

October 2024

AOE Advising Office

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](#).

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

Upcoming Dates/Deadlines

October:

- 22: SP 2025 Course Request opens
- 24: National Transfer Student Week event (9:30-11:30 AM, Gilbert Place #3310)
- 28: Last day to [resign](#) from FA 2024 term

November:

- 5: SP 2025 Course Request closes
- 12: Final day to apply for FA 2023 graduation & appear in program for Commencement
- 20: Last day to request [final exam rescheduling](#)
- 18-22: Senior composite photos
- 23: Thanksgiving Break begins

For more dates/events visit the:

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

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](#).

FAQs of the Month

What should I course request for Spring 2025?

- Read the [Spring 2025 Course Request Guides](#) on the AOE Advising Website! These include details about typical spring courses and answers to lots of FAQs.
- Use the resources on the [AOE undergraduate curriculum website](#), including the checksheet/curriculum roadmap for your VT entry year, to determine your appropriate Spring 2025 courses.
- If you have unique circumstances that make your plan differ from the traditional curriculum 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 2025. 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'm a senior and want to take a 5000-level AOE course in the spring. Can I course request it?

- No, undergraduates (including those in the UG/G program) cannot course-request 5000-level courses due to level restrictions.
- Work with the [AOE grad program coordinators](#) to get force-added during the add-period if you meet the qualifications to enroll in a 5000-level course (see the [course request guides](#) for more information).

I've heard that Navigate has some new features this year. What are they?

- VT students now have access to "Navigate Student" (<https://vt.navigate.eab.com>).
- [Navigate Student](#) includes some new features not available in the previous version. For example, use "Study Buddies" to connect with others in your classes and create study groups.
- An app is available! For instructions on how to download Navigate Student on your phone, click on these [app instructions](#).

Academic Resources

- [AOE Undergraduate Curriculum](#)
- [AOE Advising Website](#)
- [Dean of Students](#)
- [COE Resources/Support](#)
- [University Catalog](#)
- [Pathways Course Guides](#)
- [VT Academic Calendar](#)
- [VT Timetable of Classes](#)
- [Student Success Center \(SSC\)](#)
- [Registrar's Office Forms](#)
- [Scholarships/Financial Aid](#)
- [Bursar's Office](#)