

## OMS CS FALL 2016 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 cover many of the topics in this document:  
[https://www.youtube.com/playlist?list=PLtYJ8HXD0d7BRjUZSYJhLz5\\_nLX5GvXRG](https://www.youtube.com/playlist?list=PLtYJ8HXD0d7BRjUZSYJhLz5_nLX5GvXRG).

### SECTION A. ACADEMIC POLICIES

As a Georgia Tech student, you are responsible for familiarizing yourself with the following:

- 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 2016, Spring 2017, and Summer 2017 to complete this 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 Home Page.
5. In any term, if 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.
6. In any term, if 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 2016 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 classes.

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 your “Area of Specialization”.
4. The thesis and project options are **not** available to online students. OMS CS is a course-only program.
5. You must earn at least a “B” in all courses in your chosen “Area of Specialization”.
6. You must have a minimum overall GPA of 3.0 to graduate.
7. Additional program information can be found here: <http://www.omscs.gatech.edu/program-information>.

The following “Areas of Specialization” are available through the OMS CS degree:

- Computational Perception and Robotics
- Computing Systems
- Interactive Intelligence
- 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 12 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 2016 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 as well.

### 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). Email them directly at [gradinfo@mail.gatech.edu](mailto: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: FAQ's for their mailing address.
    - If you are a new student starting Fall 2016, 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 [christie.couvillion@grad.gatech.edu](mailto:christie.couvillion@grad.gatech.edu).
  - **If you have an Immunization HOLD:** Send an email to [immunizations@health.gatech.edu](mailto: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 **Saturday, August 13 and ends on Friday, August 26 at 4:00pm ET**.
- 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 26.

### 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 note that since advisors are unable to change BuzzPort statuses, you must contact Graduate Studies at [gradinfo@mail.gatech.edu](mailto:gradinfo@mail.gatech.edu) for assistance if your status is still "Applicant" and not "Student". Please make sure to include your full name and GTID number (90X-XX-XXXX) in your email.\*\**

### To check your status:

- Log in to BuzzPort (<http://buzzport.gatech.edu/>).
- 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 2016 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 OMS CS 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. This is true even if you are sitting out a semester.** Please see #12 in SECTION K. FREQUENTLY ASKED QUESTIONS (FAQs).
  4. The courses that are available for Fall 2016 can be found online at: <http://www.omscs.gatech.edu/current-courses>.
  5. Any Online course will have a section of "O" (example: O01, O02, etc.). You can narrow your search in the Schedule of Classes by designating the Campus to "Online".
  6. Registration is first come, first served, so you will want to register as soon as possible after your time ticket begins.
  7. 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.
  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, students can take up to two courses (6 hours).
    - Once you have completed your foundational requirement, you may take up to three courses (9 hours) in one term (in the Fall and Spring semesters only).
  10. The best way for a student to confirm that he/she has registered successfully for a course is from the "Student Detail Schedule" section of OSCAR. Follow the directions below:
    - Log in to BuzzPort (<http://buzzport.gatech.edu/>).
    - 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. That means it could be anytime between August 22 and August 26. Unfortunately, we do not have control over and/or information regarding when course materials will be available. You also can refer to the student-run OMSCS Google + webpage (<https://plus.google.com/communities/108902554607547634726>) 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](mailto:GTech-support@udacity.com).
  12. If you try to register for a course and receive an error message, please refer to the following link: <http://www.registrar.gatech.edu/registration/error.php> for an explanation of what the error message means.
    - If you receive the error message "*OPEN - # WAITLISTED*", 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(s) has seats available; however, the open seats are reserved for students on the wait list.

**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 OMSCS 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.

## **SECTION G. WAITLISTING FOR A CLOSED COURSE**

Waitlisting is **not** registration or enrollment 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** a seat becomes available in that section. Waitlisted students are notified on a “first come, first served” basis.

