October 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

Weighing job or internship offers?

Deciding on a job offer can be challenging, with many factors to consider. You may want to talk with your academic advisor, faculty, mentors and/or family. The Office of Career & Professional Development offers resources to help with this process:
- Deciding on an offer, and ethical issues
- 2023-2024 Career Planning Guide (pgs. 73-77)
- Career advising appointments

Upcoming Dates/Deadlines

October:
- 17: Opening of course request for SP 2024
- 23: Last day to resign from FA 2023 term
- 31: Last day of course request for SP 2024

November:
- 13-17: Senior composites (sign-ups coming soon)
- 14: Final day to apply for FA 2023 graduation & appear in program for Commencement
- 15: Last day to request final exam rescheduling
- 18-26: Thanksgiving Break
- 24: Start of SP 2024 add/drop

For more dates/events visit the:
- VT Academic Calendar
- AOE Facebook Page
- Engineering Opportunities Facebook Page

Featured Wellness Resource

Need support and don’t know where to begin? Contact the Dean of Students.

- The Dean of Students Office is available to support students in a variety of ways, including with basic needs.
- Food Assistance: The Market of Virginia Tech
- Emergency Financial Need: Student Emergency Fund
- Absences: Absence Verification Request
- Contact Information: 109 New Hall West, 540-231-3787, dean.students@vt.edu
- After Hours Emergency #: 540-231-6411, press 1
FAQs of the Month

What should I course request for Spring 2024?

- Use the AOE checksheets/curriculum resources to determine your appropriate Spring 2024 courses.
- Read the Spring 2024 Course Request Guides on the AOE Advising Website.
- If you have unique circumstances that make your plan differ from the traditional checksheet progression (e.g. 5-year plan, double major, minors, etc.), schedule an advising appointment to discuss your fall plan.

I'm not able to request an AOE course that I need in Spring 2024. Can I be force added during course request?

- You cannot be force-added during course request.
- During the add/drop periods for Spring 2024, you may submit requests to be force-added to AOE courses, using our online AOE Force-Add Request Form.
- Carefully read the instructions for requesting a force-add and include necessary documentation.

I heard that I am supposed to “apply for my degree”. What does that mean?

- Your “application for degree” tells VT what term you intend to graduate and is VERY important for our graduation clearance process.
- After you have applied for your degree you can run a DARS report.
- You should apply for your degree in Hokie Spa by fall of junior year. But, there is no harm in applying earlier. You can always change your information later if needed.

How do I add a minor?

- COE minors: Add using online form during a Change of Major/Minor period (next window is Dec. 11 - Jan. 5)
- 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: Fill out the form and submit it 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.

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