

OMS CS FALL 2018 ORIENTATION INFORMATION

Welcome to the Online Master of Science in Computer Science (OMS CS) program! The faculty and staff at the College of Computing are looking forward to working with you for the duration of your time at Georgia Tech.

We encourage you to watch our introductory videos online that will cover many of the topics in this document: <https://www.youtube.com/watch?v=wEGkk6L7yq0&list=PLAwxTw4SYaPmVSQFhI4waWA7YWA-WKQuT>. You also can access onboarding information online at <http://www.omscs.gatech.edu/online-ms-cs/omscsportal/onboarding>.

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SECTION A. ACADEMIC POLICIES

As a Georgia Tech student, you are responsible for knowing these academic policies and information:

- Academic Catalog: [Website](#)
- Academic Honor Code: [Website](#)
- Student/Faculty Expectations: [Website](#)

SECTION B. FOUNDATIONAL COURSE REQUIREMENT

1. You have one calendar year from the time you matriculate to complete the foundational course requirement.
2. If this is your first term as a new admit, you have Fall 2018, Spring 2019, and Summer 2019 to complete the foundational course requirement.
3. The foundational course requirement is a minimum grade of “B” in two foundational courses.
4. The foundational courses are those with an asterisk (*) listed on the “[Current Courses](#)” page under the Program Information tab on the OMS CS website.
5. If at any point during the first three consecutive terms after you matriculate you make less than a “B” in a foundational course, that term still counts as part of your one-year time frame to complete the requirement.
 - For example, if you earn a “C” or below during your first semester (Fall 2018), you still would have two semesters (Spring 2019 and Summer 2019) to fulfill the requirement, as long as you have not been academically dismissed (please see Section K. FREQUENTLY ASKED QUESTIONS (FAQs) for information regarding academic standing).
 - To clarify further, you do not need to fulfill the foundational requirement with the first two courses you enroll in as part of the OMS CS program — you simply need to fulfill the requirement within the one-year time frame (again, as long as you abide by the Institute’s guidelines for academic standing).
6. If at any point during the first three consecutive terms after you matriculate you withdraw from a foundational course, that term still counts as part of your one-year time frame to complete this requirement.
7. ***For new Fall 2018 students who matriculate this semester, you will be restricted to enrolling only in foundational courses until you have satisfied the foundational course requirement.***

SECTION C. DEGREE REQUIREMENTS

You may view the current MS CS degree requirements [here](#). The OMS CS program has the same DEGREE REQUIREMENTS as the on-campus MS CS but offers fewer areas of specialization and fewer courses.

1. Students must complete 30 credit hours (10 total courses) for the OMS CS degree.
2. Students must declare one specialization. 15-18 hours comprise the “Area of Specialization”.
3. The remaining 12-15 hours comprise CS/CSE “free” electives. The electives are any OMS CS course not used in the “Area of Specialization”.
4. The thesis and project options are **not** available to online students. OMS CS is a course-only program.
5. Students must earn at least a “B” in all courses in their chosen “Area of Specialization”.
6. Students must earn at least a “C” in all courses counting toward their “free” elective requirement.
7. Students must have a minimum overall GPA of 3.0 to graduate.
8. Students must complete the OMS CS degree in six years as per the Institute’s policy (<http://www.catalog.gatech.edu/academics/graduate/masters-degree-info/>). Therefore, if you matriculate during the Fall 2018 term, you must fulfill the degree requirements by the end of the Summer 2024 term.
9. If you previously completed courses at Georgia Tech, specifically undergraduate/graduate Computer Science (CS) or other CS-related undergraduate/graduate courses, you will be responsible for researching whether or not the course(s) are considered to be “equivalent” to OMS CS courses, as these credits cannot count toward your OMS CS degree. Please see SECTION K. FREQUENTLY ASKED QUESTIONS (FAQs) for more information.
10. Additional program information can be found here: <http://www.omscs.gatech.edu/program-information>.
11. The following “Areas of Specialization” (<http://www.omscs.gatech.edu/program-info/specializations>) are available through the OMS CS degree:
 - Computational Perception and Robotics (<http://www.omscs.gatech.edu/specialization-computational-perception-robotics>)
 - Computing Systems (<http://www.omscs.gatech.edu/specialization-computing-systems>)
 - Interactive Intelligence (<http://www.omscs.gatech.edu/specialization-interactive-intelligence>)
 - Machine Learning (<http://www.omscs.gatech.edu/specialization-machine-learning>)

SECTION D. REGISTRATION TIME TICKETS

Your time ticket will tell you the specific **date and time** you are allowed to **begin** registering for classes.

- You will be able to view your time ticket on Friday, August 3 at 6:00pm ET.

To check your time ticket in OSCAR, follow these directions:

1. Go to the [BuzzPort Home Page](#).
2. Sign in using your GT credentials.
3. Click Registration, and that will take you to OSCAR.
4. On the OSCAR main menu, choose Student Services & Financial Aid.
5. Click Registration, then Registration Status.
6. Click Fall 2018 for Term and hit SUBMIT.
7. This page will display a time at which your Registration Time Ticket will begin. Also, if you have any holds or outstanding issues, they will appear here.

Please note that time ticket assignment is based on earned hours. The time tickets are issued by the Registrar's Office, and the OMS CS advising team unfortunately has no control over the process. We do not know the allocation of time tickets until they are released to students.

Also, please keep in mind that graduate students typically are the last student population to register, as undergraduate students and students who are part of a group that gets priority registration (Presidential Fellows, Office of Disability Services, members of the Reserve Officers Training Corps (ROTC), military veterans currently utilizing G.I. Bill benefits, etc.) register before graduate students. Therefore, it is not uncommon for OMS CS students' time tickets to begin several days after the registration period opens.

SECTION E. REGISTRATION HOLDS

1. Once your account is activated, you must check to see if you have any holds that might prevent registration. Instruction on how to view holds is available online: [Holds](#).
2. If you have a hold on your account, you **MUST** clear it before you can register for classes. **You must contact the department who placed the hold, as the department who placed the hold is the only department who can remove the hold.**
 - **If you have a Graduate Admissions HOLD:** Graduate Studies is missing documentation (probably your final official transcript). Please refer to your checklist in CollegeNet for detailed information. If you have any additional questions regarding these documents, please contact Graduate Studies at gradinfo@mail.gatech.edu or call 404.894.1610.
 - If you are located in the Atlanta area and wish to drop off your documentation instead of mailing it, you may do so. Graduate Studies is located in the Savant Building (Room 318) on the Georgia Tech campus.
 - If you prefer to mail your documents to Graduate Studies, see SECTION K. FREQUENTLY ASKED QUESTIONS (FAQs) for their mailing address.
 - If your institution releases official transcripts electronically, please send them to transcripts@grad.gatech.edu.
 - Please note: If you are a new student starting Fall 2018, you will NOT have a missing document hold placed on your account for transcripts until after Phase II registration has ended. However, you will want to ensure that you submit all required official transcripts/documents to avoid future holds.
 - **If you have a Lawful Presence HOLD:** Only the documents listed [here](#) can be used to clear this hold. Go to the [Graduate Studies Home Page](#) under "New & Current Students" and click "Lawful Presence". For questions, please send an email to lawfulpresence@grad.gatech.edu.
 - **If you have an Immunization HOLD:** Send an email to immunizations@health.gatech.edu and request a Waiver Request Form. Once the waiver is submitted, it is valid for *one year from the date it is signed*. "Distance Learners" do not require proof of immunization but *must* complete the yearly waiver.

SECTION F. REGISTER FOR CLASSES

- Registration dates can be found on the [Academic Calendar](#) on the Registrar's website.
- Registration begins on **Monday, August 6 and ends on Friday, August 24 at 4:00pm ET.**

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- Please check your time ticket to see the exact day and time you can begin registering.
- You will **NOT** be able to add/drop classes **AFTER** 4:00pm ET on Friday, August 24.

To prepare for registration:

1. First, be sure your status in BuzzPort is “Student Status” and NOT “Applicant Status”. You may not activate your GT account until that changes, and **it will change about a week before registration begins**. ***Please do not contact our office prior to the week before registration regarding this, as advisors are unable to change BuzzPort statuses.***

To check your status:

- Log in to BuzzPort (<https://buzzport.gatech.edu/cp/home/displaylogin>).
 - Select Registration – OSCAR (this can be found under the Registration and Student Services panel on the right side).
 - Select Student Services & Financial Aid.
 - Select Registration.
 - Select Registration Status.
 - Select the Fall 2018 term.
 - Click SUBMIT.
2. Activate your GT email account here: <https://faq.oit.gatech.edu/content/how-do-i-activate-my-gt-account>.
 3. The Institute, as well as the department, will use this email address as your official contact. **You are required to keep it active, and you are expected to read your email DAILY** (<http://www.catalog.gatech.edu/rules/3/>). **This is true even if you are sitting out a semester.**
 4. The courses that are available for Fall 2018 can be found by performing a search in OSCAR.
 5. *Most* online courses will have a section of “O” (example: O01, O02, etc.).
 6. Registration is first come, first served, so you will want to register as soon as possible after your time ticket begins.
 7. You can narrow your search in the Schedule of Classes by designating the Campus to “Online”. Please keep in mind that there are multiple “CSE” courses offered in the OMSCS program; therefore, be sure to do a search on both “CS” and “CSE” for a full listing of the online courses offered. The search for CS is “Computer Science”, and the search for CSE is “Computational Science and Engineering”.

Some of these courses will be offered with the OMS Analytics program, so please be mindful when selecting courses that you are choosing the appropriate section for OMS CS students. Some sections may be restricted to OMS Analytics students only and are designated with the “OAN” section.

8. For detailed registration information, please follow this link: [Registration Instructions](#).
9. We strongly recommend that new students start with only one class.
 - **During the Fall and Spring semesters only, all students (including new students) can take up to two courses (6 hours).**
 - **Please note that due to limited resources, all students (including new students) can enroll in only one course during the Summer semester.**
10. The best way for a student to confirm that he or she has registered successfully for a course is from the "Student Detail Schedule" section of OSCAR. Follow the directions below:
 - Log in to BuzzPort (<https://buzzport.gatech.edu/cp/home/displaylogin>).
 - Select Registration – OSCAR (this can be found under the Registration and Student Services panel on the right side).
 - Select Student Services & Financial Aid.
 - Select Registration.
 - Select Student Detail Schedule.
 - Select the current term.

