



## OMS CS SPRING 2017 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/playlist?list=PLtYJ8HXD0d7BRjUZSYJhLz5\\_nLX5GvXRG](https://www.youtube.com/playlist?list=PLtYJ8HXD0d7BRjUZSYJhLz5_nLX5GvXRG). You also can access onboarding information online at <http://www.omscs.gatech.edu/online-ms-cs/omscsportal/onboarding>.

### 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 Spring 2017, Summer 2017, and Fall 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. 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 (Spring 2017), you still would have two semesters (Summer 2017 and Fall 2017) to fulfill the requirement, as long as you have not been academically dismissed (please see Section K. FAQ #37 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 Spring 2017 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 have a minimum overall GPA of 3.0 to graduate.

7. 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 Spring 2017 term, you must fulfill the degree requirements by the end of the Fall 2022 term.
8. 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.
9. Additional program information can be found here: <http://www.omscs.gatech.edu/program-information>.
10. 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 Tuesday, January 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 Spring 2017 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 office unfortunately has no control over the process. We do not know the allocation of time tickets until they are released to students.*

## 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](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: FAQs for their mailing address.
    - If your institution releases official transcripts electronically, please send them to [transcripts@grad.gatech.edu](mailto:transcripts@grad.gatech.edu).
    - Please note: If you are a new student starting Spring 2017, 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](mailto:lawfulpresence@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

**\*\*New Spring 2017 Admitted Students: Please refer to the email that this document was attached to regarding specific information for Spring 2017 registration.\*\***

- Registration dates can be found on the [Academic Calendar](#) on the Registrar's website.
- Registration begins on **Thursday, January 5 and ends on Friday, January 13 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, January 13.

### 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 (<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 Spring 2017 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 Spring 2017 can be found by performing a search in OSCAR.
  5. Most online courses will have a section of “O” (example: O01, O02, etc.). At this time, the exception is CS 8803 GA *Graduate Algorithms*.
  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” classes offered in Spring; 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.
  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) until they have completed the foundational requirement, at which point they may take up to three courses (9 hours).
  - Please note that due to limited resources, 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 (<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 (anytime between January 9 and January 13). 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 can also 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](mailto:GTech-support@udacity.com).
12. If you try to register for a course and receive an error message, please refer to the link: <http://www.registrar.gatech.edu/registration/error.php> 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.*
  - If you receive the "CAMPUS RESTRICTION" error message, this is because you are attempting to enroll in a non-online course/section. As a reminder, any online course will have a section of "O" (example: O01, O02, etc.).
  - 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](mailto: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

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 or she will receive a notification email **IF** a seat becomes available in that section, and he or she is the next student on the wait list. 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 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 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 time frame since time tickets are generated and handled by a separate department.*
- **Current OMS CS Students:** Your total number of enrolled + waitlisted hours should never be more than nine hours (three courses).
- **New Spring 2017 OMS CS Students:** Your total number of enrolled + waitlisted hours should never be more than six hours (two courses). As a reminder, students cannot register for more than six hours until they have fulfilled their foundational requirement.
- 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 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 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 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. Please note that 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: <http://www.registrar.gatech.edu/registration/error.php>.
  - 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 (<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. 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 (either in Phase I and/or Phase II). *For Spring 2017 Phase II registration, this period runs from January 5 through January 13 at 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.

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 Spring 2017 semester, this period runs from January 13 at 4:01pm ET through March 15 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 <http://registrar.gatech.edu/students/withdrawal.php>. 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" or "Withdrawn from School".

To confirm if you dropped/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 drop/withdrawal, as you will be directed to this document.*

The deadline to withdraw from an individual course for the Spring 2017 semester is **Wednesday, March 15 at 4:00pm Eastern Time.**

- If you withdraw from the only course you are enrolled in, or ALL the courses you are enrolled in for the term, 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 "Spring 2017 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 **Wednesday, March 15 at 4:00pm Eastern Time.** You will have a "W" on your transcript. 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](mailto:bursar.ask@business.gatech.edu). You may also visit their website at <http://www.bursar.gatech.edu>.
- If you withdraw from a Spring 2017 class completely **after** 4:00pm ET on January 13 and **before** 4:00pm ET on March 15, 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 term).