### **Things to know about waitlisting:**

- The wait list will become active only after **ALL** the time tickets for current students have been released and are active. This can take 4-5 days from the start of registration. *Please do not email the OMS CS advising department 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 timeframe since time tickets are generated and handled by a separate department.*
- Do **NOT** wait list for every class – only the ones you actually WANT to take. Please follow all the instructions from the Registrar’s webpage on [Instructions for Waitlisting](#).
- If you have added yourself to a wait list successfully, there are two different reasons why you might be issued a wait list notification: (1) we have added seats to a class or (2) someone else drops the class and releases the seat. We **can** control when **we** add seats, but we **cannot** control when someone else drops. For example, if you receive a wait list notification at midnight, it is because someone else 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 timeframe is implemented by the Institute, and the OMS CS advising team cannot extend the timeframe 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.
- 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 for your notification.
- 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: <http://www.registrar.gatech.edu/registration/error.php>.
  - If you receive the error message “OPEN - # WAITLISTED”, 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(s) 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 (<http://buzzport.gatech.edu/>).
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.
- If you register for your maximum hours (nine if you have satisfied the foundational requirement and six if you have not), and you also are on several wait lists, it makes it extremely difficult for the OMS CS program staff to determine the actual demand for courses. *Therefore, if you are registered and waitlisted for more than your*

maximum hours, there is a strong possibility that you will be moved to the bottom of EVERY wait list you are on for the term.

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

When a student **drops** a course, this action can only be done during periods of registration (either in Phase I and/or Phase II). *For Fall 2016 Phase II registration, this period runs from August 13 through August 26 at 4:00pm Eastern Time.* 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.

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. *For the Fall 2016 semester, this period runs from August 26 at 4:01pm Eastern Time through October 29 at 4:00pm Eastern Time.* 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 withdraw from a class or classes, please visit <http://registrar.gatech.edu/students/withdrawal.php>. Once a student has dropped the course successfully, its status field in this same view in OSCAR will change from "\*\*\*Registered\*\*\*" to "Course Drop by Student" or "Withdrawn from School".

To confirm if you withdrew correctly, please view your "Student Detail Schedule" section of OSCAR. Instructions regarding how to access this can be found in Sections F and G of this document. *Please do **NOT** email our office asking for confirmation of your withdrawal, as you will be directed to this document.*

The deadline to withdraw from an individual course for the Fall 2016 semester is **Saturday, October 29 at 4:00pm ET.**

- If you withdraw from the only course you are enrolled in, or ALL the courses you are enrolled in, 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 2016 Refund Calendars" — NOT the "Distance Learning Refund Calendar".
- If you are enrolled in two or more courses, and you want to withdraw from only one of them, your deadline is **Saturday, October 29 at 4:00pm ET.** You will have a "W" on your transcript. You will not receive any refund.

**A "withdrawal from school" does NOT mean you are dropped from the OMS CS program. It simply means 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](mailto:bursar_ask@business.gatech.edu). You may also visit their website at <http://www.bursar.gatech.edu>.
- If you withdraw from a Fall 2016 class completely **after** 4:00pm ET on August 26 and **before** 4:00pm ET on October 29, you will 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 in more than one course 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).
- If you withdraw from school in the Fall 2016, you still can register for a Spring 2017 course. However, if you sit out two or more consecutive semesters, you will have to apply for readmission (<http://registrar.gatech.edu/students/readmission.php>). Please note that the summer semester counts toward the two consecutive semesters.
- If you withdraw from a course, you may retake it later. We will consider the newest grade for purposes of completing a requirement (specialization course and/or foundational course); however, you can never have that previous grade replaced or taken out of your GPA.
- If you received financial aid, please contact the Financial Aid Office with any questions on how withdrawing may affect your loan (<http://www.finaid.gatech.edu/>).
- **The OMSCS advising team cannot drop or withdraw students from their course(s).**



- Once Phase II registration has ended (August 26 at 4:00pm Eastern Time), there will be a small window of time in which you will **NOT** be able to withdraw from your course(s). If during this timeframe you decide that you wish to withdraw from a course, 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 29 at 4:00pm Eastern Time), 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 29 at 4:00pm Eastern Time, your Fall 2016 course(s) 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. There will be a late penalty of \$100.00 if paid after the Fee Deadline. If cancelled, the student will be notified by e-mail. 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

System	Website	Reason
OMS CS Portal	<a href="http://omscs.gatech.edu/current-students">http://omscs.gatech.edu/current-students</a>	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	<a href="https://buzzport.gatech.edu/cp/home/displaylogin">https://buzzport.gatech.edu/cp/home/displaylogin</a>	Use this to register for classes, pay tuition, view any holds, view final grades, etc. This also is used to access T-Square.
T-Square	See website above (BuzzPort)	T-Square is where you will go for all of your assignments and to turn in homework. You access T-Square through your BuzzPort log in.
Piazza	<a href="https://piazza.com/">https://piazza.com/</a>	This is your virtual classroom for interacting with classmates, professors, TA's, and course developers.