This will show, in detail, the courses for which you have registered successfully, as well as all waitlisted courses (if any).

11. Course materials will be available sometime during the first week of classes (anytime between August 20 and 24). Unfortunately, we do not have control over when course materials will be available, nor do we have any additional information as to exactly when course materials will be available. You also can refer to the student-run OMS CS Google + webpage (<https://plus.google.com/communities/108902554607547634726>) as a way to see if other students have received access to their course materials.
 - If you register for a course during the first week that classes begin, please note that it can take up to **24 hours** before you can access your course materials. If after this period of time you still cannot access your course materials, please contact GTech-support@udacity.com.
12. If you try to register for a course and receive an error message, please refer to the link: <https://registrar.gatech.edu/registration/error-messages> for an explanation of what the message means.
 - If you receive the “OPEN - # WAITLISTED” error message, this means that you are trying to register for a course(s) that does not have any open seats. It may appear as though the course has seats available; however, the open seats are reserved for students on the wait list.
 - If you receive the “COHORT RESTRICTION” error message, this is because you are attempting to enroll in a non-foundational course but have not yet satisfied the foundational requirement. *No exceptions will be made as far as overriding this error message unless you actually have satisfied the requirement.*
 - If you receive the “CAMPUS RESTRICTION” error message, this is because you are attempting to enroll in a course that is not part of the OMS CS program. As a reminder, *most* OMS CS courses will have a section of “O” (example: O01, O02, etc.). **Courses with the “OAN” section are for OMS Analytics students only – OMS CS students are NOT permitted to enroll in these sections.**
 - During the Fall and Spring semesters only: If you receive the “DUPL CRSE WITH SEC-XXXXX” error message, this is because you are attempting to register for two special topics courses that have the same course number (ex: CS 8803). You will need a duplicate course permit to register for both. In order to proceed with this request, please contact oms-advising@cc.gatech.edu to request this. Please be sure to include your full name, nine-digit GT ID number (90X-XX-XXXX), and the name of the course you are attempting to add to your schedule.

If A Course is CLOSED...

- Once the registration cap has been reached for a course, the course is full. In order to request a seat in a closed course, you must follow the instructions in SECTION G. WAITLISTING FOR A CLOSED COURSE. **We DO NOT accept requests for overrides.**
- Please note that the OMS CS advising team **cannot** register students for courses and/or add students to wait lists. Students must follow the procedures that have been outlined in this orientation document.
- Please **DO NOT** email a professor to seek permission to enroll in his/her course, as professors have no control over this. Again, students must follow the procedures that have been outlined in this orientation document.

SECTION G. WAITLISTING FOR A CLOSED COURSE

Being waitlisted for a course is **not** the same as being registered for/enrolled in a course. Waitlisting allows students to add to a wait list for a course that is closed. Once a student has waitlisted for a course section, he/she will receive a notification email **IF** he/she is the next student on the wait list and a seat becomes available in that section. Waitlisted students are notified on a “first come, first served” basis.

Things to know about waitlisting:

- To add yourself to a wait list, you must choose “Add by CRN”. You cannot add yourself to the wait list by using “Look Up Classes”.
- Please follow all the instructions from the Registrar’s webpage on [Instructions for Waitlisting](#).
- **Be sure to check your wait list number (see the instructions below) in order to confirm that you are on the wait list.**
- The wait list will become active only after **ALL** the time tickets for current students have been released and are active. This can take up to 4-5 days from the start of registration. *Please do not email the OMS CS advising team asking when the last time ticket will be released and/or when wait lists will become active, as we do not know the specifics of this time frame since time tickets are generated and handled by the Registrar’s Office.*
- **For the Fall and Spring semesters: your total number of enrolled + waitlisted hours should never be more than six hours (two courses).**
- If you have added yourself to a wait list successfully, there are two different reasons why you might be issued a

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wait list notification: (1) we have added seats to a course or (2) someone else drops the course and releases the seat. We can control when we add seats, but we cannot control when someone else drops. If you receive a wait list notification at midnight, it is because someone dropped the course at that time, and we cannot control that.

- Students only have **12** hours to register for the course once the notification has been sent. *Please understand that this time frame is implemented by the Institute, and the OMS CS advising team cannot extend the time frame or make accommodations if you miss the 12-hour window.*
- Once you receive the wait list notification, you must add by CRN. Add by look up does **NOT** work for waitlisted courses. Please follow the step-by-step instructions included in the wait list notification email, and be sure to check that you successfully registered for the course after following the instructions.
- If you miss your wait list window, you will be dropped from the wait list, and the next person on the list will receive permission to enroll. Again, we have no control over this. *If you miss your wait list notification window, your only option is to add yourself back to the wait list (if possible) and hope for the best.* Your new position will be at the end of the list, so be sure to keep an eye on your email in case you receive another wait list notification. As a reminder, the OMS CS advising team **cannot** add students to wait lists or enroll students in classes.
- If you are trying to wait list and receive an error message, please refer to the following link to help decipher the meaning of the error message: <https://registrar.gatech.edu/registration/error-messages>.
 - o If you receive the error message “OPEN - # WAITLISTED”, this message means that you are trying to register for a course(s) that does not have any open seats. It may appear as though the course has seats available; however, the open seats are reserved for students on the wait list.

Checking your wait list number:

The best way for a student to check his/her wait list number is from the "Student Detail Schedule" section of OSCAR. Please follow the directions below:

1. Log in to BuzzPort (<https://buzzport.gatech.edu/cp/home/displaylogin>).
2. Select Registration – OSCAR (this can be found under the Registration and Student Services panel on the right side).
3. Select Student Services & Financial Aid.
4. Select Registration.
5. Select Student Detail Schedule.
6. Select the current term.

This will show, in detail, the courses for which you have registered successfully, as well as waitlisted course(s). Your waitlisted course(s) will include "Waitlist Position: "X", "X" being where you are on the wait list.

Please note the following:

- The OMS CS advising team **cannot** register students for courses and/or add students to wait lists. Students must follow the procedures that have been outlined in this orientation document.
- Please **DO NOT** email a professor to seek permission to enroll in and/or wait list for his/her course, as professors have no control over this. Again, students must follow the procedures that have been outlined in this orientation document.

SECTION H. DROPPING/WITHDRAWING FROM A COURSE(S)

When a student **drops** a course, this action can only be done during periods of registration. *For Fall 2018 registration, the last day to drop a course is Friday, August 24 by 4:00pm ET.* If a student drops a course, the course will **not** be reflected on his/her transcript. It will appear as if the student never registered for the course, according to his/her transcript, so it will NOT count as a record of enrollment.

If a student **withdraws** from a course (this is done **after** Fall 2018 registration has ended and **before** the semester's withdrawal deadline), this action will result in a "W" on the student's transcript. *For the Fall 2018 semester, this period runs from August 24 at 4:01pm ET through October 27 at 4:00pm ET.* If a student withdraws from a course (or courses) and receives a "W" on his/her transcript, this counts as a record of enrollment for that specific term.

For step-by-step instructions on how to drop/withdraw from a course(s), please visit

<https://registrar.gatech.edu/current-students/withdrawal-and-dropping-courses>. **We strongly recommend that students check that they dropped/withdrew from the course.**

To confirm if you dropped/withdrew correctly, please view your "Student Detail Schedule" section of OSCAR. Please follow the directions below:

1. Log in to BuzzPort (<https://buzzport.gatech.edu/cp/home/displaylogin>).
2. Select Registration – OSCAR (this can be found under the Registration and Student Services panel on the right side).
3. Select Student Services & Financial Aid.
4. Select Registration.
5. Select Student Detail Schedule.
6. Select the current term.

Once a student has dropped/withdrawn from the course successfully, its status field in this same view in OSCAR will change from "***Registered***" to "Course Drop by Student", "Withdrawn from School", or "Withdrawal-Student Initiated".

*Please do **NOT** email our office asking for confirmation of your drop/withdrawal, as you will be directed to this document.*

The Fall 2018 withdrawal deadline is **Saturday, October 27 at 4:00pm ET**.

- If you withdraw from the only course you are enrolled in (or ALL the courses you are enrolled in for the Fall/Spring terms), this is called a "withdrawal from school". You are eligible for a partial refund. Please refer to this schedule: <http://www.bursar.gatech.edu/content/refund-calendars>. Look at the "Fall 2018 Refund Calendars" — NOT the "Distance Learning Refund Calendar".
- If you are enrolled in more than one course, and you want to withdraw from only one of them, you will **NOT** be eligible to receive any refund.

A "withdrawal from school" does NOT mean you are dropped from the OMS CS program. It simply means that you are withdrawing from all of your courses for the term.

Please note the following:

- For questions regarding tuition, payments, fees, refunds, etc., please contact the Bursar's Office directly at 404.894.4618 or by email at bursar_ask@business.gatech.edu. You may also visit their website at <http://www.bursar.gatech.edu>.
- If you withdraw from the Fall 2018 term completely completely **after** 4:00pm ET on August 24 and **before** 4:00pm ET on October 27, you may be eligible to receive a refund based on this refund schedule: <http://www.bursar.gatech.edu/>. Click on the "Refunds" tab, and you will see the "Refunds Policy and Refund Calendars".
- **Fall and Spring semesters only:** You will receive NO refund if you are enrolled for more than one class and withdraw from only one course. You only are eligible for a partial refund if you completely withdraw from school (withdraw from ALL of your courses for the current semester).
- If you withdraw from school in the Fall 2018 semester, you still can register for a Spring 2019 course. However, if you sit out two or more consecutive semesters, you will have to apply for readmission (<https://registrar.gatech.edu/alumni/readmission>). Please note that the summer semester counts toward the two consecutive semesters.
- As per Georgia Tech policy (<https://registrar.gatech.edu/alumni/readmission>), "Any student, except a part-time graduate student, who withdraws during a term and wishes to return the following term must complete a petition to the faculty form only." Therefore, since OMS CS students are part-time graduate students, you do **NOT** need to submit a "Petition to the Faculty" form if you withdraw.
- If you withdraw from a course, you will receive a "W". A "W" is visible on your transcript, but it has no impact on your GPA. If you retake a course from which you previously have withdrawn, the "W" from your first attempt and the new grade will appear on your transcript.
- At this time, there is no set limit on how many "W"s a student can have on his/her transcript. However, please keep in mind that you must make "satisfactory academic progress" in order to continue to enroll in the OMSCS program. If you are withdrawing semester after semester, you may be at risk for being academically dismissed (though you should be warned of this ahead of time), so you need to try to complete at least one course per three semesters.
- If you received financial aid, please contact the Office of Scholarships and Financial Aid with any questions on

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how withdrawing may affect your loan (<http://www.finaid.gatech.edu/>).