- If you withdraw from school in the Spring 2017 semester, you still can register for a Summer 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 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. It is our understanding that at this time, there is no limit on the number of “W’s” a student can have on his/her transcript.
- 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 OMS CS advising team cannot drop or withdraw students from their course(s).**
- Once Phase II registration has ended (January 13 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 time frame 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 January 17 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 January 17 at 4:00pm ET, your Spring 2017 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 AND WHY

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, TAs, and course developers.

## SECTION J. IMPORTANT DATES FOR THE SPRING 2017 SEMESTER

(All times refer to Eastern Time)

Date	Event
January 3 <u>at</u> 6:00pm ET	Time tickets for Spring 2017 registration are available
January 5 – 13 <u>by</u> 4:00pm ET	Registration for Spring 2017
January 9	First day of class

Week of January 9	Course materials available online
January 13 <u>by</u> 4:00pm ET	Last day to register, make schedule changes, and/or drop courses without a “W” grade
January 16	Official Institute Holiday – Martin Luther King, Jr. National Holiday
January 17 <u>by</u> 4:00pm ET	Tuition/fee payment deadline
March 15 <u>by</u> 4:00pm ET	Last day to withdraw from a Spring 2017 course with a “W”. This is also the last day to withdraw from school* (see notes below).
March 15 <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.
March 20 – 24	Spring break
April 27 – May 4	Final exams
May 5	Commencement for Master’s students graduating in Spring 2017 ( <i>For further information, please visit <a href="http://www.commencement.gatech.edu">http://www.commencement.gatech.edu</a>.</i> )
May 6	End of term
May 9 <u>after</u> 6:00pm ET	Grades available
<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>	

## 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: [transcripts@grad.gatech.edu](mailto:transcripts@grad.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 – You do NOT pay for classes until you register 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 the Bursar’s website link “Tuition and Fees” at <http://www.bursar.gatech.edu/> and 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 our department at [oms-advising@cc.gatech.edu](mailto:oms-advising@cc.gatech.edu), and remember to include your full name and nine-digit GT ID number (90X-XX-XXXX) in your email.
- 7. 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>, and their contact information is located here: <http://disabilityservices.gatech.edu/content/4/contact-us>.
- 8. 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/>).
- 9. 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/Pages/default.aspx>.
- 10. How do I look up my nine-digit GT ID number?**  
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](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.
- 11. 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).
- 12. 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. Please see the academic calendar online at <http://www.registrar.gatech.edu/calendar/index.php> for term-specific dates.
- 13. 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 (six hours) until they have completed their foundational requirement, at which point they can register for three courses (nine hours). Please note that this is only during the fall and spring semesters, as students are limited to enrolling in one course (three hours) during the summer semester due to limited resources. Students will not be permitted to enroll in more than three courses during the fall and spring semesters.
- 14. 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.
- 15. 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.

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

Students have 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.

**17. 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.

**18. 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.

**19. 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.

**20. 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.

**21. 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.

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.

**22. 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.

**23. 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.

**24. What 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) (see FAQ #25).

**25. 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 <http://registrar.gatech.edu/students/readmission.php>.

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 FAQ #21 for a detailed explanation of the difference between dropping and withdrawing from a course.

**26. What is the process once students seek readmission?**  
Students must complete the step-by-step instructions on the Registrar's website at <http://registrar.gatech.edu/students/readmission.php>. After they have successfully submitted their readmission application, 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 Program Manager for review. Once they have made their recommendation as to whether or not your readmission application should be approved, we will submit everything back 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.*

**27. 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 (see FAQ #25).

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 was Spring 2017, you would need to reapply to the program if you wished to matriculate after Spring 2018.

