



# Online Master of Science in Analytics

— Spring 2024 —



Welcome to the Online Master of Science in Analytics for Spring 2024. We're excited you're joining the degree program.

This packet provides information that will help you navigate everything from class enrollment to how to set up your accounts. It also explains many resources available to you and provides an overview of Georgia Tech's Honor Code Policies, which address degree requirements, intellectual property rights, what is considered scholarly misconduct, and other general rules and guidelines.

After you review this information, please keep it handy. You'll need to reference it periodically during your time in the program.

Also, as we stated during New Student Orientation, when you join the OMS Analytics program, you aren't a faceless online student. You become part of a community we created – and that we continue to cultivate. In addition to the ways we're helping prepare you for your first semester, we'll connect with you throughout your time in the program via a monthly newsletter, Meet-up events, and the ability to speak with an advisor whenever you have questions, concerns or need to talk through a decision you need to make.

Thank you for trusting us to help you reach the next phase of your career. We'll do everything we can to make that a reality.

Best regards,

Jennifer, Asha, Crystal, Heather, Jessica, Kelly, Kristina, and Molly  
OMS Analytics Student Services Team

[Contact us](#)

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## Technology (email, keeping your data safe, and more)

### Activating your student account and Georgia Tech email

As a degree-seeking student, **you're required to activate your Office of Information Technology (OIT) account**. If you don't, you won't be able to access your student email or other essential Georgia Tech resources.

By the start of your first semester, **the Institute and our OMS Analytics team will communicate with you via messages to your Georgia Tech email account**; therefore, we expect you to check your Georgia Tech email daily.

In addition, the username and password that you create for your OIT account are the same ones you'll use to log into **BuzzPort**, the portal for accessing student account information, financial aid awards and account balances, class schedules and grades. (You'll learn more about BuzzPort in the Student Portals section of this packet.)

#### To activate your student account:

1. Go to <https://passport.gatech.edu/>
2. When the screen below appears, click on the "I need to activate my GT account" link.

**Georgia Tech** **Passport**

**Enter your GT Account and Password**

GT Account

Password

[Login](#)

Passport offers tools for GT Account password changes, email aliasing and GT Directory options.

- [I need to activate my GT Account](#)
- [I don't know my GT Account username](#)
- [I have forgotten my GT Account password](#)

For assistance, please contact the [OIT Technology Support Center](#) at 404-894-7173 (Mon-Fri 8am-5pm EDT).

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3. On the next page, it will ask for your relationship to Georgia Tech. Click on "Students."


**Georgia Tech** **Passport**

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## Claim Your GT Account

**What is your relationship to Georgia Tech?**

Please select an option to continue.

**Students**   
People attending Georgia Tech as a Credit, Language Institute, or Professional Education Student.

**Employees**  
People working at Georgia Tech: Faculty, Staff, Tech Temp, Affiliate, etc.

**Student-employees**  
Students who are employed by Georgia Tech.

**Applicants**  
People with an undergraduate or graduate application for a future semester.

**Alumni**  
People who attended Georgia Tech as a Credit Student.

**Guests**  
People with accounts sponsored by Georgia Tech Employees or Students.

**None of the above**  
People with a Georgia Tech relationship not mentioned above.

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For assistance, please contact the [OIT Technology Support Center](#) at 404-894-7173 (Mon-Fri 8am-5pm EDT).

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4. Enter your first name, last name, and your birthdate. Then click "Lookup." **You may leave the gtID number blank if you don't know it.**

The screenshot shows a web form titled "Claim Your GT Account" on the Georgia Tech Passport page. The form includes input fields for First Name, Last Name, Date of Birth (with dropdown menus for month, day, and year), and gtID Number. A "Lookup" button is present, along with a "Cancel" link. A footer contains contact information for the OIT Technology Support Center and a list of links: Emergency Information, Legal & Privacy Information, Accessibility, Accountability, Accreditation, and Employment.

**Georgia Tech** **Passport**

### Claim Your GT Account

Please fill in as much of the form below as you can. The information will be used to look up your record in the GT system.

First Name \* Last Name

Date of Birth

/  / 1998

gtID Number


Number on the front of your BuzzCard or other Georgia Tech paperwork in 90XXXXXX format. Please do not enter your Social Security Number.

[Cancel](#)

For assistance, please contact the [OIT Technology Support Center](#) at 404-894-7173 (Mon-Fri 8am-5pm EDT).

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5. The system will display results based on the information you entered. Select the account that belongs to you.

Passport

## Claim Your GT Account

Please fill in as much of the form below as you can. The information will be used to look up your record in the GT system.

First Name \* Last Name

Date of Birth


gtID Number

Number on the front of your BuzzCard or other Georgia Tech paperwork in 90XXXXXX format. Please do not enter your Social Security Number.

**Results:**

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- After claiming your account, you must finish setting it up. To do so, confirm your identity through the phone number or email address that you used when you applied for the degree program.


Passport

## Setup Your GT Account

GT Account **yname3** for **Your Name** [This isn't me](#)

### Step 2 of 5: Confirm your ownership of this GT Account


Please select the first method you'd like to use to confirm your identity:

 **Call or text your phone**

We'll send an SMS text or make an automated call with a PIN number to the phone number listed below.

(\*\*\*) \*\*\*-\*\*-90

Text This Number Call This Number

 **Send an Email**

We'll send an email containing a PIN number to the email address of yours that you select below. For your security, the full addresses are not listed.

y...@gatech.edu

y...@gmail.com

Email Selected Address

None of these options work?

Answer questions

For assistance, please contact the [OIT Technology Support Center](#) at 404-894-7173 (Mon-Fri 8am-5pm EDT).

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7. After you receive the pin via phone or email, enter it on the website.

**Georgia Tech** **Passport**

## Setup Your GT Account

GT Account **ymame3** for **Your Name** [This isn't me](#)

### Step 2 of 5: Confirm your ownership of this GT Account

**Enter PIN Number**

You should receive an sms text at (\*\*\*) \*\*\*-\*\*31 momentarily with a PIN number. Please enter the PIN number below to continue.

• PIN Number

[Submit PIN](#) [Back](#)

If you haven't received the PIN after more than a minute: [Resend text](#)

For assistance, please contact the [OIT Technology Support Center](#) at 404-894-7173 (Mon-Fri 8am-5pm EDT).

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8. Next, confirm the last four digits of your Social Security Number.

**Georgia Tech** **Passport**

You have submitted a PIN.

## Setup Your GT Account

GT Account **ymame3** for **Your Name** [This isn't me](#)

### Step 2 of 5: Confirm your ownership of this GT Account

Please answer the question below to continue.

**What are the last four digits of your Social Security Number?**

[Submit your answer](#) [I don't know the answer to this question](#)

For assistance, please contact the [OIT Technology Support Center](#) at 404-894-7173 (Mon-Fri 8am-5pm EDT).

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9. Next, you will be asked to confirm your date of birth again.