- **The OMS CS advising team cannot drop or withdraw students from their course(s).**
- Once Fall 2018 registration has ended (August 24 at 4:00pm ET), there will be a small window of time in which you will **NOT** be able to withdraw. If during this time frame you decide that you wish to withdraw, you can do so in BuzzPort/OSCAR once the "withdraw" option is available (which typically is 1-3 days after the fee payment deadline of August 27 at 4:00pm ET), or you can choose not to pay your tuition and have your schedule cancelled by the Bursar's Office. If you already have paid your tuition, you will need to wait until the "withdraw" option becomes available.
- If you do not pay your tuition/fees in full by the fee payment deadline of August 27 at 4:00pm ET, your Fall 2018 schedule will be cancelled due to lack of payment. As noted on the Bursar's Office website:
 - "Students with an outstanding balance on their account after the final fee deadline are subject to class cancellation and holds. If cancelled, the student will be notified by email. Appeals can be submitted by accessing: admission.gatech.edu/forms/appeals/. If the student is reinstated into classes, a reinstatement fee of \$200.00 will apply and the account balance must be paid immediately to avoid re-cancellation."

SECTION I. SYSTEMS YOU WILL BE USING AND WHY

System	Website	Reason
OMS CS Portal	http://omscs.gatech.edu/current-students	Use this to sign in to Udacity each day.
Udacity	See website above (OMS CS Portal)	Udacity is where you will watch all lecture videos.
BuzzPort	https://buzzport.gatech.edu/cp/home/displaylogin	Use this to register for classes, pay tuition, view any holds, view final grades, etc.
T-Square	See website above (BuzzPort)	T-Square is where you will go for all of your assignments and to turn in homework. You can access T-Square through your BuzzPort login. <i>**Please note that T-Square will be available for course sites until the end of 2018. Beginning in January 2019, T-Square will no longer be supported for course sites.**</i>
Canvas	https://canvas.gatech.edu/	Canvas will be replacing T-Square as of January 2019 for the functionalities described above, though some courses may use Canvas during the Fall 2018 semester.
Piazza	https://piazza.com/	This is your virtual classroom for interacting with classmates, professors, TAs, and course developers.

SECTION J. IMPORTANT DATES FOR THE FALL 2018 SEMESTER

Date (All times refer to Eastern Time)	Event
August 3 <u>at</u> 6:00pm ET	Time tickets for Fall 2018 registration are available
August 6 – 24 <u>by</u> 4:00pm ET	Registration for Fall 2018
August 20	First day of class
Week of August 20	Course materials available online
August 24 <u>by</u> 4:00pm ET	Last day to register, make schedule changes, and/or drop courses without a "W" grade
August 27 <u>by</u> 4:00pm ET	Tuition/fee payment deadline

September 3	Official Institute Holiday – Labor Day
October 8 – 9	Fall student recess
October 27 <u>by</u> 4:00pm ET	Last day to withdraw for the Fall 2018 term with a “W”
November 21	Student recess
November 22 – 23	Official Institute Holiday – Thanksgiving
December 6 – 13	Final exams
December 15	End of term
December 18 <u>after</u> 6:00pm ET	Grades available
December 24 – 28	Winter break (campus closed)
<p>**Please note that this list does not reflect all of the academic-related dates. In order to view the Institute’s full academic calendar, please visit the Registrar’s website at: https://registrar.gatech.edu/calendar and refer to your syllabus for course-specific deadlines and dates.**</p>	

SECTION K. FREQUENTLY ASKED QUESTIONS (FAQs)

New Student Onboarding/GT Email Account

1. Where do I send my official transcript(s) and other official documents?

Send your final official transcript(s) and other official documents to Graduate Studies at:

Office of Graduate Studies
 Georgia Institute of Technology
 631 Cherry Street, Room 318
 Atlanta, GA 30332-0321
 Phone: 404.894.1610
 Email: transcripts@grad.gatech.edu

2. Is there an orientation for the OMS CS program?

Since this is an online program, we do not have a formal orientation for OMS CS students. However, we encourage you to view introductory videos online at <https://www.youtube.com/watch?v=wEGkk6L7yq0&list=PLAwxTw4SYaPmVSQFhI4waWA7YWA-WKQuT> and <http://www.omscs.gatech.edu/online-ms-cs/omscsportal>. You also can access onboarding information online at <http://www.omscs.gatech.edu/online-ms-cs/omscsportal/onboarding>. Finally, a wiki was created for new and existing students in the OMS CS program, so you may access it online at <http://omscs.wikidot.com/>. Please note that since the OMS CS advising team did not contribute to this document, we cannot guarantee that all of the information is up-to-date and fully accurate.

3. What are the expectations regarding my GT email account?

The Institute, as well as the department, will use your Georgia Tech email address as your official contact. **You are required to keep it active, and you are expected to read your email DAILY** (<http://www.catalog.gatech.edu/rules/3/>). **This is true even if you are not enrolled that particular semester.**

Also, even if you have arranged for your GT email to be forwarded to your personal account, we encourage you to check your GT email account directly and often, as we have heard from students on multiple occasions that their forwarding service did not always work properly. Unfortunately, **no** exceptions will be made simply because you missed an email that was sent by our department and/or the Institute.

Please pay special attention to any messages sent from omscs-official@cc.gatech.edu, as important announcements typically are sent from this account. Since this account is the official mailing list for all OMS CS students, please do NOT reply or send messages to this account, as this could result in all OMS CS students receiving your message.

4. When will newly-admitted students be added to the official OMS CS mailing list?

For newly-admitted OMS CS students, the OMS CS advising team will send important information to the email account you listed on your application until you are added to the official OMS CS mailing list (omscs-official@cc.gatech.edu). This will not take place until a few weeks after Phase II registration has ended. Please note that you may receive messages twice as we are updating the omscs-official@cc.gatech.edu mailing list. Your patience with this process is greatly appreciated.

5. Who do I contact if I have questions about or issues with my GT email account and/or BuzzPort, including questions such as my account being deactivated, if I get locked out of my account, or if I want to set up email forwarding services?

Please contact the Technology Services Organization (TSO) Help Desk at helpdesk@cc.gatech.edu. More contact information can be found online at <https://support.cc.gatech.edu/>. If they are unable to assist you, you may be referred to the Office of Information Technology (OIT). Their contact information can be found online at <https://www.oit.gatech.edu/>.

Institute Services & Course-Related Resources

1. I have a documented disability. How do I find out what resources are available to me?

Please contact The Office of Disability Services, which is a division of the Dean of Students office. The website is: <http://disabilityservices.gatech.edu>.

2. Am I eligible to obtain a BuzzCard (student ID) if I am an OMS CS student?

Yes, but students must be physically present to obtain their BuzzCard. BuzzCards can be obtained from the Barnes and Noble bookstore located on Georgia Tech's campus. For more information, please refer to <http://buzzcard.gatech.edu/>.

3. How do I look up my nine-digit GT ID number (90X-XX-XXXX)?

This nine-digit number was included in your admission letter. You also can visit https://webapps.gatech.edu/cfeis/gtid/gtid_ind_lookup_par.cfm for assistance. Please note that you will need to include this nine-digit number every time you contact our office.

4. What if I have a personal or family emergency and need an extension on an assignment or exam, or I need to withdraw from a class or from school after the deadline due to an extenuating circumstance?

The worst thing you can do is not tell anyone! Your first point of contact should be your TA/professor if something has come up with work, family, etc. If your TA/professor would like you to go through the Dean of Students office, their website is: www.studentlife.gatech.edu.

5. I am interested in becoming a TA. Is this possible?

Each semester, an email is sent to the omscs-official@cc.gatech.edu account notifying students of how to apply to become a TA for a future semester. Please be sure to monitor your email for this information.

6. What if I have an issue with/complaint about an assignment/exam or my instructor/TA?

Unfortunately, the OMS CS advising team cannot get involved in the classroom management of OMS CS courses. Your instructors and/or TAs should be notified directly if you are having issues/concerns with your assignments, would like to request an extension, etc., or you may need to contact the Dean of Students office, as explained previously. If you have a grade dispute regarding your final grade in the course, please monitor your email at the end of the term, as the advisors will send information regarding the grade grievance process.

7. Who do I contact if I am having issues with Udacity?

Please contact the Udacity support team at GTech-support@udacity.com for assistance.

8. Will my accounts be disabled if I will be traveling to a different country while enrolled in OMS CS courses?

We are not sure if there is a way to prevent this from happening, but we strongly recommend that you contact the Technology Services Organization (TSO) for assistance. Their contact information can be found online at <https://support.cc.gatech.edu/>. You may also need to contact the Office of Information Technology (<https://www.oit.gatech.edu/>).

Additionally, you could reach out to your peers on the student-run Google + webpage (<https://plus.google.com/communities/108902554607547634726>) to see if other students have been in a similar situation. We are confident they would be willing to share their experiences with you and might be able to provide you with helpful tips.

9. What proctoring services does Georgia Tech use for the OMS CS program?

It is our understanding that the OMS CS program uses Proctortrack. Please be sure to check your individual course syllabus in the event that a different tool is used.

10. Are OMS CS students eligible to earn credit for internships?

Unfortunately, per the Graduate Co-Op Program Manager, we currently have no policy that allows for OMS CS students to earn credit for internships nor to do graduate co-op assignments, regardless of the student's citizenship status.

