

## December 2023

### AOE Advising Office

#### \*\*\*New Location\*\*\*

Gilbert Place, Suite 3300  
220 Gilbert Street

#### Advisors:

- [Emily Metzgar](#): Last names A-G, Rm. 3303
- [Chelsea Nowak](#): Last names H-Ri, Rm 3304
- [Brian Kastner](#): Last names Ro-Z, Rm 3302

#### In-Person Walk-In Hours:

- Come to any advisor's walk-in hours
- Emily: Mondays 9:00 AM - 12:00 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 comment with appointment reason.

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

### Career Corner

#### Does your resume need updating?

Your resume is always a work in progress! Over winter break, update your resume to reflect your accomplishments & activities of the past semester. While you're at it, take some time to update LinkedIn as well.

The Career & Professional Development Office has a wealth of information about resumes in their [Resume & CV Guide](#). You can also get your resume reviewed through a [career advising appointment](#).

### Upcoming Dates/Deadlines

#### December:

- 6: Last day of fall classes; [course withdrawal deadline](#)
- 7: Reading Day; visit us in the AOE Advising Suite for a snack (9 AM - 12 PM & 12:30-4 PM)
- 8-13: Fall semester final exams
- 11: [COE change of major/minor](#) window opens
- 15: Fall Commencement
- 18: Final grades appear on Hokie SPA
- 26: Online/blended/Winter Experience [Winter Session](#) courses start, last day to add or drop these courses

#### January:

- 2: In-person [Winter Session](#) courses start, last day to add or drop these courses
- 3: Winter Session term [resignation deadline](#)
- 5: COE change of major/minor window closes
- 12: Winter Session course withdrawal deadline & last day of courses
- 13: Winter Session final exam day

#### For more dates/events visit the:

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

### Featured Wellness Resource

During December, the [Market of Virginia Tech](#) is hosting Open Market Hours at their main location and a Pop-Up Pantry at Newman Library. These are available to any VT students who need food assistance (no application required). Students may also apply for regular Market food pick-ups.

## 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 [Resignation/Withdrawal](#) form.

### I'm interested in doing undergraduate research. How do I get started?

- The first thing to keep in mind is that **you need to be proactive about getting involved**. The VT Office of Undergraduate Research has a [roadmap](#) for getting started.
- The majority of AOE faculty conduct research. But, undergrad research opportunities are not typically advertized. Look at the [faculty webpages](#) to get an idea of how their research areas connect with your interests. Reach out to faculty about getting involved by talking to them during office-hours or sending professional emails.
- Research can be done on a volunteer basis, for credit (typically 1-3 credits), or for pay. If you are just getting started with a research group, doing it for credit or as a volunteer is most realistic. To have research credits count towards your AOE general technical electives, you must do the research in A-F grade mode under the "AOE" course designation. Check out the [COE Undergraduate Research and Independent Study](#) website for more information about enrolling in research for credit.
- Even if research is not done for technical elective credit, it is a great way to gain experience. If you don't need the tech elective credit, you can also work with faculty from other departments.

### Wait... Is it really ok for me to email a professor I've never met before?

- Yes, it's really ok!
- Email tips: Be polite and professional. Introduce yourself (year, major). Mention if you are currently in one of their classes or have been previously. Consisely explain why you are interested in doing undergrad research and what interests you about the faculty member's research. Thank them and ask about meeting to discuss research further.
- Find additional suggestions about emailing faculty here:
  - [How to email a professor: 7-step guide with examples](#), from LinkedIn
  - [How to Email a Professor Regarding Research](#), from UC Santa Cruz
  - [Tips for Writing an Email to Faculty about Research](#), from UNC Chapel Hill

## 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](#)