**28. 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.

**29. What if I need to seek readmission but have not met my foundational requirement as of yet?**

We will address your foundational requirement as part of the readmission application process, so there is nothing additional that you need to do regarding this when seeking readmission.

**30. 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.

**31. 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 so far are considered as foundational courses.

**32. 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.

**33. Can I register for non-foundational courses and/or nine hours if I am on track to finishing the foundational requirement by the end of this term (I am enrolled in two foundational courses or 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 and/or nine hours 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 and in a maximum of six hours. If you successfully complete the requirement by the end of the current term, the restriction would be lifted shortly after grades are posted, and you would have an opportunity to make adjustments to your future schedule during Phase II.

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

For students whose foundational deadlines have passed, the following process has been used:

- A hold was placed on their accounts that prevented them from registering during Phase I.
- If the student was on track to complete the requirement by the end of that term, there was nothing that the student needed to do, as the hold would be removed automatically before the start of Phase II if the student earned the required grade of "B" or better.
- If the student was not on track to complete the requirement by the end of that term, or if the student did not earn the required grade of "B" or better, then students were required to contact our office to plead their case and request that their holds be removed.
- If the student's request was approved, the hold would be removed shortly before the start of Phase II registration.

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 continue watching for emails sent from our department regarding the foundational requirement, especially as your designated deadline approaches.

**35. 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 students specializing in 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/>.

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

**36. 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.

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

Please visit <http://www.catalog.gatech.edu/rules/6/> and <http://www.registrar.gatech.edu/students/academicstanding.php> 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.

**38. 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.

**39. 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 we cannot provide advisement for that.

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

Unfortunately, advisors cannot register students for classes, nor can we add students to wait lists. Therefore, 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.

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 FAQ #41 for more information on how to plan for future courses using DegreeWorks.

**41. 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 worksheet online at <http://www.cc.gatech.edu/academics/degree-programs/masters/forms>.

**42. 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 <http://www.registrar.gatech.edu/calendar/index.php> for term-specific dates.

**43. 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 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>).

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

Your specialization needs to be declared by the time you apply to graduate. 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.

You may change your specialization at any time that does not conflict with an active period of registration.

**45. Can I declare more than one specialization?**

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

**46. 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).

**47. 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>.

**48. 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 (<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](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.

**49. 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](mailto: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](mailto:omscs-official@cc.gatech.edu) mailing list. Your patience with this process is greatly appreciated.

**50. 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](mailto: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/>.

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

Please contact the Udacity support team at [GTech-support@udacity.com](mailto:GTech-support@udacity.com) for assistance.

**52. 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.

**53. 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 the OMS CS courses.



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

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

**55. If I was admitted for the Spring 2017 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 Spring 2017 term, and you do not enroll in any classes/matriculate, it may be possible to request a deferral up to the Spring 2018 term. If you wish to defer past the Spring 2018 term, you will 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](mailto: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 Fall 2017 semester, please send your deferral request **after** February 1, 2017. Please note that this date (February 1) is contingent upon the system allowing us to defer to Fall 2017 at that time.
- If you would like to defer to the Spring 2018 semester, please follow up with our office regarding when this may be possible **after** October 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>.\*\**

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.***

**56. 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 Spring 2017 but did not matriculate until Fall 2017, you would have the Fall 2017, Spring 2018, and Summer 2018 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 Spring 2017 and later withdrew from a course, that term (Spring 2017) still would count toward your foundational requirement time frame.

**57. I 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. Therefore, if you are an admitted student for Spring 2017 but have deferred your admission to Fall 2017, you will not have access to your accounts during the Spring 2017 semester but will regain access as the Fall 2017 semester approaches.

## **SECTION L. 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 M. 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 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](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.

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](mailto: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](mailto:oms-advising@cc.gatech.edu)