

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](#)