



AOE ADVISING ANNOUNCEMENTS

November 2021

Important Links

[VT Ready](#)

[AOE Advising Website](#)

[AOE Undergrad Curriculum](#)

[VT Academic Calendar](#)

[VT Timetable of Classes](#)

[Pathways Course Catalog](#)

[COE Academic Forms](#)

[Registrar's Office Forms](#)

[VT Majors/Minors Checksheets](#)

[Bursar's Office](#)

[Scholarships & Financial Aid](#)

[Dean of Students](#)

Upcoming Dates/Deadlines

November

15-18: Senior composites (sign up ASAP)

17: Last day to submit a final [exam change request](#)

20-28: Thanksgiving holiday

26: Start of Spring 2022 add/drop

December

8: Last day of classes; [course withdrawal](#) deadline

9: Reading day

10: First day of final exams

13: [Change of major](#) application window opens

15: Last day of final exams

17: Fall Commencement

See more events on our [AOE Facebook Page](#) and the [Engineering Opportunities Facebook Page!](#)

Advising Office: 224-A Randolph Hall

Walk-in Hours:

Mondays & Thursdays: 9:00 AM - 12:00 PM

Appointments:

- In-person & virtual meetings are available.
- Schedule an appointment through [Navigate!](#)
- Include a **comment** describing your reason for the appointment!

Contact Your Advisor:

Last names A-Mc

Emily Metzgar

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Last names M-Z

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FAQs of the Month

1. 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!
- Consider how using a W will impact [Satisfactory Academic Progress](#) (SAP) for financial aid or scholarships. Ask the [Office of University Scholarships & Financial Aid](#) if you have questions.
- Be sure that you have no holds on your account.
- You may only use 3 W's while at VT.
- To withdraw, complete the [online course withdrawal request form](#) by the Dec. 8th withdrawal deadline.
- An advisor signature is not required.
- Depending on when it is submitted, it can take several days for a W request to be processed.

2. How do I add a minor?

- **COE minors:** Add through an [online form](#) during the Change of Major/Minor period.
- **College of Science (COS) minors:**
 - Use the "Change of Second Major/Minor/Option" form found [here](#).
 - Visit departmental advising sites (see bottom of this [page](#)) for instructions on how to get signatures and submit the form.
 - The Math minor does not require a departmental signature. Submit this form to the [COS Dean's Office Document Portal](#).
- **Other Colleges:** Contact the department offering the minor for assistance.
- [Checksheets](#) for minors are available on the Registrar's website.