

## Undergraduate Academic Services Advising Syllabus

**Location** Sam Nunn School of International Affairs (Habersham Building), 781 Marietta St. NW, Atlanta, GA 30318

**Business Hours** Monday through Friday: 9:00am – 5:00pm

**Phone** 404.894.0342 | **Fax** 404.894.1900 | **Email** [stephanie.jackson@inta.gatech.edu](mailto:stephanie.jackson@inta.gatech.edu)

**Website** <http://www.inta.gatech.edu/programs/undergraduate/degrees>

**Twitter** [@NunnSchoolGT](https://twitter.com/NunnSchoolGT) | **Advising Blog** <http://intaadvising.gatech.edu>

### Advisors and Contact Information

**Appointments** <https://gatech.gradesfirst.com/>

Dr. Mikulas Fabry, Director, Undergraduate Programs  
[mfabry@inta.gatech.edu](mailto:mfabry@inta.gatech.edu) – 404.385.6883 - Habersham 152

*INTA, IAML, EIA (General Advising, Minors/Certificates, International Plan)*  
Stephanie Jackson, Assistant Director, Advising & Professional Development  
[stephanie.jackson@inta.gatech.edu](mailto:stephanie.jackson@inta.gatech.edu) – 404.894.0342 - Habersham 156

*IAML (Language course advising, LBAAT advising, Language minors)*  
Dr. Mirla Gonzalez, Assistant Director, Undergraduate Studies  
[mgonzalez@gatech.edu](mailto:mgonzalez@gatech.edu) – 404.894.7327 - Swann 110

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### SGA Statement of Purpose

"We, the SGA Committee on Academic Advising, have supplemented each school within the institute with tools to provide effective information to all students. Advisors will not prescribe answers, but advisors will supply you with boundless knowledge so that you may make an informed decision. We believe academic advising is a collaborative process, and ultimately, you, the student, are responsible for your educational experience."

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## What You Can Expect From Your Academic Advisor

- Help you learn and understand the curriculum and your degree requirements.
- Help you understand Nunn School and Georgia Tech policies and regulations.
- Monitor your progress towards degree completion and help you plan for graduation.
- Provide advice on courses, programs, and other learning opportunities.
- Help you choose and declare a certificate, minor, or second major.
- Provide information about and referrals to campus resources.
- Be available and prepared for academic appointments.
- Discuss study abroad opportunities and co-curricular activities.
- Respond to e-mails in a timely manner.
- Maintain confidentiality.

## What We Expect From You

- Learn the curriculum and your degree requirements.
- Learn and follow Nunn School and Georgia Tech policies.
- Complete and continue to update your degree checklist and monitor your degree progress via DegreeWorks.
- Keep a portfolio or record of progress toward your academic and career goals.
- Register for classes and make adjustments (add/drop) to your schedule as needed.
- Communicate with your advisor regularly, and meet at least once each semester, year, or whenever you have questions.
- See your advisor whenever you have a change in your academic plans, have any problems that affect your academic performance, or have trouble or confusion about your major.
- Learn about and take full advantage of departmental and institute programs, opportunities and resources, and seek assistance when needed.
- Keep a personal record of communications with Georgia Tech representatives (faculty, advisors, staff).
- Make informed decisions and accept responsibility for your actions that affect your educational progress and goals.
- Read advisor and GT emails and respond as requested, follow-up on advisor recommendations and read the Nunn School Weekly Digest.
- Make an appointment, <http://gatech.gradesfirst.com>, and keep scheduled appointments or cancel as early as possible.

## Helpful Nunn School Resources

- [Nunn School Undergraduate Handbook](#)
- [INTA Undergraduate Resources on Canvas](#)

## Student Learning Objectives for Advising

### Freshman Year

- Familiarize yourself with the registration process and all relevant dates and deadlines.
- Learn the Nunn School curriculum.
- Begin or continue your study in a foreign language to work toward proficiency.
- Become familiar with Center for Career Discovery and Development (C2D2) resources.
- Visit the GT Study Abroad website and consider studying abroad; attend the fall Study Abroad Fair.
- Attend office hours to get to know your faculty.
- Participate in volunteer opportunities and student organizations.

### Sophomore Year

- Get involved on-campus through one of the many student organizations related to your interests.
- If studying abroad, finalize your plans, submit your application(s), and go abroad!
- Consider pursuing a minor (secondary field of study) or a second major if interested.
- Consider internships, fellowships, research, or other out of the classroom opportunities to help you solidify your academic and career goals.

### Junior Year

- Meet with your advisor to ensure you are on track to graduate.
- If you plan to continue your education, research graduate school options.
- Become more involved in your co-curricular activities and seek out a leadership role.
- Attend the GT Career Fair in the fall.
- Build on relationships with faculty/staff members.

### Senior Year

- Apply for graduation at the beginning of the semester in which you will be completing your degree requirements.
- Prepare for life after Georgia Tech.
- Ask faculty/staff members who you have formed relationships with for recommendations if needed.
- Complete all of your remaining courses successfully.
- Attend commencement and graduate from GT!

## Ways to Engage Academic Services

**Meeting with your advisor:** Appointments with your advisor can be scheduled online at <http://gatech.gradesfirst.com>. Appointments may be scheduled via email if no slots are available. Same-day appointments cannot be accommodated. Whenever possible, cancellations should be made 24 hours in advance to enable another student to make use of that time.

### General advising hours for Stephanie Jackson are:

Mondays: 2:00pm – 4:00pm

Tuesdays and Thursdays: 10:00am – 12:00pm and 2:00pm-4:00pm

Fridays: 10:00am – 1:00pm

**Walk-in Hours:** Walk-in hours are available Wednesday from 10:00am to 12:00pm, on a first-come, first-served basis. Twice a month, walk-in hours are held in the CULC.

**Registration Advising:** During registration, Stephanie Jackson is available between the hours of 10:00 am – 12:00 pm and 2:00 – 4:00 pm. Student are able to meet with for 15 minute appointments. Regular appointments are not offered during this time.

Questions should not require more than a 10-15 minute response.

*Examples of questions that can be covered during Registration Advising:* Is it possible for me to take a class pass/fail? What form do I use to declare a minor? Why am I not able to register for this course on OSCAR? Am I on track to graduate?

*Examples of questions that cannot be covered during Registration Advising:* Can my study abroad courses be evaluated? Is it possible for me to fit in a second major and still graduate on-time? How can I have my resume reviewed? What steps do I need to plan an internship search strategy?

**Emailing your advisor:** Email is an additional way to communicate with your academic advisor. You are encouraged to email your academic advisor with brief questions and concerns; however, academic planning, career development, or involved issues require more time and students are better served by scheduling an appointment at <http://gatech.gradesfirst.com>.

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## Campus Resource Websites

**Office of Undergraduate Education** <http://oue.gatech.edu/content/oue-departments>

**Office of the Registrar** <http://registrar.gatech.edu>

**Georgia Tech Catalog** <http://www.catalog.gatech.edu/>

**Office of International Education** <https://www.oie.gatech.edu/>

**Center for Career Discovery and Development** <http://www.careerdiscovery.gatech.edu/>

**Dean of Students/Student Life** <http://studentlife.gatech.edu/>