11. What career resources are available to me as an OMSCS student?

Please contact the College of Computing's OMS Career Advisor, Kristi Conner, at kristi.conner@cc.gatech.edu for assistance with job searching, interviewing, networking, career planning, and professional development. You will receive regular communications from Kristi, including opportunities to participate in professional development workshops and webinars. The College of Computing also has secured a jobs platform for all OMS CS students to see current industry job and internship opportunities (details will be sent separately by the College of Computing Career Services). Additionally, career coaching is provided by reaching out to the Director of Career Services, Christen Steele, at csteele@cc.gatech.edu. Finally, you can contact your undergraduate or former graduate school for alumni services. Please note that OMS CS students do **not** have access to CareerBuzz, the on-campus jobs platform.

12. Can OMS CS students participate in the on-campus and virtual Georgia Tech career fairs?

OMS CS students are eligible to participate in the on-campus and virtual College of Computing career fairs. Please note that BuzzCards are required for the on-campus career fairs. Also, please keep in mind that OMS CS students will not have access to CareerBuzz, so you will need to keep this in mind when speaking with prospective employers. The College of Computing Virtual Fair is designed for OMS CS students and alumni with recruiters seeking mid- to senior-level talent.

13. Is the OMS CS program accredited?

Georgia Tech's undergraduate programs are ABET (Accreditation Board for Engineering and Technology) accredited. Georgia Tech's graduate programs are regionally accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS) (<http://www.sacscoc.org/>).

Deferring Admission

1. If I am not able to attend during the term I was admitted, what are my options?

It may be possible to defer your admission if you do not matriculate into the OMS CS program. Applications are good for one year from the term for which you applied originally. For example, if you originally applied for the Fall 2018 term, and you do not enroll in any classes/matriculate, it may be possible to request a deferral up to the Fall 2019 term. If you wanted to defer past the Fall 2019 term, you would need to reapply to the OMS CS program.

Please note that deferral requests only can be processed for the fall and spring semesters.

In order to request to defer your admission, please send an email to oms-advising@cc.gatech.edu and include your full name, nine-digit GT ID number (90X-XX-XXXX), and the term to which you would like to defer.

- If you would like to defer to the Spring 2019 semester, please send your deferral request **after** October 1, 2018 but **before** December 1, 2018.
- If you would like to defer to the Fall 2019 semester, please send your deferral request **after** February 1, 2019 but **before** July 1, 2019.

For students who require TOEFL scores, please note that TOEFL scores are only valid for two years from the date taken. For more information regarding TOEFL scores, please refer to this link:

<http://www.grad.gatech.edu/international-students-toefl>.

****Please note that the TOEFL score requirements changed as of Spring 2018. Please visit <http://www.grad.gatech.edu/international-students-toefl> for more information regarding these updated requirements.****

If you are planning to defer your admission, there is nothing you need to do except not register for courses that term. You simply will need to follow up with our office to request a deferral **after** the dates noted above.

Please note that if you are considering deferring your admission only because you cannot enroll in the specific course(s) you wish to take, we strongly do not recommend pursuing the deferral, as you will be in the same situation the next term since new students do not register until Phase II.

2. If I defer my admission, when does my one-year time frame start for my foundational requirement?

If you do not matriculate, and you defer your admission to a future term, then your foundational requirement time frame would start with your new matriculation term. For example, if you were admitted for Fall 2018 but did not matriculate until Spring 2019, you would have the Spring 2019, Summer 2019, and Fall 2019 terms to fulfill the foundational requirement. However, please remember that if you matriculate into the program, your foundational requirement time frame would begin, even if you withdrew from a course that term (since a "W" counts as a record of enrollment). For example, if you matriculated into the program as of Fall 2018 and later withdrew, that term (Fall 2018) still would count toward your foundational requirement time frame.

3. I deferred my admission (or I am planning to defer my admission) and received a message indicating that my accounts are being inactivated. Can they remain active even though I am not a currently-enrolled student since I plan to enroll in a future term?

If you are not enrolled and are not classified as a student who is eligible to enroll, your student-related services will be discontinued. It is our understanding that OIT will not extend these student-related services until you are eligible to enroll. For example, if you were admitted for Fall 2018 but deferred your admission to Spring 2019, you would not have access to your accounts during the Fall 2018 semester but would regain access as the Spring 2019 semester approaches.

Degree Requirements

1. What are the degree requirements for the OMS CS program?

The OMS CS degree requires 30 hours (10 courses). Students must declare one specialization, which, depending on the specialization, is 15-18 hours (5-6 courses). The remaining 12-15 hours (4-5 courses) are "free" electives and can be any courses offered through the OMS CS program. You can review the degree requirements online at <http://www.cc.gatech.edu/future/masters/mscs>.

To be able to continue in the program after the first 12 months from your date of matriculation, you must complete the foundational requirement of two foundational courses with a grade of "B" or better. You may choose a foundational course that counts towards any area of your degree, whether a specialization requirement or a "free" elective. The courses that constitute "foundational courses" are designated with an asterisk (*) on the current courses page of our website (<http://www.omscs.gatech.edu/courses/>).

The requirements for the specializations can be found online at <http://www.omscs.gatech.edu/program-info/specializations>. Please note that courses listed in bold have been produced for the OMS CS program or currently are in production to be released in an upcoming semester (<http://www.omscs.gatech.edu/future-courses/>).

2. By when do I need to declare my specialization, and how can I do so? Can I change my specialization once I declare it?

We **strongly** recommend that you declare your specialization after your first two semesters in the program or as soon as you have an idea as to which specialization you plan to pursue. Your specialization needs to be declared by the time you apply to graduate. Please note that you are not "locked in" once you declare your specialization.

You may change your specialization at any time that does not conflict with an active period of registration. To declare your specialization, please follow these instructions:

- Log into BuzzPort at <https://buzzport.gatech.edu/cp/home/displaylogin>.
- In BuzzPort, go to "Registration – OSCAR".
- Go to "Student Services & Financial Aid".
- Find "Student Records".
- Find "Change Program of Study".
- Select "MSCS". This provides access to the "Major Specialization" field that all students can update.

***Please note that if you are receiving GI Bill benefits, the Department of Veteran Affairs (DVA) regulates that only degree-applicable courses for your major are allowed to be certified for tuition and fee funding. This particular student population is permitted no more than **two** semesters to declare a specialization. By declaring your specialization, this will allow Georgia Tech's Veteran's Services office to certify your courses each semester. Please contact the Veteran's Services office directly with any questions you may have regarding this requirement. Their contact information can be found on their website at <https://registrar.gatech.edu/veterans-services/> (under the "GT School Certifying Official (SCO)" tab on the right-hand side of the page).*

3. Can I declare more than one specialization?

Students may declare only one specialization. However, you may take courses beyond your specialization as "free" electives.

4. Can I use extra specialization core courses as specialization electives (and vice versa)?

If a student takes extra specialization core courses and/or extra specialization elective courses beyond what is required in his/her specialization, the extra course(s) only can be used towards the "free" electives. In other words, specialization core courses cannot be used towards the specialization elective requirements and vice versa (specialization elective courses cannot be used towards the specialization core requirements).

5. Am I allowed to make substitutions within the OMS CS degree requirements?

The official College policy is that substitutions for specialization coursework are made only when necessary when specialization courses are not available. Since all four of the specializations offered through the OMS CS program can be completed without substitutions, no substitutions will be approved.

6. Am I allowed to audit a course or take it on the pass/fail grading basis?

Students only are permitted to earn a letter grade in all OMS CS courses. Students may not audit an OMS CS course or take it on the Pass/Fail grading basis.

Foundational Requirement

1. My admission letter states: "All incoming students are admitted conditionally. To continue in the program after the first 12 months from your date of matriculation, you must complete the foundational coursework requirement of 2 courses in the program with a grade of B or better." Will I be notified of when I am fully admitted into the OMS CS program?

As stated previously, to be able to continue in the program after the first 12 months from your date of matriculation, you must complete a foundational coursework requirement of two foundational courses with a grade of "B" or better. The courses that constitute "foundational courses" are designated with an asterisk (*) on this page: <https://www.omscs.gatech.edu/current-courses>.

We do not send out notifications for students who have completed their foundational requirement. If you would like to verify if you have completed your foundational requirement, please refer to the link above to determine if the courses you have completed successfully are considered to be foundational courses.

2. Do my foundational courses have to be a part of my intended/declared specialization?

No — you may choose a foundational course that counts towards any area of your degree, whether a specialization requirement or a "free" elective.

3. Can I register for non-foundational courses for a future term if I am *on track* to finishing the foundational requirement by the end of this term (either I am enrolled in two foundational courses, or I am enrolled in my second foundational course)?

If you are enrolled in two foundational courses or your second foundational course, you would not be eligible to enroll in any non-foundational courses until you successfully completed the two foundational course(s) with a "B" or better.

To clarify, during Phase I registration, you would be restricted to enrolling only in foundational courses. If you successfully completed the requirement by the end of the current term, the restriction would be lifted shortly after grades had been posted, and you would have an opportunity to make adjustments to your future schedule during Phase II.

4. What happens if I do not meet my foundational requirement by my designated deadline?

For students whose foundational deadlines have passed, a restriction was placed on their account that prevented them from enrolling in non-foundational courses. While this most likely will be the same process that is used going forward for students who do not complete their foundational requirement by their designated deadline, we cannot guarantee this at this time. Therefore, please be sure to watch for emails sent from our department each semester regarding the foundational requirement, especially as your designated deadline approaches.

Course/Program Planning

1. Which semesters are OMS CS courses offered?

OMS CS courses are offered during the spring, summer, and fall semesters. However, the summer offerings are much more limited due to the condensed time frame of the semester. Students are not required to enroll in each term consecutively, but please make note of the readmission policy if you plan not to enroll during a specific semester(s) (please see the "Taking Time Off" section in the FAQs for more information).

2. Are there plans to add more courses and/or specializations for the OMS CS program?

At this time, all of the courses/specializations that will be offered for the OMS CS program are listed on our website (<http://www.omscs.gatech.edu/>). There is a list of future courses available online at <http://www.omscs.gatech.edu/future-courses>, and this typically is updated as soon as information regarding a course is available. The advisors unfortunately do not have any additional information other than the information that is posted on our website.

3. Can I take on-campus and/or Distance Learning (DL) courses as an OMS CS student?

Unfortunately, OMS CS students are not eligible to enroll in on-campus or DL courses, as they are considered to be a different campus and have different tuition rates/fees. Likewise, on-campus or DL students are not eligible to enroll in OMS CS courses.