The screenshot shows the Georgia Tech Passport interface. At the top left is the Georgia Tech logo, and at the top right is the word "Passport". The main heading is "Setup Your GT Account". Below it, it says "GT Account yname3 for Your Name This isn't me". The current step is "Step 2 of 6: Confirm your ownership of this GT Account". A message asks the user to answer a question to continue. The question is "What is your date of birth?". There are three dropdown menus for the date: the first is empty, the second is empty, and the third is set to "1998". Below the dropdowns are two buttons: "Submit your answer" and "I don't know the answer to this question". At the bottom, there is a footer with contact information for the OIT Technology Support Center and a copyright notice for 2014 Georgia Institute of Technology. Navigation links for Emergency Information, Legal & Privacy Information, Accessibility, Accountability, Accreditation, and Employment are also present.

10. Once you successfully confirm ownership of your account, you'll create a password for it. Pay special attention to the character requirements and suggestions.

*Again, the username and password that you create for your OIT account are the same ones you'll use to log into BuzzPort, the portal for accessing student account information, financial aid awards and account balances, class schedules and grades.*

The screenshot shows the Georgia Tech Passport interface for setting a password. At the top left is the Georgia Tech logo, and at the top right is the word "Passport". The main heading is "Setup Your GT Account". Below it, it says "GT Account yname3 for Your Name This isn't me". The current step is "Step 3 of 5: Set your GT Account password". A message asks the user to enter a password and notes the requirements. There are two input fields: "New password" and "Confirm new password". A callout box lists the requirements: "Must be between 11 and 23 characters in length", "Must contain characters from at least 3 character classes (see below)", "Cannot contain your name or your GT Account username", and "Can only contain characters printed on the computer's keyboard". Below the input fields is a "Set password" button. A section titled "Suggestions for picking a strong password:" provides three tips: 1. Think of an easy-to-remember phrase, 2. Combine the first letters of each word, and 3. Replace some of the letters with numbers and special characters. Two examples are provided: "I spent too much at the fair last night" becomes "I\$2mattfn" and "I spent too much money at the state fair last night" becomes "I\$2mmatsfn". A link "View more information about password requirements" is also present. At the bottom, there is a footer with contact information for the OIT Technology Support Center and a copyright notice for 2014 Georgia Institute of Technology. Navigation links for Emergency Information, Legal & Privacy Information, Accessibility, Accountability, Accreditation, and Employment are also present.

11. After you create your password, the system will prompt you to set up three password-hint questions. You can answer pre-written questions or create your own. After completing all three, click “Set Hints.”

**Georgia Tech** **Passport**

## Setup Your GT Account

GT Account yname3 for Your Name This isn't me

### Step 4 of 5: Set your GT Account password hints

Please submit 3 password hints you can use to login to the Passport web site if you forget your GT Account password. Enter them using the form below and hit the 'Set Hints' button to continue.

A password hint is a question and answer pair. Once you have submitted your hints, you will be able to use one randomly selected hint, along with other personal information (such as SSN, Buzzcard #, etc.), to gain access to the Passport site, where you can reset your password. For additional security, we allow up to 10 hints to be created for an account. You can add more hints from the Passport site once you have completed the account activation process.

#### Hint 1 of 3

Question

Use a suggested question:

In which city was your mother born? ▾

or enter your own:

\_\_\_\_\_

**• Answer**

**• Verify answer**

Hide answer

#### Hint 2 of 3

Question

Use a suggested question:

What was the last name of your third grade teacher? ▾

or enter your own:

\_\_\_\_\_

**• Answer**

**• Verify answer**

Hide answer

#### Hint 3 of 3

Question

Use a suggested question:

In what year was your mother born (YYYY)? ▾

or enter your own:

\_\_\_\_\_

**• Answer**

**• Verify answer**

Hide answer

**Set Hints**

#### Help

1. What are password hints and where are they used ?
2. How do I choose a good hint ?

For assistance, please contact the [OIT Technology Support Center](#) at 404-894-7173 (Mon-Fri 8am-5pm EDT).

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12. The final step is setting your email preferences. You may customize your email address or leave the space blank, which allows the system to create your email address. **(If you let the system create your email address, it will be username@gatech.edu)**

Again, we expect you to check your Georgia Tech email daily.

Also, when you're setting up your email account, **don't create a rule to automatically forward your incoming email messages to another email address.** Doing so violates [OIT's store and forward policy](#).

**Georgia Tech** Passport

## Setup Your GT Account

GT Account yname3 for Your Name This isn't me

### Final Step: Set your @gatech.edu email preferences

Georgia Tech provides email services to faculty members, staff, students, and alumni for the purpose of furthering Georgia Tech's mission. Depending on your role here at Georgia Tech, you may be able to have a Georgia Tech email address and/or a Georgia Tech provided mailbox. You may be able to send your Georgia Tech email to a personal mailbox, such as Gmail or Yahoo!, or you may be required to protect and store your email in a Georgia Tech provided mailbox.

Your options are outlined for you below. If you have any questions about a particular option or why some options may be unavailable to you, be sure to check out the [Office of Information Technology's FAQs](#).

### Email Addresses

You can also add a customized Georgia Tech address.

Your customized Georgia Tech email address

@gatech.edu

Leave blank if you do not want to create a customized address. You can only change your customized Georgia Tech email address once per semester.

### Email Destination

**Deliver email sent to these addresses to:**

An external email address

If you need assistance setting up a mailbox with a third party service, please check out this [FAQ article](#).

A Georgia Tech Office 365 mailbox

A mailbox will be created for you that will last as long as you are a Georgia Tech student or employee.

I have read and understand the Georgia Tech Email Data Protection Policy.

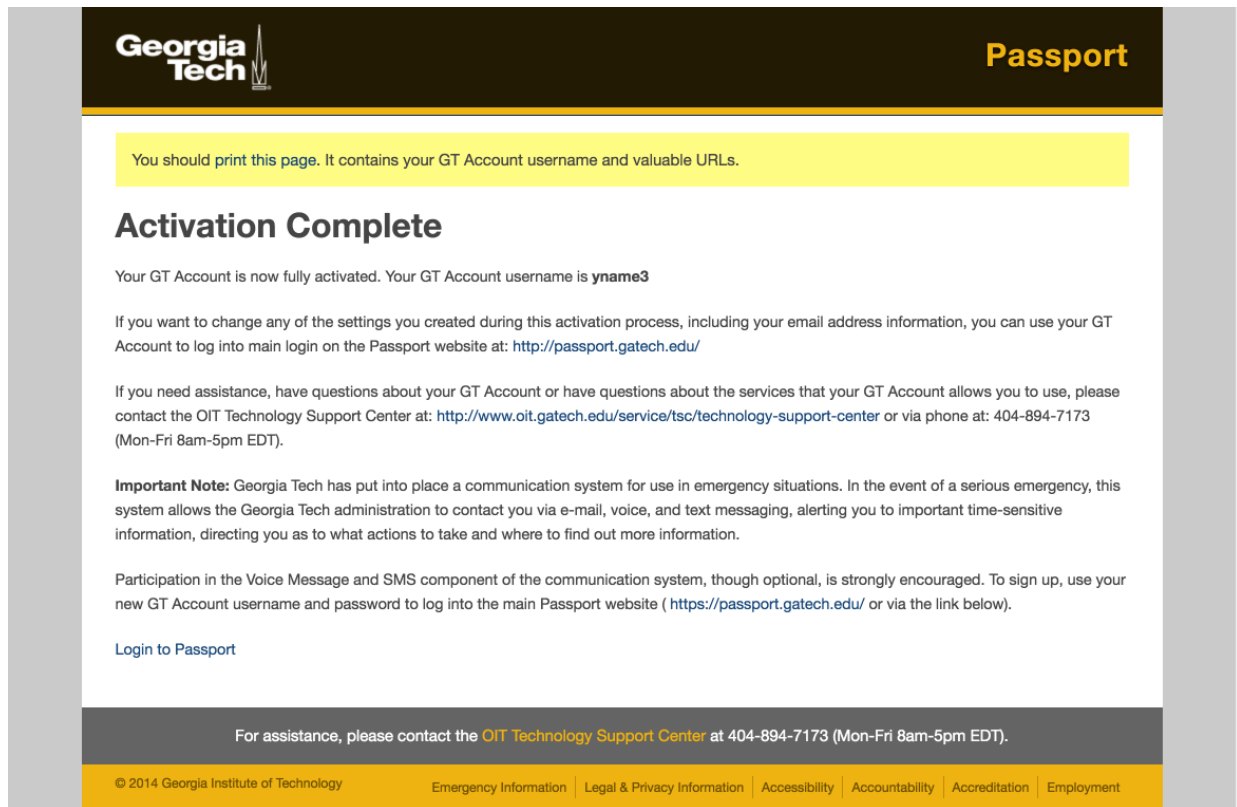
[Set Email Preferences](#) Set email preferences later