## SECTION J. IMPORTANT DATES FOR THE FALL 2016 SEMESTER

(All times refer to Eastern Time)

Date	Event
August 12 <u>at</u> 6:00pm ET	Time tickets for Fall 2016 registration are available
August 13 – 26 <u>by</u> 4:00pm ET	Registration for Fall 2016
August 22	First day of class
Week of August 22	Course materials available online
August 26 <u>by</u> 4:00pm ET	Last day to register, make schedule changes, and/or drop courses without a "W" grade
August 29 <u>by</u> 4:00pm ET	Tuition/fee payment deadline
September 5	Official School Holiday – Labor Day
October 29 <u>by</u> 4:00pm ET	Last day to withdraw from a Fall 2016 course with a "W". This is also the last day to withdraw from school* (see notes below).
October 29 <u>by</u> 4:00pm ET	Last day to change grade mode from letter to P/F and vice versa. **If you change to pass/fail, the course will <b>NOT</b> count toward your degree.** No changes to audit mode permitted after last day of registration.

November 24 – 25	Official School Holiday – Thanksgiving Break
December 8 – 15	Final exams
December 16	Commencement for Master’s students graduating in December 2016 ( <i>For further information, please visit <a href="http://www.commencement.gatech.edu">http://www.commencement.gatech.edu</a>.</i> )
December 17	End of term
December 20 <u>after</u> 6:00pm ET	Grades available
December 26 – 30	Winter Break (campus will be closed)
<p><b>**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: <a href="http://www.registrar.gatech.edu">http://www.registrar.gatech.edu</a> and refer to your syllabus for course-specific deadlines/dates.**</b></p>	

## SECTION K. FREQUENTLY ASKED QUESTIONS (FAQs)

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: [gradinfo@mail.gatech.edu](mailto:gradinfo@mail.gatech.edu)
2. **How do I apply for Financial Aid?**  
Review GT’s Financial Aid website here: <http://www.finaid.gatech.edu/>.
3. **How do I pay for classes? (Note – Do NOT pay for classes until you have registered for them.)**  
See 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.
4. **What is the amount I need to pay?**  
See “Tuition and Fees” on the Bursar’s website (<http://www.bursar.gatech.edu/>) to view the costs by term.
5. **What is the deadline to pay my fees?**  
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.
6. **Why was I charged for health insurance?**  
This is an error. Please contact your advisor, and remember to include your full name and GT ID number (90X-XX-XXXX) in your email.
  - i. Students with a last name that begins with A-L, please email Reina Grundhoefer at [reina.grundhoefer@cc.gatech.edu](mailto:reina.grundhoefer@cc.gatech.edu).
  - ii. Students with a last name that begins with M-Z, please email Amy Hinsley at [ahinsley@cc.gatech.edu](mailto:ahinsley@cc.gatech.edu).
7. **I have a documented disability. What resources are available?**  
Please contact The Office of Disability Services, which is a division of the Dean of Students office. Their contact information is available on their website at: <http://disabilityservices.gatech.edu>.
8. **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?**  
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](http://www.studentlife.gatech.edu).

**9. 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.

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

We strive to give all 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 for those courses. 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.

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

When a student **drops** a course, this action only can be done during periods of registration (either in Phase I and/or Phase II). 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.

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.

**12. Can I take a semester off?**

OMSCS students may take a semester off at any time. However, if you take two or more consecutive semesters off (the summer term counts as one of the consecutive semesters), you must apply for readmission. For more information, please review the Registrar's Readmission Policy online at <http://registrar.gatech.edu/students/readmission.php>.

For example, 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. 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 question #11 for a detailed explanation of the difference between dropping and withdrawing from a course.

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

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.



**14. Can I register for more than one CS 8803 class in the same semester?**

If you plan to take two special topics classes with the same course number (ex: CS 8803), you will need a duplicate course permit to register for both. Please contact [oms-advising@cc.gatech.edu](mailto:oms-advising@cc.gatech.edu) to request this. Please be sure to include your full name, GT ID number (90X-XX-XXXX), and the name of the course you are attempting to add to your schedule.