4. Can I enroll in courses offered through the OMS Analytics program as an OMS CS student?

Unfortunately, OMS CS students are not eligible to enroll in OMS Analytics courses while remaining enrolled as an OMS CS student. If you have questions about the OMS Analytics program, please visit <https://pe.gatech.edu/contact-us?r=omd&g=Analytics> for the program's contact information. Additionally, you may visit <https://pe.gatech.edu/online-masters-degrees/analytics/faqs> for a list of FAQs about the program.

5. Are there prerequisites for the OMS CS program and/or courses?

To confirm, there are no prerequisites for the OMS CS courses, so students essentially can take these courses in any order. There are certain recommendations as to what material/information you should be familiar with prior to taking a course (available in the course descriptions online at <http://www.omscs.gatech.edu/current-courses>), but there are no official prerequisites for the OMS CS courses.

In general we expect students who enter the program to be very comfortable working with multiple programming languages such as C, Java, and Python (there is no provision within the program to make up any deficiencies) and to have taken several more advanced topics, such as Advanced OS, Networking, Theory, and/or Algorithms.

If a student needs to take some refresher courses before enrolling in OMS CS courses, it is up to the student to

find out how and where to take these kinds of courses, as the OMS CS advising team cannot provide advisement for that.

6. After reading the course descriptions, it appears I only am prepared to take “X” course(s). What happens if I am not able to enroll in that specific course(s)?

Since there are no official prerequisites for our courses, there is an expectation that students should be prepared for essentially most, if not all, of the OMS CS courses. Therefore, please do not contact the OMS CS advising team requesting to be enrolled in a specific course based on your qualifications, especially considering the fact that the advisors are unable to add students to courses and/or wait lists.

7. Can my advisor help me plan out all of my courses in advance?

Unfortunately, advisors cannot register students for courses, nor can we add students to wait lists. Therefore, we cannot guarantee that students will be able to take specific courses during specific semesters, so planning out the exact ten courses you wish to take (and the semesters you wish to take them) most likely is not possible, as students should plan to be flexible in taking courses whenever they are available.

As a reminder, there are no prerequisites for the OMS CS courses, so students essentially can take these classes in any order. There are certain recommendations as to what material/information you should be familiar with prior to taking a course, but there are no official prerequisites for the OMS CS courses. For course-specific prerequisite information, please read the course descriptions online at <http://www.omscs.gatech.edu/current-courses>. Please see the next FAQ for more information on how to plan for future courses using DegreeWorks.

8. How can I check my degree progress and/or plan for future courses?

For students wishing to check their degree progress and/or plan for future courses, we encourage them to use DegreeWorks. If you have declared your specialization, it is our understanding that DegreeWorks should tell you what requirements, if any, you are missing. It also should allow you to plan for future courses using the “what if” feature. If you have not yet declared your specialization, all of your courses should be listed in the “Fallthrough Section”, as they will not be allocated until you declare your specialization. *Please note that specializations cannot be declared during active periods of registration.*

As a reminder, please be sure to review the degree requirements online at <http://www.cc.gatech.edu/future/masters/mscs> and the specialization requirements online at <http://www.omscs.gatech.edu/program-info/specializations>. Alternatively, you can print a degree worksheet for your specialization and fill it in so that you can see what requirements, if any, are remaining. You may access the degree worksheet online at <http://www.cc.gatech.edu/academics/degree-programs/masters/forms>.

9. There have been some curriculum changes (new course numbers, recently-approved specialization courses, etc.), and my DegreeWorks is not listing these courses in the correct areas of my degree audit. When will this be adjusted?

If changes are made to the curriculum or a new course number is assigned after you have matriculated, DegreeWorks will not make the necessary adjustments automatically – the OMSCS advisors have to make the exceptions in DegreeWorks manually. This typically is not done until students have petitioned to graduate.

10. When will the course schedules for each term be available?

The course schedules for each term are released shortly before the Phase I registration period for each term. Please refer to the academic calendar online at <https://registrar.gatech.edu/calendar> for term-specific dates.

11. I completed my bachelor’s degree in Computer Science at Georgia Tech. Can I double-count any of my courses toward my OMS CS degree?

Students completing both a bachelor’s and master’s in the same discipline (Computer Science) at Georgia Tech may use up to six credit hours of **graduate-level** coursework in the major discipline for both degrees. To qualify for this option, students must complete the undergraduate degree with a cumulative GPA of 3.5 or higher and

complete the master's degree within a two-year period from the award date of the bachelor's degree. Please visit <http://www.catalog.gatech.edu/academics/graduate/masters-degree-info/> for more information regarding this. If you feel you qualify for this option, please send a message to oms-advising@cc.gatech.edu and include your full name and nine-digit GT ID number. Your advisor will be able to assist you and confirm your eligibility.

12. I took courses and/or earned another degree (undergraduate and/or graduate) from Georgia Tech – are there restrictions as to which OMS CS courses I can enroll in and count toward my OMS CS degree?

If you previously completed courses at Georgia Tech, specifically undergraduate/graduate Computer Science (CS) or other CS-related undergraduate/graduate courses, you will be responsible for researching whether or not the course(s) are considered to be “equivalent” to OMS CS courses, as these credits cannot count toward your OMS CS degree if they were used toward another earned degree. We have provided you with some of the equivalencies below, but **please be sure to follow up with the OMS CS advising team, as things can change and/or be updated at any time.**

OMS CS Course	Georgia Tech Equivalent Course
CS 6035	CS 4235* (*If you took CS 4235 prior to Spring 2011, you will be allowed to earn credit for both courses. If you took CS 4235 <i>after</i> Spring 2011, you will not be able to enroll in CS 6035.)
CS 6200 (formerly CS 8803-O02)	N/A
CS 6210	CS 6420 and CS 4210
CSE 6220	CX 4220
CSE 6242	CX 4242
CS 6250	CS 6380
CSE 6250 (formerly CSE 8803-O01)	CX 4803 BDS
CS 6262	N/A
CS 6263 (formerly CS 8803-O07)	N/A
CS 6290	ECE 4100, ECE 6100, and CS 4290
CS 6291 (formerly CS 8803-O04)	N/A
CS 6300	CS 6144
CS 6310	N/A
CS 6340	N/A
CS 6400	CS 6450
CS 6440	N/A
CS 6460	CS 6397 and CS 4660

CS 6465	CS 4464
CS 6475	CS 4475
CS 6476	CS 4476 and CS 4495
CS 6505	CS 6500, CS 6550, and CS 4540
CS 6601	N/A
CS 6750	PSYC 6750
CS 7637	CS 4635
CS 7641	CS 4640, CS 4641, CSE 6740, CSE 7641, and ISYE 6740
CS 7642 (formerly CS 8803-O03)	N/A
CS 7646	CS 4646 and CS 4803 MLT
CS 8803 GA	N/A
CS 8803-O01	N/A
CS 8803-O08	N/A
CS 8803-O09	N/A

Grades/GPA Requirement

1. Is it possible to repeat a course, and what are the consequences of doing so?

According to the academic catalog (<http://catalog.gatech.edu/rules/9/>), “Students may not repeat courses on a letter-grade basis in which the grade of ‘B’ or higher has been earned previously.”

In other cases of a repeated course, we will consider the newest grade for purposes of completing a requirement (specialization and/or foundational course); however, you can never have the initial grade replaced or removed from your GPA. Please also note that if you retake a course, it only can be used to satisfy one requirement, as one course cannot be used to satisfy more than one requirement.

Unfortunately, the grade substitution policy does not apply to graduate students (<http://www.catalog.gatech.edu/rules/5/>). Therefore, as a graduate student, if you retake a course, both grades will count in your overall GPA.

If you withdraw from a course, “W”s are visible on your transcript, but they have no impact on your GPA. If you retake a course from which you previously have withdrawn, the “W” from your first attempt and the new grade from that class both will appear on your transcript.

2. What are the grade/GPA requirements to remain active in the program?

Please visit <http://www.catalog.gatech.edu/rules/6/> and <https://registrar.gatech.edu/info/academic-standing> and review this information carefully. Please note that your academic standing is based on your cumulative GPA and/or your term GPA. For an MS student, the minimum GPA to remain in good academic standing is 2.7. *However, please note that you must earn a cumulative GPA of 3.0 or higher in order to meet the graduation requirements.* For information on how to calculate your GPA, please visit <https://registrar.gatech.edu/current-students/grades>.

3. What happens if I earn a “C” in a course?

You must earn a “B” or better in all specialization courses for your declared specialization and your foundational courses. If you earn a “C” in a course that is not part of your specialization and/or is not one of your two required foundational courses, it can be used as a “free” elective toward your degree hours.

However, if the course is required for your specialization, and there are no other course options within that specific area of your specialization that you can take instead (since substitutions are not permitted), then you must retake the course and earn the required "B" or better. Please keep in mind the guidelines regarding repeating a course that were discussed previously. Specifically, you would not be able to repeat a course and count one instance when you earned a “C” as a “free” elective and another instance when you earned a “B” or better as a specialization course (since courses can be used to satisfy only one requirement).

If there are other course options available within that specific area for your specialization, then you may choose to enroll in a different course to satisfy the requirement.

4. If I earn a “D” in a course, can it count toward my OMS CS degree?

Unfortunately, courses in which a student earns less than a “C” cannot be counted toward the OMS CS degree. Please note that these grades still will be factored into your overall cumulative GPA and cannot be removed from your record.

5. If I do not earn the required grade in a course, or if I withdraw from a course, am I required to repeat the course in a later semester?

If the course is required for your specialization, and there are no other course options within that specific area of your specialization that you can take instead (since substitutions are not permitted), then you must retake the course and earn the required "B" or better for specialization/foundational courses. However, if there are other course options available within that specific area for your specialization, then you may choose to enroll in a different course to satisfy the requirement.

If the course would count toward your “free” electives, you have the option of retaking it to earn the required “C” or better for “free” electives, or you may choose to enroll in a different course to satisfy your “free” elective requirement.

6. Is there a limit to how many times I can withdraw from and/or repeat a course?

At this time, there is no set limit on the number of times a student repeats a course or how many “W”s a student can have on his/her transcript. However, please keep in mind that you must make "satisfactory academic progress" in order to continue to enroll in the OMSCS program. If you are withdrawing semester after semester, you may be at risk for being academically dismissed (though you should be warned of this ahead of time), so you need to try to complete at least one course per three semesters.

