

December 2022

AOE Advising Office

Location: 215 Randolph Hall

In-Person Walk-In Hours:

- Come to any advisor's walk-in hours
- Emily: Mondays 10:30 AM - 12:00 PM & 1:00-2:30 PM
- Chelsea: Wednesdays 9:00 AM - 12:00 PM
- Brian: Thursdays 9:00 AM - 12:00 PM

Appointments:

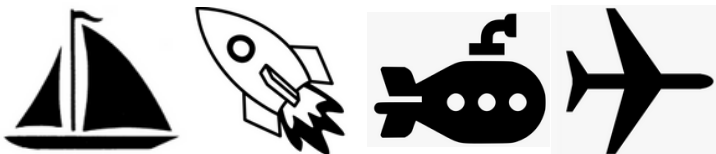
- In-person and virtual appointments available
- Schedule an appointment through [Navigate!](#)
- Include a comment with your reason for the appointment
- Offices: Emily & Chelsea (215 Randolph), Brian (128 Randolph)

Note: If you have any comments or concerns about AOE undergraduate academic advising, please email [Dr. Seidel](#).

Career Corner

Are you interested in pursuing a federal job or internship?

The Career Office has certified federal job search advisors. You can schedule a federal jobs advising appointment by phone (540-231-6241) or through [Handshake](#). Learn more about applying for federal jobs, federal resume presentation and the security clearance process on the Career Office's [federal job & internship search website](#).



Upcoming Dates/Deadlines

December:

- 7: Last day of fall classes; [course withdrawal deadline](#)
- 8: Reading day; AOE advising drop-in event
- 9-14: Fall Semester final exams
- 11: [COE change of major/minor window opens](#)
- 16: Fall Commencement
- 26: Start of online/blended/Winter Experience [Winter Session](#) courses & last day to add or drop these courses

January:

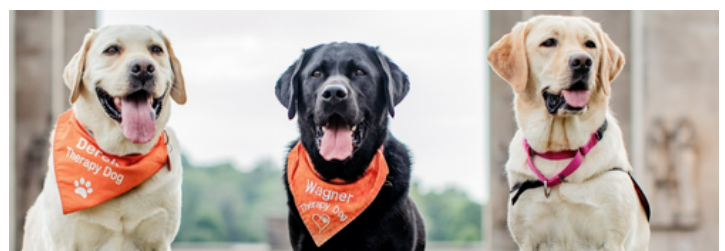
- 2: Start of in-person Winter Session courses & last day to add or drop these courses
- 3: Winter Session [resignation deadline](#)
- 6: COE change of major/minor window closes
- 13: Winter Session course withdrawal deadline & last day of courses
- 14: Winter Session final exam day

For more dates/events visit the:

- [VT Academic Calendar](#)
- [AOE Facebook Page](#)
- [Engineering Opportunities Facebook Page](#)

Featured Wellness Resource

Therapy Dogs: VT has 3 therapy dogs - Josie, Wagner & Derek! Come de-stress and hang out with friendly pooches during their weekly [office hours!](#)



FAQs of the Month

I am enrolled in one winter course at VT, but no longer want to take it. How do I drop the course?

- Students are not able to drop their final credits for a term through Hokie Spa. To drop all of your enrolled winter credits, use the [withdrawal/resignation form](#).
- Follow the [instructions](#) for how to fill out/submit the form.

How do I add a minor?

- **COE minors:** Add through an online form during the Change of Major/Minor period (the next open window is Dec. 11 - Jan. 6).
- **College of Science (COS) minors:** Use the "[Change of Second Major/Minor/Option](#)" form. Look up the COS department's procedure for submitting the form. Find COS department advising websites [here](#).
 - Physics & Astronomy minors: submit form to ugphysadvising-g@vt.edu for a department signature.
 - Math minor: Fill out the form and submit it to the [COS Dean's Office Document Portal](#). No department signature is required.
- **Minors in other VT colleges:** Contact the department offering the minor for assistance.
- [Checksheets](#) for minors are available on the Registrar's website.

Why does my foreign language requirement show as incomplete on my DARS?

- If you are a transfer student, you may need to submit your high school transcript to the Registrar's Office.
- If you did not take a foreign language in high school, you may need to enroll in language courses at VT.
- COE students may meet the foreign language requirement by:
 - Taking 2 years of the same language in high school.
 - Having a native language other than English.
 - Receiving credit by exam
 - Taking two semesters of the same language in college.
- The Registrar's Office runs a program twice a year that searches students high school transcripts and identifies who has met this requirement.
- Find more information about the foreign language requirement here. If you still have questions about why your foreign language requirement shows as unmet, contact [Robin Lucas](#) in the Registrar's Office.

Academic Resources

- [AOE Undergraduate Curriculum](#)
- [AOE Advising Website](#)
- [COE Academic Forms](#)
- [COE Resources/Support](#)
- [VT Majors/Minors Checksheets](#)
- [Pathways Course Catalog](#)
- [VT Academic Calendar](#)
- [VT Timetable of Classes](#)
- [Registrar's Office Forms](#)
- [Scholarships/Financial Aid](#)
- [Student Success Center \(SSC\)](#)
- [Dean of Students](#)