty Forms Portal: https://faculty.gradforms.me.gatech.edu/ Student Experience Portal: https://student.gradforms.me.gatech.edu/ ME Staff Portal: https://gatech.my.salesforce.com |
| Graduate Students | Email sent from ME Student Tracker is guaranteed to be delivered to student's official Georgia Tech mailbox |
| Graduate Students | Students may "Store and Forward" their email to a 3rd party email provider, such as Gmail, Yahoo, etc. |
| Graduate Students | Periodically check Junk and Spam folders to train other mail provider's filtering software to accept mail sent from *@gatech.edu mail addresses by marking the 3rd party mail "Not Junk/Spam" to avoid missing important forwarded email. |

Forms & Support Information for Graduate Students

ME Graduate Students can find support documentation and links to the [Student Experience Portal](#) directly from [Graduate Program Forms | George W. Woodruff School of Mechanical Engineering \(gatech.edu\)](#)

ME Graduate Forms Platform

The legacy graduate forms system is being replaced with a new Salesforce platform. The new platform will go live on **August 13th**. Please see the support documentation linked below for instructions on how to use the new platform.

ME Graduate Forms

If you have any questions, please email support@me.gatech.edu (technical queries) or gww-student-services@me.gatech.edu (for form filling or course enquiries).

[Support Documentation](#)

General Forms

- [Change of Advisor Form](#) (Login)
- [Outside Employment Request for GWW Graduate Students](#) (DOC)
- [Special Problems Form](#) (Login)

Master's Degree Forms

- [Proposed MSME Program of Study](#) (Login)
- [Proposed NE Master's Program of Study](#) (Login)
- [Proposed MP Master's Program of Study](#) (Login)

PhD Degree Forms

- [Doctoral Teaching Intern Application](#) (DOC)
- [Seminar Registration Form](#) (Login)
- [Teaching Practicum Request](#) (Login)

Dates to Remember for Pre-Go-Live Support

| Support Opportunities | Dates | Information |
|------------------------------------|-----------------|---|
| Legacy Tracker Freeze Date | August 8, 2024 | Faculty Advisors: Complete Existing Forms by 8/8* Grad Students: No New Form Submissions Allowed after 8/7 |
| Graduate Student Support Materials | August 9, 2024 | Support Document will be available at Graduate Program Forms George W. Woodruff School of Mechanical Engineering (gatech.edu) |
| Go-Live | August 13, 2024 | |

**Any forms that are not approved by will need to be resubmitted in the new system after August 13.*

Thank You!