Please keep in mind the guidelines regarding repeating a course that were discussed previously, especially which grade will be considered.

7. How is my academic standing impacted if I withdraw from or do not enroll in a semester?

It is our understanding that if you withdraw from or do not enroll in a semester, and you do not have any new grades that would change your status, then your academic standing from the previous semester would carry over. Therefore, if you were on academic warning or academic probation after your last enrolled term, then this status would carry over to the next term as long as you do not have any new grades to change your academic standing.

8. If I am on academic warning or academic probation, am I allowed to withdraw from a course/semester?

As long as you do not have a hold on your account, you should be able to withdraw from a course/semester, even if you are on academic warning or academic probation. As stated previously, if you were to withdraw from the semester, and you did not have any new grades that would change your status, then your academic standing from the previous semester would carry over. Therefore, if you were on academic warning or academic probation

after your last enrolled term, and you did not have any new grades that would change your status, then your academic standing would carry over to the next term.

9. Is it possible to “start over” or “erase” my previous academic history?

Unfortunately, this is not possible. Your previous academic history always will be a part of your student record, even if you take time off and seek readmission into the program at a later time.

10. If I take extra OMS CS courses, can I designate which courses will count toward my “degree” GPA rather than my cumulative GPA?

The OMS CS program does not have a separate “degree GPA” and simply uses your cumulative GPA. The only exception to this is for students who continue taking courses after they have graduated from the OMS CS program. For the purposes of your resume, whatever your GPA was when your degree was awarded would be your MS GPA.

Registration-Related Information

1. What is the difference between Phase I and Phase II registration?

Current/returning students will register during Phase I and will have another opportunity to make changes to their schedules during Phase II. Newly-admitted students will register during Phase II only. For the summer term, there is only one registration phase, with an “unofficial” Phase II period taking place shortly before the start of the semester. Please see the academic calendar online at <https://registrar.gatech.edu/calendar> for term-specific dates.

2. What is the maximum number of courses I can register for each term?

The OMS CS program is a part-time program only. Students only can register for a maximum of two courses during the fall and spring semesters, and students are limited to enrolling in one course (three hours) during the summer semester due to limited resources.

3. What if a course I want to register for is CLOSED?

Once the registration cap has been reached for a course, the course is full. In order to request a seat in a closed course, you must follow the instructions in SECTION G. WAITLISTING FOR A CLOSED COURSE. The OMS CS program does **not** accept override requests. Please note that the OMS CS advising team **cannot** register students for classes, nor can we add students to wait lists.

4. Why is there a limitation on the number seats for each course if this is an online program?

While we do not have physical space constraints, there are other factors that have to be taken into consideration for an online program this size. One example is that in order to maintain the integrity and academic rigor of the program, we have to hire an adequate number of TAs per a specific number of enrolled students. This is why we limit the number of waitlisted courses for each student so that we have a realistic idea of the demand for each course and can hire TAs accordingly (whenever possible). Additionally, some courses are unable to scale above a certain maximum while still providing an effective learning experience for students.

5. Can the OMS CS advising team tell me which courses are open currently?

Students can access to up-to-date enrollment/wait list totals by performing a class search in OSCAR. You can perform a course look-up in OSCAR once you have logged in using your GT credentials — the full courses have a “C” in the first column, and the open courses have a checkbox that can be selected in order to enroll.

6. What are the chances of enrolling in a class if I am waitlisted or if the class is closed?

We strive to give students an opportunity to register for a variety of courses. The number of available seats is determined primarily by the number of TAs available for each course. Unfortunately, advisors cannot predict if/when a course may have more seats added or if a wait list will be expanded. Also, we cannot guarantee students will be able to enroll in specific courses. Our best advice is to continue monitoring the courses you are interested in taking and/or the wait lists. Toward the end of Phase II, the wait lists will be removed, and you may have another opportunity to register for your desired course(s). **More information regarding this will be forthcoming.** Alternatively, you may review the degree requirements and try to find another course.

7. How long should I expect to wait before I receive a wait list notification?

There is no specific amount of time as to when students will receive a wait list notification, as we unfortunately

cannot guarantee that everyone on every wait list will get into the course. As stated previously, some courses are unable to scale above a certain maximum while still providing an effective learning experience for students. Please note that the advisors are unable to determine/predict which courses will have more seats added. Therefore, please be sure to monitor your email account carefully and frequently, including your spam folder, in case you receive a wait list notification.

8. Why is my wait list position increasing instead of decreasing?

Each semester, we prioritize the degree candidates on wait lists if they need a specific specialization course (not “free” elective) to graduate by the end of the term. Therefore, your wait list position could change due to degree candidates receiving priority. We hope that students would understand this, as we will do the same for you once you are in your final term and are preparing to graduate.

9. Why is my waitlisted course showing as “0” credits in OSCAR?

Since a waitlisted course does not count as enrolled hours, your waitlisted course will display as “0” units until you are registered officially (though please remember that being on a wait list does not guarantee that you will be permitted to enroll in that course for the term).

10. If I am registered for the maximum number of hours permitted, and I receive a wait list notification, will I be able to drop one of my other courses in order to add the waitlisted course, or will the system skip me and notify the next person on the wait list?

The system will not skip you because you are enrolled in the maximum number of hours permitted. You will have the same 12-hour window to respond to the wait list notification and make any necessary changes to your schedule in order to enroll in the waitlisted course if desired.

11. I missed my wait list notification. What do I do now?

Unfortunately, the only thing you can do is add yourself back to the wait list and hope for the best or select another course. The OMS CS program must abide by the Institute’s policies and procedures, and this includes the fact that wait list notifications can be sent at any time (even overnight and/or on weekends) and that students have 12 hours to respond to the notification. The wait list process is not controlled by the OMS CS advising team, so we are unable to make any changes or exceptions regarding this process.

12. I received a “Campus Restriction” or “Major Restriction” error message when trying to add a course. What does this mean?

If you receive the “Campus Restriction” or “Major Restriction” error message, this is because you are attempting to enroll in a course that is not part of the OMS CS program. As a reminder, *most* OMS CS courses will have a section of “O” (example: O01, O02, etc.). **Courses with the “OAN” section are for OMS Analytics students only – OMS CS students are NOT permitted to enroll in these sections.**

13. What is the difference between “L” and “ALP” in the “BAS” column in OSCAR?

When searching for courses in OSCAR, the “BAS” column tells you the grade modes accepted for a particular course. OMS CS courses have the “L” grading basis, which stands for “Letter Grade”, as students may not audit an OMS CS course or take it on the “Pass/Fail” grading basis. Other courses, such as those offered through the OMS Analytics program, have the “ALP” grading basis, which stands for “Audit”, “Letter Grade”, and “Pass/Fail”. As a reminder, courses with the “OAN” section are for OMS Analytics students only – OMS CS students are **NOT** permitted to enroll in these sections.

14. What is the difference between dropping and withdrawing from a course?

When a student **drops** a course, this action can only be done during active periods of registration (either in Phase I and/or Phase II). If a student drops a course, the course will **not** be reflected on their transcript. It will appear as if the student never registered for the course, according to their transcript. This means that the student will **not** have a record of enrollment for the term.

If a student **withdraws** from a course (this is done after Phase II registration has ended and before the semester’s withdrawal deadline), this action will result in a “W” on the student’s transcript. If a student withdraws from a course (or courses) and receives a “W” on his/her transcript, this counts as a record of enrollment for that specific term.

15. What happens if I am not able to register for my course until the first week of classes?

Professors have access in T-Square to see when students were added to their course. It is our understanding

that students will not be penalized for assignments that were due before the student was registered for the course. However, please be sure to confirm this with your professor(s) and/or TAs, and please contact them for any other specific questions you may have regarding their course and/or assignments.

16. What happens if I am not registered by the time the semester starts?

Unfortunately, students cannot be added to a course(s) once Phase II registration has ended. Therefore, if you plan to be enrolled in that specific term, you may need to enroll in a backup course prior to the end of the active registration period if your first-choice course is not available.

17. If there are seats available once Phase II registration has ended, can I be added to the course?

As stated previously, students cannot be added to a course(s) once Phase II registration has ended, even if there are seats available.

18. If I withdraw from a course and change my mind, can I be re-added to the course?

Unfortunately, students cannot be re-added to a course once they have withdrawn. Please keep this in mind as you are deciding whether or not you wish to withdraw from the course (before the withdrawal deadline).

19. If I withdraw from a course/the semester, do I need to submit a Petition to the Faculty form to enroll in the next semester?

As per Georgia Tech policy (<https://registrar.gatech.edu/alumni/readmission>), "Any student, **except a part-time graduate student**, who withdraws during a term and wishes to return the following term must complete a petition to the faculty form only." Therefore, since OMS CS students are part-time graduate students, you do **not** need to submit a "Petition to the Faculty" form if you withdraw.

Payments & Financial Information

1. How do I apply for Financial Aid?

Please review GT's Financial Aid website here for more information: <http://www.finaid.gatech.edu/>.

2. How do I pay for classes? (Note – You do **NOT pay for classes until you register for them.)**

Please refer to the Bursar's website (<http://www.bursar.gatech.edu>) and click on "STUDENT PAY NOW" in the Quick Links column. Methods of payment accepted by the Bursar's Office are cash, check, money order, wire transfers, webchecks, and credit cards (online only). Please note: there is a third-party service fee (2.75%) when paying by credit card. OMS CS students are ineligible for the GT Payment Plan.

3. What is the amount I need to pay?

Please refer to the Bursar's website link "Tuition and Fees" at <http://www.bursar.gatech.edu/> and view the costs by term.

4. What is the deadline to pay my fees?

Please refer to the Bursar's calendar for the Fee Payment Deadline for the specific term. If fees are not paid by the Fee Payment Deadline, class cancellation may occur, and a late fee also may be assessed.

5. Why was I charged for health insurance?

This is an error. Please complete a waiver application form, available online at <http://studentbluega.com/#/>.

6. Who should I contact if I have questions regarding financial aid, tuition/fees, my financial student account, or other financial-related questions, such as deferring my previous student loans, tuition reimbursements for my employer, tax documents that need to be completed by the Institute, etc.?

