OMS CS SPRING 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.

SECTION A. ACADEMIC POLICIES

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

- 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 2016, Summer 2016, and Fall 2016 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 under the “Courses” tab on the OMSCS 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 this 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.

SECTION C. DEGREE REQUIREMENTS

You may view 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 (approximately 10 total classes) for the OMS CS degree.
2. 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 course-only.
5. You must earn at least B’s in all courses in your chosen “Area of Specialization”.
6. You must have a minimum overall GPA of 3.0 to graduate.
7. Program information can be found here: [http://www.omscs.gatech.edu/program/](http://www.omscs.gatech.edu/program/)

The following “Areas of Specialization” pertain to the OMS CS degree:

- Computing Systems
- Computational Perception and Robotics
- 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 January 6 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. Select Spring 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 standing 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: Holds

2. If you have a hold, you MUST clear it before you can register for classes.
   - **If you have a Graduate Admissions HOLD:** Graduate Studies is missing documentation (probably your final official transcript). Questions: Email them at gradinfo@mail.gatech.edu or call 404.894.1610
     - If you are located in the Atlanta area and wish to bring this by 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 J: FAQ’s for their address.
     - If you are a new student starting Spring 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 make sure you send in all official transcript documents to avoid any 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”. Questions: Email christie.couvillion@grad.gatech.edu
   - **If you have an Immunization HOLD:** Send an email to immunizations@health.gatech.edu and request a Waiver Request Form. Once the waiver is submitted, it is valid for one year from the date it is signed. “Distance Learners” do not require proof of immunization but must complete the yearly waiver.

SECTION F. REGISTER FOR CLASSES

- Registration (for new and current students) begins on **January 7 and ends January 15 at 4:00pm ET.** This is what is known as Phase II Registration on the Academic Calendar.
- Students will begin registering at various days and times throughout Phase II. Check your time ticket to see the exact day and time you can begin registering during Phase II.
  - **YOU WILL NOT BE ABLE TO ADD/DROP CLASSES AFTER 4:00PM ET ON FRIDAY, JANUARY 15.**
- It is strongly recommended that new students register for only one course their first term.

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.

   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 and Financial Aid”
   - Select “Registration”
   - Select “Registration Status”
   - Select the “Spring 2016” term
   - Click “Submit”

2. Activate your GT 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.
4. The courses that are available for Spring 2016 can be found here: http://www.omsco.gatech.edu/courses/..

5. Any Online course will have a section of “O”. (Example: O01, O02, etc.)

6. Registration is first come, first served, so you will want to register as soon as possible after your time ticket begins.

7. You can narrow your search in the Schedule of Classes by designating the Campus to “Online”.

8. For detailed registration information, please follow this link: Registration Instructions.

9. We strongly recommend that new students start with only one class. However, you can take up to two courses (6 hours) until you meet your foundational requirement, and then you may take up to three courses (9 hours) in one term.

10. The best way for a student to confirm that he or she has successfully registered 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 and Financial Aid”
    - Select “Registration”
    - Select “Student Detail Schedule”
    - Select the current term

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

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.

SECTION G. WAITLISTING FOR A CLOSED COURSE

The wait list will only become active after ALL the time tickets have been released and are active. This can take 4-5 days from the start of registration.

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 notification via email if a seat becomes available in that section. Waitlisted students are notified on a “first-come-first-served” basis. Students will have 12 hours to register for the course section once the notification has been sent. If you miss your window, you will be dropped from the wait list, and you will have to add yourself to the wait list again. Your new position will be at the end of the list, so make sure to keep an eye on your email for your notification. Waitlisting is not registration or enrollment in the courses.

Do NOT waitlist for every class, only the ones you WANT to take. Follow all the instructions from the Registrar's webpage on Instructions for Waitlisting.

The best way for a student to check the wait list number is from the “Student Detail Schedule” section of OSCAR. 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 and 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 successfully registered, as well as waitlisted course(s). Your waitlisted course(s) will include "Waitlist Position: "X", “X” being where you are on the wait list.

SECTION H. SYSTEMS YOU WILL BE USING AND WHY
<table>
<thead>
<tr>
<th>System</th>
<th>Website</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>OMS CS Portal</td>
<td><a href="http://www.cc.gatech.edu/current/masters/omscslogin">http://www.cc.gatech.edu/current/masters/omscslogin</a></td>
<td>Use this to sign in to Udacity each day</td>
</tr>
<tr>
<td>Udacity</td>
<td>See website above (OMS CS Portal)</td>
<td>Udacity is where you will watch all lecture videos</td>
</tr>
<tr>
<td>Buzzport</td>
<td><a href="https://buzzport.gatech.edu/cp/home/displaylogin">https://buzzport.gatech.edu/cp/home/displaylogin</a></td>
<td>Use this to register for classes, pay tuition, view any holds, view final grades, etc. Also used to access T-Square</td>
</tr>
<tr>
<td>T-Square</td>
<td>See website above (Buzzport)</td>
<td>T-Square is where you will go for all of your assignments and to turn in homework. You access T-Square through your Buzzport login in</td>
</tr>
<tr>
<td>Piazza</td>
<td><a href="https://piazza.com/">https://piazza.com/</a></td>
<td>This is your virtual classroom for interacting with classmates, professors, TA’s, and course developers</td>
</tr>
</tbody>
</table>