For assistance, please contact the [OIT Technology Support Center](#) at 404-894-7173 (Mon-Fri 8am-5pm EDT).

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13. Once you successfully complete the activation process, you'll see the page below, which shows your username.

You'll need your username and your password **to access your Georgia Tech platforms**, so write them down or make sure you'll remember them. **Also, your username isn't the same as your gtID number.**



The screenshot shows a web page for Georgia Tech Passport. At the top left is the Georgia Tech logo, and at the top right is the word "Passport" in yellow. Below the header is a yellow banner with the text: "You should print this page. It contains your GT Account username and valuable URLs." The main heading is "Activation Complete". Below this, it states: "Your GT Account is now fully activated. Your GT Account username is **yname3**". It then provides instructions on how to change settings and how to contact the OIT Technology Support Center. An "Important Note" section describes an emergency communication system. A link "Login to Passport" is provided. At the bottom, there is a footer with contact information and a navigation menu.

Georgia Tech

Passport

You should print this page. It contains your GT Account username and valuable URLs.

## Activation Complete

Your GT Account is now fully activated. Your GT Account username is **yname3**

If you want to change any of the settings you created during this activation process, including your email address information, you can use your GT Account to log into main login on the Passport website at: <http://passport.gatech.edu/>

If you need assistance, have questions about your GT Account or have questions about the services that your GT Account allows you to use, please contact the OIT Technology Support Center at: <http://www.oit.gatech.edu/service/tsc/technology-support-center> or via phone at: 404-894-7173 (Mon-Fri 8am-5pm EDT).

**Important Note:** Georgia Tech has put into place a communication system for use in emergency situations. In the event of a serious emergency, this system allows the Georgia Tech administration to contact you via e-mail, voice, and text messaging, alerting you to important time-sensitive information, directing you as to what actions to take and where to find out more information.

Participation in the Voice Message and SMS component of the communication system, though optional, is strongly encouraged. To sign up, use your new GT Account username and password to log into the main Passport website ( <https://passport.gatech.edu/> or via the link below).

[Login to Passport](#)

For assistance, please contact the [OIT Technology Support Center](#) at 404-894-7173 (Mon-Fri 8am-5pm EDT).

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## Your student email account

During **the first week of your first semester**, the OMS Analytics support team, the Office of Graduate Education, the Bursar's Office, and all Georgia Tech departments, will begin using your Georgia Tech student email address to communicate with you. Additionally, we will no longer send messages to the email address that is linked to the application you submitted.

**Therefore, when it's time, please check your access and make sure your email is set up.**

## Accessing your student email

To access your Georgia Tech email account, you'll need to be accepted by the degree program and Graduate Education. (If you have questions about your status, please [contact us](#).)

Once you've been formally accepted to the Institute, you may access your email account by going to <https://mail.gatech.edu>. Enter your Georgia Tech username and password.

If your log-in attempt fails, don't be alarmed. **You'll gain access to your email during the first week of classes.**

## Maintaining access to student email

Also, because the Institute expects students to check their email daily, **if you ever go more than three months without using your Georgia Tech email account**, you'll need to reset your password. To do so, please contact OIT via their [Request Technical Support Form](#).

*If this happens to you, it is **different than being an inactive student**. If you aren't enrolled for three concurrent semesters, your status changes to inactive. Similarly, if you're academically dismissed, you'll no longer have access to your email.*

## Keeping data safe

To gain access to Georgia Tech's secure sites, you must set up two-factor authentication (2FA), which keeps information safe by requiring you to provide a second layer of security to a login screen before accessing an application.

This type of authentication uses push technology to send a second passcode to a device, such as a smartphone or tablet. Because the second authentication is independent from your username and password, if your password is stolen, the application using 2FA is safe from attempted hackers.

Georgia Tech provides this second level of security to all Georgia Tech community members, including students, via software by Duo Security.

You must set up and install Duo two-factor authentication (Duo 2FA) **within the first two weeks of your first semester**. If you don't, you won't be able to access your student account.

## Setting up Duo 2FA

You can set up Duo 2FA **after you activate your student account**.

We also recommend following the checklist below before attempting to set up Duo 2FA. It will improve your set-up process.

- 1. Ensure your app store (e.g., iTunes, Google Play) is properly configured on your device.**
  - Apple customers: Make sure you have your Apple I.D. credentials.
  - Android customers: Make sure that the Play Store App is configured with your Gmail account and password.
  
- 2. Download the [Duo Mobile](#) application to your device.**
  - For iPhone, iPad, and Apple Watch devices: Launch the iTunes Store on your phone or tablet and search for “Duo Mobile.” Select “Free” and then tap “Install” to download the app. Tap “OK” again when asked if Duo Mobile should be able to send push notifications.
  - For Android Devices: Open the Google Play Store app on your phone and search for “Duo Mobile”. You will have to tap “OK” again when asked if Duo Mobile should be able to send push notifications.
  
- 3. Configure Wi-Fi on your device.**

Once you’ve done all of this, you can set up Duo 2FA by going to <https://passport.gatech.edu>.

If you have questions about Duo 2FA, visit this [FAQ page](#). For technical assistance, please submit a [technical support ticket](#).

## Technology requirements and resources

The **Essential Resources** section of the **OMS Analytics overview page** details the current [requirements and considerations for all student technology needs](#).

Additional ways in which you may need to use your Georgia Tech account username and password include, but are not limited to:

- Accessing the Office 365 online suite – <https://www.office.com>
- Obtaining free software downloads – <http://software.oit.gatech.edu/>  
<http://sco.gatech.edu/software-requirements/>
- Academic [discounts](#)
- Accessing the online campus Library database – <http://library.gatech.edu/>
- Accessing LinkedIn Learning, an online library of high-quality instructional videos on the latest software tools and skills – <https://linkedinlearning.gatech.edu>

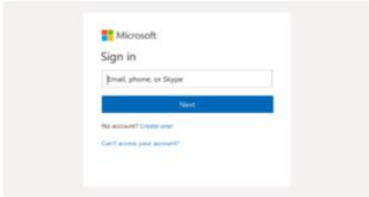
## Microsoft Teams

You may use Teams, an application within the Office 365 online suite, to communicate with other students within the program.

