

**School of History, Technology, and Society
Georgia Institute of Technology**

ADVISING INFORMATION

2009 – 2010

SCHOOL OF HISTORY, TECHNOLOGY, AND SOCIETY

ADVISING GUIDELINES

HTS majors are advised by the Undergraduate Coordinator (UC), Dr. Amy D'Unger. She can be reached via email at amy.dunger@hts.gatech.edu or via phone at 404.894.7448. Her office is room 124 in the Old Civil Engineering Building.

Advisors are a valuable resource! They assist with schedule planning, fulfilling degree requirements, and career advisement. In addition, they also address the interests and problems of students and can assist in finding resources on and off campus.

The advising relationship is just that, a relationship. ***It will require that you participate in making sure that your experience at Georgia Tech goes as smoothly and successfully as possible.*** Following are the basic responsibilities of students in the student/advisor relationship:

1. **Students are responsible for fulfilling degree requirements.** They should familiarize themselves with the academic program and keep track of their progress using the degree checklist. The Undergraduate Coordinator will offer assistance and support in this process.
2. **Students must maintain contact with the Undergraduate Coordinator.** Students will have an initial advising session either during FASET (if they enter GT as an HTS major) or at the time they have their change of major form signed. All new majors will receive an information/advising packet that includes a degree checklist. A blank degree checklist can also be downloaded from the HTS website. Students must bring this checklist with them to all future advising appointments.
3. **Students should take the initiative to arrange meetings with the Undergraduate Coordinator at least once per term.** Appointments can be made via the online advising appointment scheduler at www.advising.gatech.edu. First year students will be REQUIRED to meet with the Undergraduate Coordinator before registration. A "hold" will be put on first year student accounts so that they cannot register until after meeting with the UC.
4. **Students should bring to each advising appointment their degree checklist,** updated with all current classes, as well as any needed forms, paperwork, or documentation.

5. **Information on the HTS program and degree requirements** can be found on the HTS website at www.hts.gatech.edu/undergrad/major.php and in the General Catalog for Georgia Tech at www.catalog.gatech.edu. In addition, the HTS blog is a source of advising information. The blog URL is www.georgiatechhts.blogspot.com. Links to important forms can be found at www.hts.gatech.edu/undergrad/forms.php.
6. **In addition to discussing course scheduling, students should talk to the UC more generally about their progress** through the major, what they are learning in terms of content, skills that they are acquiring, on- and off-campus involvements, and leadership roles. This dialogue will help determine what steps students can take to enhance their educational experience and their job prospects after graduation.
7. **Beginning in the junior year, students should meet with the UC to discuss progress towards fulfilling all degree requirements and graduation.** The Undergraduate Coordinator completes and signs off on all degree petitions.
8. **Issues and paperwork such as degree petitions, petitions to the faculty, change or addition of major/minor, etc. are all handled by the Undergraduate Coordinator.** Students should give as much notice as possible to assure that tasks can be completed in a timely manner.
9. **Students should notify the UC as soon as they anticipate any problems meeting degree requirements,** to allow the maximum amount of time to fix the problem. This is especially important for double majors.
10. **Students are expected to participate in an exit interview to help assess the HTS program.** Program assessment helps HTS improve the major and is required by the Board of Regents and Georgia Tech's accreditors.

The following is a summary of helpful information to assist you in completing your academic program in the School of History, Technology, and Society (HTS).

Mailing Address:

School of History, Technology, and Society
Georgia Institute of Technology
Old Civil Engineering Building
221 Bobby Dodd Way
Atlanta, GA 30332-0225
404.894.3196

HTS on the Web:

www.hts.gatech.edu

www.georgiatechhts.blogspot.com

STEPS TO BEING A SUCCESSFUL HTS STUDENT...

- **KNOW YOUR CATALOG AND DEGREE REQUIREMENTS**

The General Catalog is your guide to your academic career at Georgia Tech. All important information including degree requirements, registration and readmission information, fees and refunds, academic regulations; and student life can be found there. The year you enter Georgia Tech (i.e., Fall 2008 = 2008-2009 edition) is the catalog edition you follow through your career. See the on-line catalog at www.catalog.gatech.edu/.