**SECTION I. IMPORTANT DATES FOR THE SPRING 2016 SEMESTER**

(All times refer to Eastern Time)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>Official School Holiday - New Year’s Day</td>
</tr>
<tr>
<td>January 6 at 6pm ET</td>
<td>Time Tickets for Spring 2016 Phase II Registration are available</td>
</tr>
<tr>
<td>January 7-15 by 4pm ET</td>
<td>Phase II Registration for Spring 2016</td>
</tr>
<tr>
<td>January 11</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Week of January 11</td>
<td>Course materials available online</td>
</tr>
<tr>
<td>January 15 by 4pm ET</td>
<td>Last day to register, make schedule changes, and/or drop courses without a “W” grade</td>
</tr>
<tr>
<td>January 18</td>
<td>Official School Holiday - M.L.K., Jr. National Holiday</td>
</tr>
<tr>
<td>January 19 by 4pm ET</td>
<td>Tuition/fee payment deadline</td>
</tr>
<tr>
<td>March 16 by 4pm ET</td>
<td>Last day to withdraw from a Spring 2016 course with a &quot;W&quot;. This is also the last day to withdraw from school* (see notes below)</td>
</tr>
<tr>
<td>March 16 by 4pm ET</td>
<td>Last day to change grade mode from letter to P/F and vice versa. <strong>If you change to pass/fail, the course will NOT count toward your degree.</strong></td>
</tr>
<tr>
<td>March 21-25</td>
<td>Spring Break</td>
</tr>
<tr>
<td>April 26</td>
<td>Last Day of Class</td>
</tr>
<tr>
<td>April 28 - May 5</td>
<td>Final Exams</td>
</tr>
<tr>
<td>May 6</td>
<td>Commencement (for Master’s students graduating in May 2016)</td>
</tr>
<tr>
<td>May 7</td>
<td>End of term</td>
</tr>
<tr>
<td>May 10 after 6pm ET</td>
<td>Grades available</td>
</tr>
</tbody>
</table>

The academic calendar is located on the Registrar’s website: [http://www.registrar.gatech.edu](http://www.registrar.gatech.edu)
Notes about Important Dates

- If you withdraw prior to January 15 by 4:00pm ET, you will receive a full refund. If you withdraw completely between January 16 and March 16, 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 Refund policy and Refund Calendars.

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

- If Spring 2016 is your FIRST term matriculating in the OMS CS program, and you do not register for ANY classes, you will have to ask your advisor if your admission can be deferred to a future term. Please email your advisor with this request AFTER February 1, 2016. Please include your full name, GT ID number (90X-XX-XXXX), and what term you would like to defer to.
  i. Students with a last name that begins with A-L, please email Reina Grundhoefer at 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.

- *WITHDRAWAL FROM SCHOOL FOR THE TERM DOES NOT MEAN YOU ARE LEAVING THE OMS CS PROGRAM. It simply means you are withdrawing from all your courses for this term.

SECTION J. FREQUENTLY ASKED QUESTIONS (FAQ’S)

Q: Where do I send my final 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 St., Room 318
Atlanta, GA 30332-0321
Phone: 404.894.1610
Email: gradinfo@mail.gatech.edu

Q: 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.

Q: How do I apply for Financial Aid?

Q: 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. OMSCS students are ineligible for the GT Payment Plan.

Q: 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.

Q: What is the deadline to pay my fees?
Refer to the Bursar's calendar for the Fee Payment Deadline in the specific term. If fees are not paid by the Fee Payment Deadline, class cancellation may occur, and a late fee may also be assessed.
Q: 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.
   ii. Students with a last name that begins with M-Z, please email Amy Hinsley at ahinsley@cc.gatech.edu.

Q: I took Graduate Level classes that did NOT count toward another degree, prior to matriculating at Georgia Tech. Can I transfer those hours?
Yes, it might be possible to transfer up to six hours. You may send an email request to your advisor beginning the week of February 1, requesting the transfer credit form (DO NOT make this request sooner than that date).
   i. Students with a last name that begins with A-L, please email Reina Grundhoefer at 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.

Q: 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.

Q: What if I have a personal or family emergency and need an extension on an assignment or exam, or need to withdraw from a class or from school after the deadline?
The worst thing you can do is not tell anyone! Please reach out to your TA if it is something that has come up with work, family, etc. If your TA would like you to go through the Dean of Students office, their website is: www.studentlife.gatech.edu. You may also contact your advisor for advice. If you need to withdraw from a class or school past the deadline, you must contact your advisor first.
   i. Students with a last name that begins with A-L, please email Reina Grundhoefer at 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.

SECTION K. 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: TBD (further information will be forthcoming)

Our Twitter Accounts for the Live Chat:
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 L. GET CONNECTED!

We have some great on-boarding videos for your viewing pleasure:
- http://www.cc.gatech.edu/current/masters/omscsportal

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 keep our eyes on it. It is run by students, for students, and is a great way to connect to 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. Please make sure to include your full name and GT ID number (90X-XX-XXXX).

Your OMS CS advisors are:

- Ms. Reina Grundhoefer (Students with a last name that begins with A-L)
  E-mail: reina.grundhoefer@cc.gatech.edu

- Ms. Amy Hinsley (Students with a last name that begins with M-Z)
  E-mail: ahinsley@cc.gatech.edu

Again, welcome! We look forward to working with you.

Sincerely,
College of Computing Graduate Program Staff
oms-advising@cc.gatech.edu