# Microsoft Teams

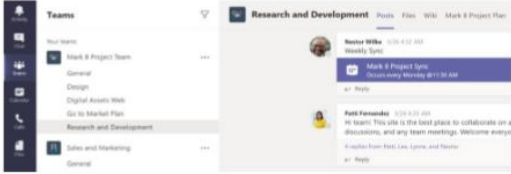
### Sign in

In Windows, click **Start** > **Microsoft Teams**.  
On Mac, go to the **Applications** folder and click **Microsoft Teams**.  
On mobile, tap the **Teams** icon. Then sign in with your Microsoft 365 username and password. (If you're using Teams free, sign in with that username and password.)



### Pick a team and channel

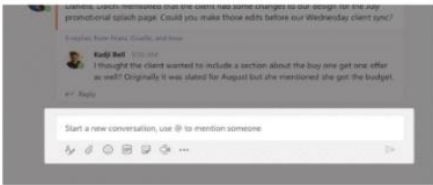
A **team** is a collection of people, conversations, files, and tools—all in one place. A **channel** is a discussion in a team, dedicated to a department, project, or topic. Select **Teams** and choose a team. Pick a channel to explore **Posts**, **Files**, and other tabs.



### Start a conversation

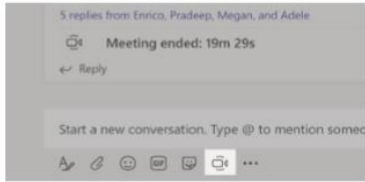
**With the whole team...** Select **Teams**, pick a team and channel, write your message, and click **Send**.

**With a person or group...** Click **New chat**, type the name of the person or group in the **To** field, write your message, and click **Send**.



### Start an impromptu meeting

Click **Meet now** under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now**, the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.





# Microsoft Teams



## Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

**Every team has channels**  
Click one to see the files and conversations about that topic, department, or project.

**Start a new chat**  
Launch a one-on-one or small group conversation.

**Use the command box**  
Search for specific items or people, take quick actions, and launch apps.

**Add tabs**  
Highlight apps, services, and files at the top of a channel.

**Manage profile settings**  
Change app settings, change your pic, or download the mobile app.

**Move around Teams**  
Use these buttons to switch between Activity, Chat, your teams, Calendar & Files.

**View and organize teams**  
Click to see your teams. In the teams list, drag a team name to reorder it.

**See your calendar**  
Click to see your schedule and join meetings.

**Join or create a team**  
Find the team you're looking for, join with a code, or make one of your own.

**Access your apps**  
Find apps added for your teams or your personal use.

**Manage your team**  
Add or remove members, create a new channel, or get a link to the team.

**Add files**  
Let people view a file or work on it together.

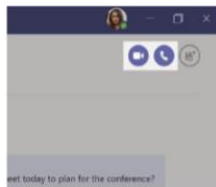
**Reply**  
Your message is attached to a specific conversation.

**Compose a message**  
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

# Microsoft Teams

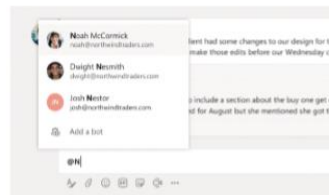
## Make video and audio calls

Click **Video call** or **Audio call** to call someone from a chat. To dial a number, click **Calls** on the left and enter a phone number. View your call history and voicemail in the same area.



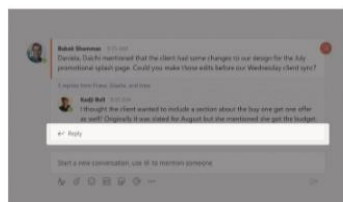
## @mention someone

To get someone's attention, type @, then their name (or pick them from the list that appears). Type @team to message everyone in a team or @channel to notify everyone who favorited that channel.



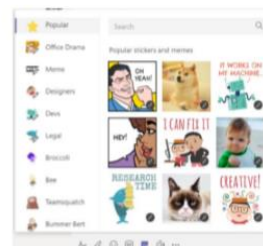
## Reply to a post

Channel posts are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send**.



## Add an emoji, meme, or GIF

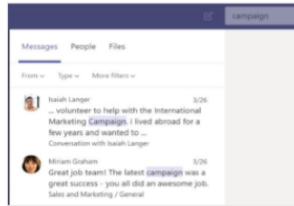
Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.



# Microsoft Teams

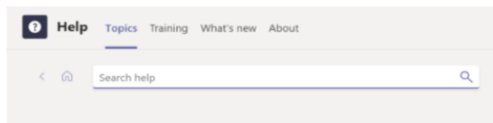
## Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or use the filters to refine your results.



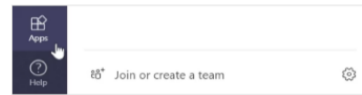
## Get help in Teams

Click **Help** on the left, then choose **Topics**, **Training**, or **What's new**. In help, browse the tabs or search for a topic you're interested in.



## Add apps

Click **Apps** on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.



## Next steps with Microsoft Teams

**See what's new in Office**  
Explore the new and improved features in Microsoft Teams and the other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

**Get free training, tutorials, and videos for Microsoft Teams**  
Ready to dig deeper into the capabilities that Microsoft Teams has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=2008318> to explore our free training options.

**Send us your feedback**  
Love Microsoft Teams? Got an idea for improvement to share with us? On the left side of the app, click **Help** > **Give feedback**. Thank you!

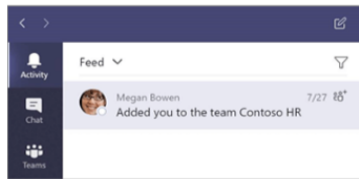
## Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.

# Microsoft Teams

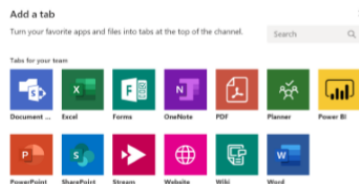
## Stay on top of things

Click **Activity** on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. To set up notifications for a channel, choose ... next to the channel name, then **Channel notifications**.



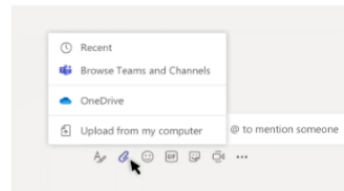
## Add a tab in a channel

Click + by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.



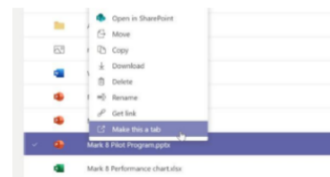
## Share a file

Click **Attach** under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



## Work with files

Click **Files** on the left to see all files shared across all of your teams. Click **Files** at the top of a channel to see all files shared in that channel. Click **More options** ... next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



## HonorLock

Most classes in the OMS Analytics program have proctored exams. A proctored exam is like one you would take in the classroom. This means that your instructor may limit your access to textbooks, notebooks, notes, or other reference materials as well as to electronic devices, web sites, or people. These exams are delivered via a tool called HonorLock, which is an Online Proctoring solution.

