



[**General Engineering FTIC Students - (Sample Email)**],

We are excited you are joining the Virginia Tech Engineering family! We know you are looking forward to the course registration process, so we'll get right to it.

The College of Engineering Virtual Academic Advising and Course Registration process includes several **required** tasks. To get started, you need to join the **General Engineering (GE) Virtual Advising Canvas site**. The site will include everything you will need to prepare for and complete fall course registration. Soon you will receive an email with an invitation to join our site so accept that invitation.

I am your assigned GE academic advisor and your first point of contact regarding academic-related questions such as course registration and transfer credit. Your vt.edu email is the best way to contact me with questions, but please review the Canvas page linked above before emailing me. I typically respond within 2 working business days.

I promise not to fill your inbox, but you can expect to receive emails from me with important advising and registration information so please read them carefully. It is recommended you check your email daily.

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

Sincerely,
{GE advisor signature}



[**BC students and COE Transfers - (Sample Email)**],

We are excited you are joining Virginia Tech!

[Engineering Orientation: Virtual Academic Advising and Course Registration](#) will take place between June 12 and July 26. Review the timeline, mark your calendar for an overview session and the optional Q&A sessions, and carefully review the engineering orientation resources. If you have not already done so, complete all items on the [Engineering Orientation Checklist](#).

To prepare for your virtual one-on-one advising appointment review the **Engineering Virtual Academic Advising and Course Registration** Canvas Site.

Then schedule and attend your **mandatory** individual advising appointment.

Your vt.edu email is the primary way I will communicate with you and is the best way to contact me if you have questions.

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

Sincerely,
{Advisor Signature}