For any financial-related questions, please contact the Office of Scholarships and Financial Aid (<https://www.finaid.gatech.edu/contacting-our-office>) and/or the Bursar's Office (<http://www.bursar.gatech.edu/>).

7. Who should I contact for information regarding my 1098-T?

Please contact the Bursar's Office for more information regarding your 1098-T. The contact information for the Bursar's Office can be found on their website at <http://www.bursar.gatech.edu/>.

8. Who should I contact if I have questions regarding refunds and/or refund eligibility?

Please contact the Bursar's Office for more information regarding refunds. The contact information for the Bursar's Office can be found on their website at <http://www.bursar.gatech.edu/>.

Please keep in mind that you will receive NO refund if you are enrolled for more than one class and withdraw from only one course. You only are eligible for a partial refund if you completely withdraw from school (withdraw from ALL of your courses for the current term).

Taking Time Off

1. Can I take a semester off?

OMS CS students may take a semester off at any time. However, if you take two or more consecutive semesters off, you must apply for readmission. Please note that the summer term counts as one of the consecutive semesters, even though students are not required to enroll in the summer term. Unfortunately, there is no guarantee you will be readmitted. For more information, please review the Registrar's Readmission Policy online at <https://registrar.gatech.edu/alumni/readmission>.

To clarify, if a student enrolls in a course and **withdraws** (which would result in a "W" on his/her transcript), this counts as a record of enrollment for that semester and does not count as sitting out for the semester. Therefore, the student would need to sit out the next two consecutive semesters before he/she would need to apply for readmission. If a student **drops** a course, this does not count as a record of enrollment, and this would be considered as sitting out a semester.

Please see the FAQ section entitled "Registration-Related Information" for a detailed explanation of the difference between dropping and withdrawing from a course.

2. What is the process once students seek readmission?

Students must complete the step-by-step instructions on the Registrar's website at <https://registrar.gatech.edu/alumni/readmission>. After they have successfully submitted their readmission application (by following the step-by-step instructions), the information is sent to the Registrar's Office where initial processing is completed. They then submit your readmission packet to our office via campus mail, and we process everything on our end. If you have been academically dismissed, we will prepare and send you the graduate readmission contract. Once we receive the signed copy from you, or if you do not require the readmission contract, we will submit everything to the Executive Director or Director of Graduate Program Services for review. After they have made their recommendation as to whether or not your readmission application should be approved, we will submit everything to the Registrar's Office for a final decision and processing. You will be notified by their office once a final decision has been made.

Please note that there are different deadlines when you are seeking readmission as a student who has been academically dismissed versus a student who has taken two or more consecutive semesters off.

3. What is the difference between readmitting versus reapplying to the OMS CS program?

Current students who have been academically dismissed and/or who have taken two or more consecutive semesters off must seek readmission (as explained previously). Admitted students who have not yet matriculated into the OMS CS program must reapply if they are seeking a deferral past the one-year time frame from their original application term. For example, if your original application term is Fall 2018, you would need to reapply to the program if you wish to matriculate after Fall 2019.

4. If I am readmitted, will my previously-earned credits still count?

Yes — your eligible, previously-earned credits will count toward your OMS CS degree if you are approved for readmission (subject to the six-year program completion rule: <http://www.catalog.gatech.edu/academics/graduate/masters-degree-info/>). To clarify, it is not possible to "start over" or "erase" your previous academic history, as that always will be a part of your student record.

5. What if I need to seek readmission but have not fulfilled my foundational requirement as of yet?

We will address your foundational requirement as part of the readmission application process, so there is nothing

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additional that you need to do regarding this when seeking readmission.

6. **Is there anything I need to do if I wish to take a semester off?**

If you wish to take a semester off, you simply should not enroll in a course for that term. If you are registered for a future term, please be sure to drop your course(s) once you have an active time ticket so that you are not charged tuition/fees. You do **not** need to notify your advisor or complete/submit any forms. Please keep the readmission policy in mind, as you will need to seek readmission if you skip two or more consecutive semesters (including the summer semester).

Also, please remember that Summer and Fall Phase I registration take place at the same time. Therefore, if you are planning to skip the summer semester but will enroll for the fall, you should plan to register for the fall semester during Phase I. If you miss the Phase I registration period, you will have another chance to enroll during Phase II (though course availability most likely will be more limited).

7. **What if I need to take an extended amount of time off from school due to an extenuating circumstance (such as required military service, maternity/paternity leave, scheduled surgery, etc.)?**

Students who are in good academic standing may be eligible for an approved Leave of Absence. Please visit <http://www.catalog.gatech.edu/rules/8/> (Section B, #13) for more information. If you have any questions regarding the Leave of Absence policy, please be sure to contact the Registrar's Office directly at comments@registrar.gatech.edu.

Please note the following regarding the Leave of Absence policy:

- **The Leave of Absence cannot be approved retroactively.**
- An approved Leave of Absence would be effective in a **future** term. Students on an approved Leave of Absence would not have to apply for readmission and would be able to retain their email accounts during the approved absence. Prior to returning, the student would have to notify the Registrar's Office so that their record could be reactivated for re-entry.
- The Leave of Absence would cover eligible students for at least two and no more than seven semesters (including summer). If the seventh semester is a spring term, students may opt to return in either the summer or fall term.
- Students who are on an approved Leave of Absence may not attend class or access other campus services.
- The form to request an approved Leave of Absence is on the Registrar's Office's website (<https://registrar.gatech.edu/>) under the "Students" tab ("Forms & Records").
- The Leave of Absence may be used more than once but for no more than seven total semesters during the student's enrollment at Georgia Tech.
- Students who have been placed on academic drop, suspended, or expelled for disciplinary reasons may not participate.
- Students must clear up any other issues such as registration holds or providing any requested documentation prior to re-entry. The approved Leave of Absence does not override other considerations or restrictions on enrollment.
- Students should apply for the Leave of Absence as soon as possible. Applications for Leave of Absence will require review and signatures by the Office of the Dean of Students and the student's major academic advisor. Other signature approvals, such as the Office of International Education and Financial Aid, also may need to be obtained.
 - Students should bear in mind the time limits in determining the anticipated date of return.
 - As a reminder, readmission is required when two or more consecutive terms have been missed (the summer term counts as one of the consecutive semesters, even though students are not required to enroll in the summer term). However, once the student has made the decision that he/she will have to or need to be out for two or more consecutive terms, and the student wishes to return to Georgia Tech without being readmitted, the application for a Leave of Absence should be filed with the Registrar's Office.
 - The clock begins when the student does not enroll for a second consecutive term. The Leave of

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Absence would have to be in effect for the second consecutive missed term to avoid readmission.

- Students must file a Return from Leave of Absence form to return. If the leave exceeds the seven-semester time frame, the student must apply for readmission. The form is available on the Registrar's Office's website (<https://registrar.gatech.edu/>) under the "Students" tab ("Forms & Records").
- As stated previously, the Leave of Absence, if approved, would be effective in a future term. It will not be approved to be effective in the term in which the application is made. It in no way supplants or replaces any other policy. If a student needs to withdraw from classes within a given term, they should follow the standard withdrawal process, and if a Leave of Absence is needed or desired, it would be effective for a future term(s) only as approved.
- Applications for Leave of Absence are due by:
 - **Fall – July 1**
 - **Spring – December 1**
 - **Summer – April 1**

Graduation

1. When do students need to apply for graduation?

Students will need to apply for graduation in the semester preceding the semester they plan to graduate. For example, students who will be graduating by the end of the Fall 2018 term were asked to apply for graduation during the Summer 2018 term. The OMS CS advising team will send email notifications with step-by-step instructions on how and when to apply for graduation.

Please note that our departmental deadline is earlier than the posted Institute deadline for the student's benefit. If the advisors do not have time to process/audit a student's graduation application materials before the registration period ends for the student's anticipated graduation term, we cannot ensure that the student will meet his/her degree requirements by the end of that term.

2. What is the process once I apply for graduation?

After you submit your Online Application for Graduation (OAG) and completed Program of Study (POS) form, your advisor will conduct several audits on your record to ensure you are on track to graduate by the end of the term. The first audit is completed prior to the start of Phase II registration for your graduation term. The purpose of this audit is to ensure you are enrolled in the course(s) you need to fulfill your degree requirements. The second audit is completed after Phase II registration has ended to ensure that you remained registered in the appropriate course(s). The third audit is completed after the semester's withdrawal deadline to ensure you did not withdraw from a course(s) you need to graduate. The final audit is completed after grades have been released for the semester so that we can confirm that you successfully met all of your degree requirements.

Grades typically are released on the Tuesday after the commencement ceremony. Our office performs the final degree audit once grades have been posted so that degrees can be conferred by the Thursday of that same week. Therefore, it unfortunately is possible for students to attend the commencement ceremony and later discover that they did not earn the grade(s) they needed to fulfill the degree requirements. We will notify students if this is the case, but fortunately this does not happen often.

3. When registering for my final semester, what happens if I am waitlisted for a course(s) that I need to graduate, or the wait list for the course(s) I need to graduate is full?

As we have done in previous semesters, we will ensure that official degree candidates (students who have submitted the OAG and a completed POS form to their advisor by the departmental deadline) are registered for the specialization course(s) that they need to graduate. As we are conducting our first audit, we make note of any degree candidates who are waitlisted for or not yet waitlisted for a specific specialization course(s) that they need. As we get closer to the Phase II registration period, we will bump these students to the top of the wait list(s).

Please note that we only do this for specialization courses, not "free" electives. Therefore, if you are waitlisted, please be sure to monitor your account carefully and frequently to ensure that you do not miss a wait list notification, if you receive one. If you are not yet on the wait list, be sure to monitor the course, add yourself to the wait list as soon as a space becomes available, and notify your advisor once you are on the wait list.

4. What resources should I consult as a degree candidate?

Please visit the Registrar's "Degree Candidate" website at <https://registrar.gatech.edu/info/degree-candidate-faq> for helpful information. There are additional links available on this page that may be of interest to you.

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Additionally, please visit <http://www.commencement.gatech.edu/> for more information regarding the commencement ceremony. The Commencement Office's contact information can be found online at <http://www.commencement.gatech.edu/contact-commencement-office>.