HonorLock is utilized for student identity verification and to ensure academic integrity. HonorLock provides student identity verification via facial and ID photos. For courses that utilize proctored exams, HonorLock employs AI (Artificial Intelligence) technology to notify course instructors of potential academic integrity violations. Course instructors can review video of the potential violations and resolve potential academic integrity issues. For each course in which the HonorLock is used, you will have the opportunity to take an on-boarding test, so you are familiar with how it works.

While HonorLock will not require you to create an account, download software, or schedule an appointment in advance, you will need Google Chrome and to download the HonorLock Chrome Extension. Information on how to access HonorLock and additional resources is provided in the Course Information section of each course. You can also access HonorLock support at <https://honorlock.com/support/>.

## Video conferencing

[Zoom](#) is the interactive, online meeting tool you will use to join live sessions and collaborate with your colleagues. All Georgia Tech students have free Zoom accounts.

For more details, visit <https://gatech.zoom.us/>. At the bottom of that webpage are links to help you get started, download the Zoom client, and access support if you need it.

# The OMSA prerequisites, curriculum & institute degree requirements

## Prerequisite knowledge requirements

To start off strong, make sure you have a **comprehensive understanding** of the following:

- Basic linear algebra (including topics covered in Math 1553)
  - [Linear Algebra I](#): Linear equations
  - [Linear Algebra II](#): Matrix algebra
  - [Linear Algebra III](#): Determinants and eigenvalues
  - [Linear Algebra IV](#): Orthogonality and symmetric matrices, and the SVD
- Computer programming (including topics covered in CS 1301)
  - [Python I](#): Fundamentals and procedural programming
  - [Python II](#): Control structures
  - [Python III](#): Data structures
  - [Python IV](#): Objects and algorithms
- Probability and statistics (including topics covered in [ISYE 6739](#))
  - [Probability and Statistics I](#): A Gentle Introduction to Probability Prob
  - [Probability and Statistics II](#): Random Variables
  - [Probability and Statistics III](#): A Gentle Introduction to Statistics
  - [Probability and Statistics IV](#): Confidence Intervals and Hypothesis Tests
- Calculus (including topics covered in [MATH 1712](#))
- R basics for data science

## Institute degree requirements

The degree program is 36 credit-hours total. It includes 11 courses (10 three-credit-hour courses and 1 six-credit-hour practicum).

**Introductory Core:** CSE 6040 (3), ISYE 6501 (3), MGT 8803 (3)

**Advanced Core:** CSE 6242 (3), MGT 6203 (3)

**Statistics:** Two electives (6)

**Operations Research:** One elective (3)

**Track Electives:** Two electives specific to track (6)

**Applied Analytics Practicum:** CSE/ISYE/MGT based on track (6)

INTERDISCIPLINARY CORE		
<b>BASIC (9 hours)</b> (all required unless an opt-out waiver is approved)		
<b>CSE 6040:</b> Computing for Data Analysis	<b>ISYE 6501:</b> Intro to Analytics Modeling	<b>MGT 8803/6754:</b> Business Fundamentals for Analytics
<b>ADVANCED (6 hours)</b>		
<b>CSE 6242:</b> Data and Visual Analytics		<b>MGT 6203:</b> Data Analytics in Business
OPERATIONS RESEARCH AND STATISTICS ELECTIVES (9 hours)		
STATISTICS ELECTIVES (2 courses required)	OPERATIONS RESEARCH ELECTIVES (1 course required)	OPT-OUT ELECTIVES
<b>ISYE 6402:</b> Time Series Analysis <b>ISYE 6414:</b> Regression Analysis <b>ISYE 6420:</b> Bayesian Statistics <b>ISYE 6740:</b> Computational Data Analysis* <b>ISYE 7406:</b> Data Mining and Statistical Learning <b>ISYE 8803:</b> Topics on High Dimensional Data Analytics	<b>ISYE 6644:</b> Simulation <b>ISYE 6650:</b> Probabilistic Models <b>ISYE 6669:</b> Deterministic Optimization	<ul style="list-style-type: none"> <li>Any non-required elective</li> <li>Opt-Out elective does not have to align with the Course Prefix, i.e. CSE, ISYE, MGT</li> </ul>
TRACKS AND ELECTIVES (6 hours) (2 courses required from 1 track)		
ANALYTICAL TOOLS	BUSINESS ANALYTICS	COMPUTATIONAL DATA ANALYTICS
<b>CS 7280:</b> Network Science <b>ISYE 6402:</b> Time Series Analysis <b>ISYE 6414:</b> Regression Analysis <b>ISYE 6420:</b> Bayesian Statistics <b>ISYE 6644:</b> Simulation <b>ISYE 6650:</b> Probabilistic Models <b>ISYE 6669:</b> Deterministic Optimization <b>ISYE 6740:</b> Computational Data Analysis * <b>ISYE 7406:</b> Data Mining and Statistical Learning <b>ISYE 8803:</b> High-Dimensional Data Analytics	<b>MGT 6059:</b> Emerging Technologies <i>(delivered as 7-week course)</i> <b>MGT 6311:</b> Digital Marketing <b>MGT 6655:</b> Business Data Preparation & Visualization <i>(delivered as 7-week course)</i> <b>MGT 6727:</b> Privacy for Professionals <b>MGT 8813:</b> Financial Modeling <b>MGT 8823:</b> Data Analysis for Continuous Improvement <b>MGT 8833:</b> Analysis of Unstructured Data <i>(delivered as 7-week course)</i> <b>PUBP 6725:</b> Information Security Policies and Strategies	<b>CS 6400:</b> Database Systems <b>CS 6601:</b> Artificial Intelligence <b>CS 6750:</b> Human Computer Interaction <b>CS 7280:</b> Network Science <b>CS 7637:</b> Knowledge-Based AI <b>CS 7642:</b> Reinforcement Learning <b>CS 7643:</b> Deep Learning <b>CS 7646:</b> Machine Learning for Trading <b>CSE 6250:</b> Big Data in Healthcare <b>CSE 6742:</b> Modeling, Simulation & Military Gaming <b>CSE 8803:</b> Applied Natural Language Processing <b>ISYE 6740:</b> Computational Data Analysis* <b>MGT 8833:</b> Analysis of Unstructured Data <i>(delivered as 7-week course)</i>
PRACTICAL EXPERIENCE (6 hours) (prerequisites include a minimum of 8 courses, including the advanced core prior to enrollment)		
<b>CSE/ISYE/MGT 6748:</b> Applied Analytics Practicum		

The OMS Analytics degree requires **15 hours of core coursework** on: big data analytics in business, visual analytics, computing, statistics and operations research essentials.

An additional **15 hours of electives** offer the flexibility to concentrate on specific areas of interest within the analytics discipline. There are three focus areas available:

- The **Analytical Tools track** focuses on quantitative methodology. For example, how to select, build, solve and analyze models using: regression, forecasting, data mining, machine learning, optimization, stochastics and simulation.

- The **Business Analytics track** provides a deeper comprehension of using analytics in business and industry to develop and execute analytics projects within businesses. Examples include how to understand, frame and solve problems in marketing, operations, finance, management of information technology, human resources and accounting.
- The **Computational Data Analytics track** explores a deeper understanding of big data, including: how to acquire, preprocess, store, manage, analyze and visualize large datasets.

