

November 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

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

November:

- 13-17: Senior composites
- 15: Last day to request [final exam rescheduling](#)
- 18-26: Thanksgiving Break
- 24: Start of SP 2024 add/drop

December:

- 6: Last day of fall classes; [course withdrawal deadline](#)
- 7: Reading Day
- 8-13: Fall semester final exams
- 11: [COE change of major/minor](#) window opens

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, Derek & Epcot! Come de-stress and hang out with friendly pooches during their weekly [Doggie Pawfice Hours!](#)



FAQs of the Month

I'm debating whether to withdraw (use a W) from a course? What should I do?

- Check how using a W will affect your degree plan. You may need summer courses and/or take another year to graduate. **Consider prerequisites and check with your advisor!**
- Using a W may impact [Satisfactory Academic Progress \(SAP\)](#) for financial aid or scholarships. Ask the [Office of University Scholarships & Financial Aid](#) any questions about financial implications of using a W.
- To withdraw, carefully read the instructions & complete the [online course withdrawal request form](#) by the Dec. 6th withdrawal deadline. Save a copy of your responses when you submit the form.

I submitted my course withdrawal request, but I don't see the W reflected in Hokie Spa. Do I need to keep attending classes for the course?

- When you submit your course withdrawal request, you should receive an email from COE Academic Affairs saying that your withdrawal request has been received. Hang on to this notice as your "receipt".
- As long as you have no holds on your account and still have course withdrawals available, your request will go through. But, it may not be processed until after the course withdrawal deadline.
- You do not need to continue participating in class activities once you have withdrawn from a course. However, you will remain enrolled in Canvas for the course.

What grade do I need to earn for my course to count towards my AE or OE major?

- For the AE & OE majors, D- is the minimum passing grade required for a course to count towards the degrees & count as a prerequisite for later courses.
- Keep in mind that you must maintain a 2.0 or higher cumulative and in-major GPA to stay in good standing with the AOE Department and avoid Policy 91 probation/suspension. In-major GPA refers to all courses taken under the "AOE" course designation. See the [checksheets](#) for more information.

Can you force-add me to a class?

- That depends. We can force-add students to undergrad AOE courses in some situations (e.g. prereq transfer credit not in Hokie Spa). The [AOE Force-Add Request Form](#) for Spring 2024 will open on **Mon. Nov. 27th**.
- If you want to add a 5000-level course (e.g. UG/G student), contact the [AOE graduate program coordinators](#).
- We are NOT able to force-add students to courses taught by different departments. You must reach out to the department teaching the course to find out about its [force-add policies/procedures](#).

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](#)