5. Am I invited to participate in the commencement ceremony?

OMS CS students are invited to participate in the commencement ceremonies. Please note that commencement ceremonies only take place in the spring and fall terms. If you are a summer graduate, you would be invited to attend the fall commencement ceremony. For more information regarding commencement ceremonies, please visit <http://www.commencement.gatech.edu/>.

6. How long after commencement will I receive my diploma?

Diplomas are printed by an outside company, and it typically takes six to eight weeks after the commencement ceremony for the diplomas to be printed and mailed.

7. If I am not sure that I will meet the degree requirements by the end of the term, am I still permitted to attend the commencement ceremony?

Since grades are not finalized until after the commencement ceremony, there have been times when a student has attended the commencement ceremony but unfortunately did not earn the grade(s) he/she needed. In this case, the student would need to enroll in a future term in order to fulfill the degree requirements.

Therefore, if you are a degree candidate and have followed the steps on the Commencement Office's website to attend the ceremony, you should be eligible to attend, even if you are not sure you will obtain the grade(s) you need. Please feel free to contact the Commencement Office directly if you have additional questions regarding this. As a reminder, the Commencement Office's contact information can be found online at <http://www.commencement.gatech.edu/contact-commencement-office>.

8. What happens if I apply to graduate and do not meet the degree requirements by the end of that term?

If you did not meet the degree requirements by the end of the term for which you applied to graduate, your graduation application would be inactivated. To clarify, these are the most common reasons why your graduation application would need to be inactivated:

- You did not register for the courses you needed to fulfill your degree requirements by the end of the term.
- You withdrew from a course(s) you needed to fulfill your degree requirements by the end of the term.
- You did not earn the grade(s) you needed to fulfill your degree requirements.
- You did not earn the overall cumulative 3.0 GPA requirement.

Once your graduation application was inactivated, you would need to re-apply for graduation and submit updated graduation materials as instructed by the OMS CS advising team for your new anticipated graduation term.

9. Can I continue taking OMS CS courses after I graduate from the program?

It is possible for students to continue taking courses after they have graduated. In the semester you are graduating, you should tell your academic advisor (after your graduating term's withdrawal deadline) that you wish to become a special/non-degree student in the next (or in a future) term. Term-specific information regarding the exact timeline and deadline to submit the required form should be available after that term's withdrawal deadline.

To confirm, special/non-degree requests are not processed until after degrees have been awarded by the Registrar's Office at the end of the term, as the advisors do not want to request the status change in the unfortunate event that a student did not fulfill the degree requirements that term as planned.

Please keep in mind the following regarding the special/non-degree student status:

- You will continue paying OMS CS tuition and fees.
- You will have a later registration time ticket than degree-seeking students.
- The same rule applies in that if special/non-degree students do not enroll for two consecutive terms (including the summer term), they have to apply for readmission.
- The special/non-degree status will last until you apply for another program at Georgia Tech.
- There is no overall limit on how many courses you can take as a special/non-degree student.
- You would earn credits in the sense that if you wanted to transfer them to another institution, you could. However, at Georgia Tech, the credits would not count for anything.
- Courses taken as a special/non-degree student **will** alter your GPA because the GPA does not start over with a new class standing. However, for the purposes of your resume, whatever your GPA was when your degree was awarded will be your MS GPA.

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- Courses taken as a special/non-degree student will appear on your transcript and become a part of your student record (this is not optional).

10. Can I continue being a TA after I graduate from the program?

This is possible, but it is more complicated than taking courses after graduating. You would have to be hired as a part-time instructor. The hiring takes more time, and you have to consent to a background check. Therefore, you should be absolutely sure that you really want to continue being a TA before you apply.

Please note that international students who are not living in the U.S. most likely cannot be hired as TAs, as the Institute has to be able to verify your identity and conduct a background check, and you have to have a Social Security number to do this. International students who are not living in the U.S. may not work as TAs for free. Unless we hire the TA, there is no way of holding him/her accountable for his/her work as a TA.

SECTION L. GEORGIA TECH DIRECTORY INFORMATION

DEPARTMENT & WEBSITE	CONTACT INFORMATION	REASON(S) TO CONTACT
Bursar's Office http://www.bursar.gatech.edu	Phone: (404) 894-4618 Email: bursar.ask@business.gatech.edu	Questions about tuition/fees, payments, refunds, 1098-T forms, etc.
BuzzCard Center http://buzzcard.gatech.edu/	Phone: (404) 894-2899 Email: support@buzzcard.gatech.edu	Questions regarding your BuzzCard and BuzzCard eligibility
Campus Recreation Center http://crc.gatech.edu/index.php	Phone: (404) 385-7529 Email: Please visit the website to complete a web form.	Access to the Campus Recreation Center and other related resources for students (<i>*Please note that OMS CS students do not pay the fee to cover these services, so additional arrangements may need to be made through the Bursar's Office if you would like to become eligible.</i>)
College of Computing Career Development http://www.omscs.gatech.edu/career	Email: kristi.conner@cc.gatech.edu	Questions regarding on-campus and virtual career fairs, in addition to assistance with job searching, interviewing, networking, career planning, and professional development
Commencement Office http://www.commencement.gatech.edu	Phone: (404) 385.2638 Email: events@comm.gatech.edu	Information regarding the Commencement ceremonies
Dean of Students Office http://studentlife.gatech.edu	Phone: (404) 894-6367 Email: studentlife@studentlife.gatech.edu	Student-support services, especially when students are facing extenuating circumstances
Georgia Tech Athletics http://www.ramblinwreck.com/	Phone: (404) 894-5447 or 888.TECH.TIX (Ticket Office) Email: tickets@athletics.gatech.edu	Information regarding Georgia Tech athletic events (<i>*Please note that OMS CS students do not pay the athletic fee, so additional arrangements may need to be made through the Bursar's Office if you would like to purchase tickets as a student.</i>)
Graduate Studies http://grad.gatech.edu/	Phone: (404) 894-1610 Email: gradinfo@mail.gatech.edu	Admissions-required documents such as undergraduate/graduate

		transcripts, TOEFL scores, clearing the lawful presence requirement, etc.
Office of Disability Services http://disabilityservices.gatech.edu	Phone: (404) 894-2563 Email: dsinfo@gatech.edu	Disability services for students needing support, resources, and/or accommodations
Office of Information Technology https://www.oit.gatech.edu	Phone: (404) 894-7173 Email: support@oit.gatech.edu	Questions regarding technical support for Institute-related services
Office of International Education https://www.oie.gatech.edu	Phone: (404) 894-7475 Email: Please visit the website for the advisor and service/area coordinator breakdown.	International student services and resources
Office of Scholarships and Financial Aid http://www.finaid.gatech.edu	Phone: (404) 894-2000 Email: Please visit the website for the advisor breakdown (by last name).	Questions regarding FAFSA, financial aid eligibility, financial aid disbursement, etc.
Office of Student Integrity http://osi.gatech.edu	Phone: (404) 894-2000	Academic integrity issues or concerns
OMS CS Help Desk	Phone: 1-855-MSCSOGT (1-855-672-7648) Email: omscs@cc.gatech.edu	Assistance for prospective and admitted students regarding topics such as general program information, admissions, and application-related questions
Registrar's Office https://registrar.gatech.edu/	Phone: (404) 894-4150 Email: comments@registrar.gatech.edu	Transcripts, enrollment verifications, updating personal information, etc.
STAMPS Health Services https://health.gatech.edu	Phone: (404) 894-1420 Email: Please visit the website to complete a web form.	Student health insurance, immunizations, healthcare-related services, etc.
Technology Services Organization https://support.cc.gatech.edu	Phone: (404) 894-7065 Email: helpdesk@cc.gatech.edu	Questions regarding technical support for departmental and/or COC-related services
Veteran's Services https://registrar.gatech.edu/veterans-services/	Phone: (404) 894-4953 Email: veterans@registrar.gatech.edu	Serves as a liaison between Georgia Tech veteran students and the Department of Veteran Affairs regarding VA-related educational benefits

SECTION M. GET CONNECTED!

You are encouraged to connect through social media:

- Facebook (OMS CS Official)
<https://www.facebook.com/gtomscs>
- Twitter (OMS CS Official)
<https://twitter.com/gtomscs>
- Google+ Community (This is not an official OMS CS page; however, we do monitor it periodically. It is run by students, for students, and is a great way to connect with your classmates across the globe.)
<https://plus.google.com/communities/108902554607547634726>

SECTION N. OMS CS ADVISING CONTACT INFORMATION

For all OMS CS advising questions, please email oms-advising@cc.gatech.edu. Please be sure to include your full name and nine-digit GT ID number (90X-XX-XXXX). Once you send an email to this address, you will receive an automated response that will include a ticket number – this number is assigned to your inquiry directly and is confirmation that we have received your message.

Once we respond to your message, you will receive two emails: one with our response and the other stating that your ticket has been resolved. You should receive our response first; however, if you receive the “resolved ticket” message first, please be patient, as the response email should arrive soon. Please check to ensure it did not go to another folder (like spam) before emailing us to say that you did not receive a response.

If you have further questions after we answer your email, you MUST create a new ticket by sending a new (separate) email message to oms-advising@cc.gatech.edu. If you reply to our response, you most likely will not receive a reply because these are not directed back to the oms-advising@cc.gatech.edu account.

If you are instructed to contact your advisor directly, please do so in a separate email and include the ticket number in your message. Do not forward the email to your advisor, as these messages are not always routed to the advisor’s inbox, so you may not receive a reply.

When you send a message to oms-advising@cc.gatech.edu, please do not copy other people/departments on the message – the OMS CS advising team will direct you to another department if necessary. Likewise, please do not copy the oms-advising@cc.gatech.edu account on your messages to other people/departments. Please allow 24-48 business hours as a standard response time. During certain times of the year, such as registration and the end of the term, the response time may increase. We greatly appreciate your patience and understanding.

Lastly, as a reminder, please do NOT reply or send messages to the omscs-official@cc.gatech.edu account, as this could result in all OMS CS students receiving your message.

Again, welcome to Georgia Tech and the OMS CS program! We hope you find this document helpful, and we look forward to working with you.

Sincerely,

OMS CS Advising Team
Georgia Institute of Technology
oms-advising@cc.gatech.edu