Here are sample schedules using various course-load possibilities:

Two courses per semester, Fall start		Two courses per semester, Spring start		One course per semester, Fall start		One course per semester, Spring start	
Fall	ISYE 6501 CSE 6040*	Spring	ISYE 6501 CSE 6040*	Fall	ISYE 6501	Spring	CSE 6040*
Spring	MGT 8803 CSE 6242*	Summer	MGT 8803	Spring	CSE 6040*	Summer	ISYE 6501
Summer	MGT 6203	Fall	CSE 6242* MGT 6203	Summer	MGT 8803	Fall	MGT 8803
Fall	Elective Elective	Spring	Elective Elective	Fall	CSE 6242*	Spring	CSE 6242*
Spring	Elective Elective	Summer	Elective	Spring	MGT 6203	Summer	MGT 6203
Summer	Elective Practicum**	Fall	Elective Elective	Summer	Elective	Fall	Elective
		Spring	Practicum	Fall	Elective	Spring	Elective
				Spring	Elective	Summer	Elective
				Summer	Elective	Fall	Elective
				Fall	Elective Practicum**	Spring	Elective Practicum**

\* CSE 6040 is not offered in Summer.

\* CSE 6242 is not offered in Summer.

\*\* Assumes practicum project is part of full-time job; otherwise, an additional semester may be needed.

## Courses within the degree program

We provide students with a tentative term-by-term [course schedule](#) each calendar year. Below is a list of the OMS Analytics courses we will be offering in 2024. You may view the full curriculum grid [here](#).

("SP" indicates a course will be available Spring semester. "SU" stands for Summer, and "FA" stands for Fall.) If enrollment is too low for a class, we may need to cancel it for that semester.

- CS 6400 - Database Systems Concepts and Design (CRN 25952) - SP, SU, FA
- CS 6601 - Artificial Intelligence (CRN 29892) - SP, FA
- CS 6750 - Human-Computer Integration (CRN 32342) - SP, SU, FA
- CS 7280 - Network Science (CRN 32341) - SP, SU, FA
- CS 7637 - Knowledge-Based AI (CRN 32343) - SP, FA
- CS 7642 - Reinforcement Learning (CRN 29897) - SP, FA
- CS 7643 - Deep Learning (CRN 29975) - SP, SU, FA
- CS 7646 - Machine Learning for Trading (CRN 27151) - SP, SU, FA
- **CSE 6040 - Computing for Data Analytics \* (CRN 25953) - SP, FA**
- CSE 6242 - Data & Visual Analytics (CRN 26437) - SP, FA
- CSE 6250 - Big Data Health (CRN 25954) - SP, FA
- CSE 6742 - Modeling, Simulation & Military Gaming (CRN 31827) - SP, FA
- CSE 6748 - Applied Analytics Practicum (CRN 26438) - SP, SU, FA
- CSE 8803 - Applied Natural Language Processing (CRN 32375) - SP, SU, FA
- ISYE 6402 - Time Series Analysis (CRN 26440) - SP, FA
- ISYE 6414 - Regression Analysis (CRN 25948) - SP, SU, FA
- ISYE 6420 - Bayesian Statistics (CRN 26439) - SP, FA
- **ISYE 6501 - Introduction to Analytics Modeling \* (CRN 25949) - SP, SU, FA**
- ISYE 6644 - Simulation (CRN 27036) - SP, SU, FA
- ISYE 6650 - Probabilistic Models (CRN 33925) – SP, FA
- ISYE 6669 - Deterministic Optimization (CRN 26441) - SP, FA
- ISYE 6740 - Computational Data Analytics (CRN 27037) - SP, SU, FA
- ISYE 6748 - Applied Analytics Practicum (CRN 26442) - SP, SU, FA
- ISYE 7406 - Data Mining & Statistical Learning (CRN 29898) - SP, FA
- ISYE 8803 - Topics on High-Dimensional Data Analytics (CRN 27038) - SP, SU, FA
- MGT 6059 - Analysis of Emerging Technologies - FA
- MGT 6203 - Data Analytics Business (CRN 26445) - SP, SU, FA
- MGT 6311 - Digital Marketing (CRN 26444) - SP, SU, FA
- MGT 6655 - Business Data Prep & Viz (7-week course) (CRN 33938) – SP, FA
- MGT 6727 - Privacy for Professionals (CRN 31214) - SP, SU
- MGT 6748 - Applied Analytics Practicum (CRN 26446) - SP, SU, FA
- **MGT 8803 - Business Fundamentals for Analytics \* (CRN 25950) - SP, SU, FA**
- MGT 8813 - Financial Modeling (CRN 26451) - SP, SU, FA
- MGT 8823 - Data Analysis for Continuous Improvement (CRN 34233) - SP, FA
- MGT 8833 - Analysis of Unstructured Data (7-week course) –SU, FA
- PUBP 6725 - Information Security Policies and Strategies – FA

\* Core introductory courses

For more details on any of these classes, refer to this list of [course descriptions](#). Please bookmark the **course-descriptions page**; the link to it will not change.

**We explain CRN codes in the Course Registration section of this packet.**

## Course load and program requirements

- By default, all OMS Analytics students are set at a maximum of six-credit hours per semester.
  - To ask for an increase, please [contact us](#) and briefly explain the reason for your request.

Please note, you will maintain the ability throughout your time in the OMSA program. You are not required to submit an additional request in a future term. Please let us know if you experience any registration challenges.

Credit-hour increase requests can only be made after your time ticket is assigned.

If you're working full-time, we strongly suggest avoiding more than six credit-hours per semester. Students who have done so in the past said the workload was overwhelming.

Students can register for as little as one course per semester.

After completing your first semester, you aren't required to register every semester. (In other words, you can take a semester off.) If you plan to be off for more than one semester, please reach out to our advising team.

Students have up to six years to complete the degree and graduation requirements.

Keep in mind that each OMS Analytics course is just as rigorous and time-consuming as its on-campus equivalent.

## Practicum course (the last course you take in the program)

The **six-hour [practicum](#)** is a practical analytics experience that enables you to apply previously learned concepts and classroom teachings to a project of significant interest, either within your current organization (external) or with a GT-sponsored company (internal). (Sponsor companies pre-determine their projects.)

Students can complete their practicum project with their current employer, internship or sponsor. (Internships aren't required. If you'd like to pursue one, it's your responsibility to find and secure it.)

The objective of the practicum is to properly define and scope the analytics project, apply appropriate methodologies, create value, manage the project, and provide results in writing.

The practicum is different for everyone, so there's no written standard other than the prerequisites. Because students are employed in every imaginable industry and have varying amounts of data to report, we allow some freedom in the project you formulate. However, you must ensure you use the knowledge gained in the program to produce the desired outcome.



Without sharing too much identifying information, here are snippets of projects that students have proposed in the past:

- work on an approach to identify default patterns for cardholders
- work on and develop algorithms for image captioning
- provide insights on reducing spending and improving process safety

The written proposal for external projects should include what problem you are trying to solve for, the intended methodologies, and the goal outcomes.