- **GET INVOLVED**

There are many organizations and activities available for student involvement, ranging from academic to social to sport clubs. Starting close to home, you can join Prometheus, the student club associated with HTS. The President this year is Kris Carta. The HTS Student Advisory Board Representative is Alecia Jefferson. Contact the Student Center (404.894.2788) or the student organization web site (<http://cyberbuzz.gatech.edu/main/organizations/>) for additional resources. Participation in extracurricular activities will make your college experience more fulfilling, and leadership activities will make you more marketable later when you are looking for a job.

- **BE AWARE , BE PREPARED, AND BE SMART**

-- Use the suggested schedules in the catalog to help you plan your schedule of classes for the year. Choose your courses carefully. Talk to professors and HTS upper-class students for additional, first-hand advice. The suggested course schedule for HTS can be found here:

<http://www.catalog.gatech.edu/colleges/cola/hts/ugrad/bshts/bshts.php>.

--Work closely with your professors. We are here to help you be successful in reaching your goals for the future. Always feel free to talk with the Undergraduate Coordinator, Dr. Amy D'Unger.

--Ask.....Ask.....Ask..... The only dumb question is the one left unasked and consequently unanswered. Remember no one is in this alone!

--Learn the computer system early. Web pages, the HTS blog, e-mails, and listservs provide valuable (and quick) information about life at Tech. There is a student computer lab on the ground floor of the Old Civil Engineering Building, accessible with your Buzz Card. In addition, you'll be added to the HTS student listserv. Keep an eye out for announcements ranging from registration deadlines to notices of

internships, lectures, and other relevant information. YOU ARE RESPONSIBLE FOR EVERYTHING THAT COMES TO YOUR OFFICIAL GEORGIA TECH EMAIL ADDRESS! Check it often, save advising messages, and keep your mailbox tidy! The HTS blog is another great source for advising information. You can search by topic, subscribe to the RSS feed, and even have messages sent directly to your Facebook account.

WHO IS WHO in HTS.... On the Front Lines

Dr. Ronald Bayor
Chair
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Dr. Amy D'Unger
Undergrad Coordinator
Phone: 404.894.7448
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Dr. Bill Winders
Director of Undergraduate Studies
Phone: 404.894.8401
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Office staff: Denise Corum, administrative supervisor, LaDonna Bowen, graduate administrator, Steven Henderson, administrative assistant.

For a full listing of the faculty, see the front hall board or the HTS web site (www.hts.gatech.edu/faculty/).

TECH SPEAK... Learning the definition of the terms listed below will make your transition to Georgia Tech easier.

Academic Regulations-- university and college regulations that affect everyone, no matter what catalog edition you may fall into.

Catalog Description -- a brief explanation of the course content that appears in the catalog.

Catalog Edition -- The edition of the Institute's General Catalog in effect at the time you enroll and earn your first credit. Catalog editions generally start fall semester and run through the following summer semester.

CRN Number -- Each course has this unique 5-digit number, which is not the same as the course number.

College --a major academic unit of the university. You are in the Ivan Allen College. Other colleges include College of Architecture, College of Computing, College of Engineering, the College of Sciences, and the Dupree College of Management. The larger university is referred to as the "Institute."

OSCAR --Electronic system for registration and finding information related to registration (www.oscarweb.gatech.edu).

Overload --If a class you want to take is full, you can ask for an overload, which will allow you to register for the course anyway. Different departments handle overloads in different ways. HTS handles overloads via the HTS website, at www.hts.gatech.edu/undergrad/overloads.php. Many other departments use OSCAR for overload requests.

Permit -- For classes that have restricted registration, a permit is required. See the information on obtaining an overload and follow the same procedure to obtain a permit.

Schools -- a subdivision of a College. The Ivan Allen College includes the School of Economics, School of History, Technology and Society, School of International Affairs, School of Literature, Communication, and Culture, School of Modern Languages, and School of Public Policy. "School" is synonymous with "department."

Major -- A block of courses from the same department used in the degree program. It is your "specialty".