**15. The website states, “Applicants will be conditionally admitted into the degree program and must pass their first two OMS CS foundational courses with a grade of B or better to be fully admitted.” 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.

**16. 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. For any specialization that can be completed without substitutions, **no substitutions will be approved.**

For those of you choosing Interactive Intelligence, Computational Perception and Robotics, or Computing Systems, you should expect to take the courses from the Specialization lists: <http://www.omscs.gatech.edu/program-info/specializations>.

For Machine Learning, we will accept both CSE 8803 *Big Data for Health* and CS 8803-003 *Reinforcement Learning*.

**17. Are there prerequisites for the OMS CS program and/or classes?**

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 for 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 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 we cannot provide advisement for that.

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

Unfortunately, we cannot guarantee that students will be able to take specific classes 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.

To confirm, 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>.

**19. What are the degree requirements for the OMS CS program?**

The OMS CS degree requires 30 hours (10 classes). Students must declare one specialization, which, depending on the specialization, is 15-18 hours (5-6 classes). The remaining 12-15 hours (4-5 classes) are “free” electives and can be any classes 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 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>).

**20. 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/playlist?list=PLtYJ8HXD0d7BRjUZSYJhLz5\\_nLX5GvXRG](https://www.youtube.com/playlist?list=PLtYJ8HXD0d7BRjUZSYJhLz5_nLX5GvXRG) 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>.

**21. What are the expectations regarding my GT email account?**

As stated previously, 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. This is true even if you are sitting out a semester.**

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](mailto: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.

**22. 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.

**23. If I was admitted for the Fall 2016 term and am not able to attend, 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 2016 term, and you do not enroll in any classes/matriculate, it may be possible to request a deferral up to the Fall 2017 term. If you wish to defer past the Fall 2017 term, you will need to reapply to the OMSCS 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 your advisor and include your full name, GT ID number (90X-XX-XXXX), and the term to which you would like to defer.

- i. Students with a last name that begins with A-L, please email Reina Grundhoefer at [reina.grundhoefer@cc.gatech.edu](mailto:reina.grundhoefer@cc.gatech.edu).
  - ii. Students with a last name that begins with M-Z, please email Amy Hinsley at [ahinsley@cc.gatech.edu](mailto:ahinsley@cc.gatech.edu).
- If your original application term was Spring 2016 or Fall 2016, and you would like to defer to the Spring 2017 semester, please send your advisor an email with your deferral request **after** October 3, 2016. Please note that this date (October 3) is contingent upon the system allowing us to defer to Spring 2017 at that time.
  - If your original application term was Fall 2016, and you would like to defer to the Fall 2017 semester, please follow up with your advisor regarding when this may be possible **after** February 1, 2017.
- \*\*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>.\*\**

## SECTION L. NEED HELP? JOIN OUR LIVE TWITTER CHAT!

Our OMS CS Academic Advisors, Amy Hinsley and Reina Grundhoefer, and our Social Media Guru, Brittany Aiello, will be available for a Live Twitter Chat on the following days and times:

- Tuesday, August 9 from 1:00pm – 2:00pm ET
- Wednesday, August 24 from 10:30am – 11:30am ET

### Our Twitter Accounts:

Reina Grundhoefer: @GTOMSCSReina

Amy Hinsley: @GTOMSCSAmy

Brittany Aiello: @GTOMSCS

All participants must tag their tweets with **#OMSchats** for their tweet to appear in the chat stream.

## 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](mailto:oms-advising@cc.gatech.edu). Please be sure to include your full name and GT ID number (90X-XX-XXXX) in every email. 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](mailto: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](mailto: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](mailto:oms-advising@cc.gatech.edu), please do not copy other people/departments on the message – the OMS CS advising staff will direct you to another department if necessary. Likewise, please do not copy the [oms-advising@cc.gatech.edu](mailto:oms-advising@cc.gatech.edu) account on your messages to other people/departments.

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

We appreciate your cooperation as we strive to be as efficient and timely as possible when answering your emails.

**Your OMS CS advisors are:**

- Ms. Reina Grundhoefer (students with a last name that begins with A-L)
- Ms. Amy Hinsley (students with a last name that begins with M-Z)

Again, welcome to Georgia Tech and the OMS CS program! We look forward to working with you.

Sincerely,  
College of Computing Graduate Program Staff  
[oms-advising@cc.gatech.edu](mailto:oms-advising@cc.gatech.edu)