We're aware that our students work with sensitive data and realize that some details may need to be redacted. Some students have addressed this, in the past, by simply "renaming" titles, people or the name of the actual company, to protect that data. (Please also know that only Georgia Tech faculty review the project. It isn't shared or used for anything GT-related other than grading and you are not required to submit said data. GT faculty/staff do not sign NDAs for student projects.)

**To be eligible for the practicum, you must complete at least eight courses**, including Data and Visual Analytics (CSE 6242) and Data Analytics in Business (MGT 6203), prior to (not concurrent with) the practicum. Please note that registration for the Practicum is by permit only and the process starts several months in advance (mid-February for Summer, mid-May for Fall, and mid-September for Spring). The process begins with a Practicum Interest Survey that must be completed to enter the practicum funnel for the term. Additional required steps will be determined and all communication will go to the student's GT email.

## Tips for sequencing your courses

We suggest taking the **three core courses** (CSE 6040, ISYE 6501 and MGT 8803/6754) **your first 2-3 semesters**, and **at least one of them your first term**.

As you think about how to sequence them, here are tips:

- **If you're only going to take one course Spring semester, we recommend ISYE 6501.** It's an excellent opener course to the OMS Analytics program.
- **Try to avoid taking MGT 8803/6754 as your only course for the Summer or Fall 2024 term.** It's a business course (not an analytics course), so it's considerably different from the rest of the curriculum.
- **If you aren't strong in programming** and haven't taken [Introduction to Python Programming](#), it is best to avoid CSE 6040 your first semester. Instead, take ISYE 6501 or MGT 8803/6754 your first semester. In addition, take the Introduction to Python Programming prerequisite courses before CSE 6040.
- **If you plan to take two courses your first term**, you can mix ISYE 6501 and MGT 8803 or CSE 6040 and MGT 8803. (Keep in mind, ISYE 6501 and CSE 6040 are both very intense, so taking those two simultaneously will likely require an even greater time commitment than the courses listed above.)

## Opting out of an introductory course

Once each semester OMS Analytics students are invited to petition to opt out of the introductory core-requirement courses:

- CSE 6040 - Introduction to Computing for Data Analytics
- ISYE 6501 - Introduction to Analytics Modeling
- MGT 8803/6754 - Business Fundamentals for Analytics

Permission to opt out is based on previous academic work and/or professional experience. Faculty determine the petition conditions for each class. Therefore, **what might exempt a student from one course may not meet the criteria for another.**

Situations and experience that may qualify:

- If you have previous education and/or work experience in the areas of classification, cross-validation, discrete-event simulation, integer programming, linear programming, linear regression, logistic regression, random forests, time-series modeling, and variable selection as they pertain to analytics, you might consider petitioning to opt out of **ISYE 6501**.
- CSE 6040 expects you to program in Python and ensures your skills will be sufficient in the areas of linear algebra, numerical methods, writing code that uses APIs to access data, association-rule mining, regression (curve fitting), classification, clustering, dimensionality reduction and compression. If you're comfortable in all these areas, consider petitioning to opt out of **CSE 6040**.
- If you have a business degree and have taken classes in the areas of accounting, finance, operations, marketing and strategy, you should petition to opt out of **MGT 8803/6754**. (Work experience isn't a substitute for education in this case. A business minor is considered a business degree for the sake of this petition; however, it must have included courses in the areas listed above.)

If the review team approves your petition to opt out of a course, you may skip it; however, **you won't receive 3 credits for the course**. For this reason, you must replace it with another OMS Analytics course to meet the **36 credit-hour requirement** to earn your degree.

Once you complete the elective and identify the elective that you are using as your waiver replacement; advisors will update your degree audit. When you are granted a waiver, it doesn't "remove" the requirement, it just allows us to "replace" the requirement with an elective.

If you've taken any, or all three of, the **edX MicroMaster classes** on the [verified track](#) and would like to "transfer" them into your OMS Analytics degree, there's a separate process for that called "advanced standing."

Once each semester, students are invited to request opting out. If you don't submit a request when it's first offered to you, you can submit one the next term. There are no missed opportunities.

## "Transferring" an introductory course from edX

If you'd like to request advanced-standing credit for an edX MicroMasters-verified course you've taken (CSE 6040, ISYE 6501, MGT6203), **we'll provide a form in mid-February (via hyperlink in an email)** that you'll need to complete. *If you miss the deadline that we communicate in that email, there will be other opportunities to request advanced-standing credit.*

Also, please understand that a petition for advanced standing **does not guarantee approval**. In some cases, you may need to repeat these courses for them to count toward your degree.

In the meantime, however, please register as if you already have the credit for your edX MicroMaster courses.

## Course registration

The overall registration period for incoming students is called **Phase II registration**. The registration system assigns each new student a specific time slot during Phase II, which is when they're allowed to register for courses. We call this time slot your **time ticket**.

You can view your assigned **time ticket** on the [Web Student Access System](#); however, the "Add/Drop Classes" feature is only available during your time ticket.

Typically, **time tickets** are issued each semester a day or two before registration begins. For the Spring 2024 term, the Registrar's Office will generate new OMS Analytics time tickets by end of day on **December 8<sup>th</sup>**. **If your time ticket is not issued, please check your application portal to see if all required admission items have been submitted.**

Once your allotted Phase II registration time begins, please **enroll as soon as possible**. Not only will it increase the likelihood that you'll get into your first choice of classes, it will also give you time to **make sure you can access your schedule, syllabus and other class resources before your courses begin**.

### How to register for courses

The instructions below, which also are posted on the [Registrar's website](#), will help you to navigate the steps for registering:

Students must register and drop courses through [Georgia Tech's online registration system](#) called OSCAR. [Watch the registration tutorial](#).

- Go to OSCAR or through BuzzPort, the OSCAR Registration tab.
- Once on the OSCAR Registration landing page, select the top right option labeled, "Register for Classes".
- Login through the Georgia Tech login service.
- Select the term you wish to register.
- Once your assigned time (on your time ticket) begins, you'll be able to select the "Find Classes" option on the Register for Classes Menu (see instructions below). This is one option to add or remove classes for the selected term; *however, we recommend entering course reference numbers (a.k.a. CRN codes) on your Register for Classes Menu under Enter CRNs* instead.

Student » Registration » Select a Term » Register for Classes

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ  
Term: Fall 2023

Subject:

Course Number:

Keyword:

---

### Register for Classes

Find Classes | **Enter CRNs** | Plans | Schedule and Options

Enter Course Reference Numbers (CRNs) to Register  
Term: Fall 2023

CRN:

- After clicking 'Add to Summary' the courses will appear at the bottom right. **You then must click 'Submit'**. After that, the courses should appear as 'Registered' in green.

