[First Time In College Student Name],

Welcome to the College of Engineering at Virginia Tech! We are excited to have you as part of our incoming class and to be a part of your academic journey. Completing our Virtual Academic Advising and Course Registration is the first step, the following message will include many important details about this process and how to best prepare.

Our Virtual Academic Advising and Course Registration will take place between June 12 and July 28. You will receive additional instructions on what is included and required for your specific major on June 5 from an academic advisor.

For now, we encourage you to do the following to assist with your onboarding process:

1. **Bookmark the Engineering Orientation: Virtual Academic Advising and Course Registration website**
   - Review the timeline, mark your calendar for an overview session and the optional Q&A sessions, and carefully review the engineering orientation resources.

2. **Complete all items on the Engineering Orientation Checklist**
   - Complete the ALEKS placement assessment
   - Send all official high school, college, and university transcripts
   - Send all years of official score reports for AP, IB, CLEP, etc.
   - Complete a self-evaluation of transfer credits
   - Look up your academic advisor assignment on Hokie Spa

3. **Check your VT Gmail daily**
   - Email can get overwhelming, check it daily and create a system that works for you to keep up with information and deadlines.

We look forward to meeting you this summer. If you have any immediate questions, please respond to this email.

Dr. Marlena Lester  
Director of Advising  
College of Engineering Academic Affairs  
Virginia Tech  
marlenal@vt.edu
[Transfer Student Name],

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   - Complete the Engineering Pre-Orientation Form

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