



May 9: Sample Engineering Welcome Email for First-Year GE Students

Welcome to the College of Engineering! I will be your official academic advising contact for the duration of the summer. I am here to help you understand academic policy and procedure, as well as connect you with the numerous resources Virginia Tech has to offer. Above all else, I want to see you succeed!

Engineering Welcome

- Watch this [short welcome message](#) to get started in Engineering at Virginia Tech.
- Bookmark and review the [Engineering Orientation Website](#).
- Complete all items on the [Engineering Orientation Checklist](#).

Priority Engineering Orientation Checklist Items

- **May 23** - Deadline to complete the [Engineering Pre-Orientation Form](#). If you receive the following message "You need permission" you will need to sign out of your non-VT gmail account and log into your VT gmail account.
- **June 13** - Deadline to complete the [ALEKS placement test](#) for MATH 1225 (Calculus 1) and CHEM 1035 (General Chemistry) if you want a guaranteed seat in MATH 1225. **You should take the ALEKS exam regardless of whether you expect to have transfer credit for MATH 1225 and/or CHEM 1035 via AP, IB, CLEP, Cambridge, etc.** The proctoring password to the ALEKS test is **HOKIE2022**.
- Send all [score reports, official high school, college, university transcripts](#).
- Complete a [self-evaluation of transfer credits](#) -- (i.e. transferable credits from AP, IB, CLEP, Cambridge, dual enrollment). You can verify when Virginia Tech has processed your college transcripts/score reports on Hokie Spa. Go to Hokie Spa > Hokie Spa > Grades Menu > Transfer and Other Additional Credits. Please be patient as this process can take some time.

Virtual Academic Advising and Course Registration (June 6)

- You will receive details about joining the General Engineering Virtual Advising Canvas site and instructions via email for how to sign-up for and attend the *General Engineering - Virtual Academic Advising and Course Registration: Group Advising Session* on **June 6**. You'll have flexibility to sign-up for and attend any session (until the session fills up) between June 13 and July 29.

Communication Expectations

- For now, your Virginia Tech email is the primary way I will communicate with you and is the best way to contact me if you have any questions. You can typically expect a response within 48 business hours. I am excited to begin working with you and know you are looking forward to getting a fall schedule sorted out, but I ask that you remain patient about fall class scheduling until you receive further instructions on **June 6**.

I look forward to supporting you as you navigate life here at Virginia Tech! Go Hokies!