Summary							<a href="#">Tuition and Fees</a>
Title	Details	Hours	CRN	Schedule Type	Status	Action	⚙️
Accounting I: Financial Accou...	ACCT 2101, A	3	80635	Lecture*	Registered	None	▼
English Composition I	ENGL 1101, A	3	93010	Lecture*	Registered	None	▼
Government of the United Stat...	POL 1101, MP	3	82800	Lecture*	Registered	None	▼
The American Revolution and ...	HTS 2002, A	3	88946	Lecture*	Registered	None	▼
The Global Economy	ECON 2101, CL1	3	93002	Lecture*	Registered	None	▼

Total Hours | Registered: 15 | Billing: 0 | CEU: 0 | Min: 0 | Max: 21

Conditional Add and Drop ⓘ

- Once you've registered for one or more courses, your current schedule will appear in the Class Registered Successfully section.
- You can register for additional courses by entering CRNs in the **Register for Classes Menu under Enter CRNs**.
- Any courses you try to enroll in, but can't successfully register for, will appear in a list below with an error message. [Registration error messages](#) are clearly marked with a stop sign; the status indicates the reason the class was not scheduled. (If a waitlist is available, see the instructions below regarding how to add yourself to the waitlist.)
- To **remove a class**, use the "Action" pull-down box next to the desired course. Once you complete your additions/removals, press the "Submit Changes" button.

- Remember, **you can only add and/or drop courses during the timeframe listed on your time ticket**. Removing yourself from a class after the add/drop deadline is different (see the Course Withdrawal section below).
- When your registration is complete, you may **view your schedule** by using the Student Detail Schedule option.
- Be sure to check the Fee Payment Deadline (listed under Critical Dates).

## The waitlist process

Waitlisting is a function that academic departments may employ when a course is already full. It allows students to ask to be informed if a seat becomes available in that class.

**If you sign up for a course's waitlist, you aren't enrolled in the class.** You're simply making it clear that you *want* to enroll in the course and *would like the opportunity* to do so if anyone drops, or withdraws from, the class.

If a student *does* drop or withdraw from a class, the waitlisted students for that course are notified on a "first-come, first-served" basis. (In other words, whoever signed up for the waitlist first, will be the first to be notified of the opening.)

- Should you find the course you want to register for is "FULL: 0 seats available" as labeled in red highlights in the Status Column (11th column) but has an upside-down blue triangle symbol with an exclamation mark inside followed by a number then this means the course has a waitlist. If the waitlist is not full, as detailed in the Status column, then you may apply for the waitlist.

Search for Classes

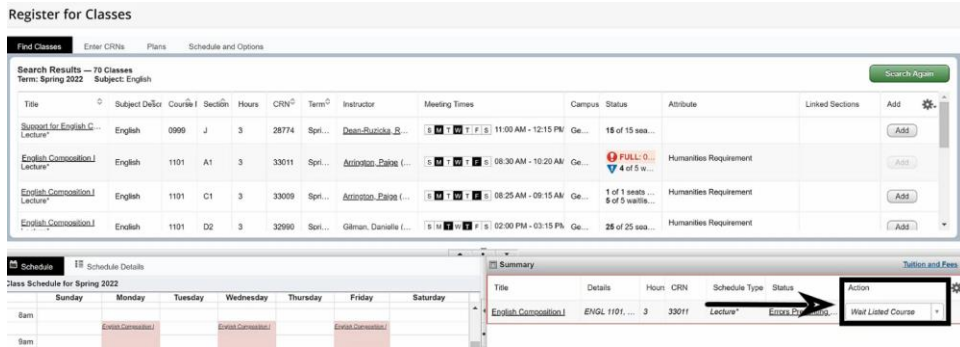
Classes | Enter CRNs | Plans | Schedule and Options

Search Again

Search Results -- 79 Classes  
Spring 2022  
Subject: English

CRN	Subject	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections
26774	English	J	3	26774	Spring 2022	Dean, Buzicka, B...	S M T F S 11:00 AM - 12:15 PM	Ge...	15 of 15 seats remain.		
33011	English	A1	3	33011	Spring 2022	Arribon, Paizo (...)	S M T F S 08:30 AM - 10:20 AM	Ge...	<b>FULL: 0 of 25 seats remain.</b> 5 of 5 waitlist seats remain.	Humanities Requirement	
33009	English	C1	3	33009	Spring 2022	Arribon, Paizo (...)	S M T F S 08:25 AM - 09:15 AM	Ge...	1 of 1 seats remain. 5 of 5 waitlist seats remain.	Humanities Requirement	
32990	English	D2	3	32990	Spring 2022	Gilman, Danielle ...	S M T F S 02:00 PM - 03:15 PM	Ge...	23 of 25 seats remain.	Humanities Requirement	

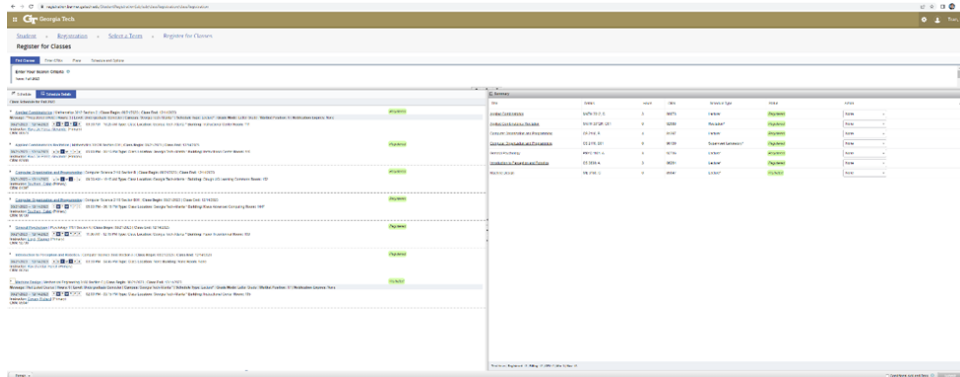
- Click **Add** in the last column labeled Add.
- Two panels should appear in the bottom of your screen, showing your pending schedule in the left panel and the summary of the course(s) in the right panel.



- If all looks correct, register the course as a waitlist by going to the Action tab in the lower right panel of your screen and select the Waitlist option. **Click submit to register as a waitlist course.**

### To check your position on the waitlist:

- Once on the OSCAR Registration landing page, select the top right option labeled, "Register for Classes".
- Select the appropriate term.
- Two panels should appear in the bottom half of your page which show Schedule and Summary of your classes.
- In the left panel select "Schedule Details".
- Click on the arrow to the left of the course you wish to review your waitlist position for.
- You may find your waitlist position in the second line.



Want more details? [Watch the waitlist tutorial](#) about adding and removing yourself from a waitlist and how to check a course's waitlist.

## Dropping or withdrawing from courses

There are several differences between dropping a course and withdrawing from a course, including timing, whether the course will appear on your school transcript, and if you'll receive any type of refund.

**Course drop** – A "[course drop](#)" can occur during the "add/drop" period, which begins when your time ticket opens and ends at 4 p.m. Eastern Time each semester's first Friday. (The specific deadline for each semester is available on the [Georgia Tech academic calendar](#).)

- If you drop a course by that first Friday of the semester, it won't appear on your transcript.
- The fee for the course also won't appear on your final tuition bill. If you paid for a course in advance, then dropped it during the "add/drop" period, you will receive a refund.
- See [more details about dropping a course](#), including the process for doing so.

**Course withdrawal** - After the "add/drop" period ends, the "[withdrawal](#)" period begins. This period remains open until the final deadline to withdraw. (The specific deadline for each semester is available on the [Georgia Tech academic calendar](#).)

- When you withdraw from a course, a grade of "W" will appear on your transcript for that course; the "W" has no impact on your GPA or standing with the degree program.
- You can still register for the course in a future term as needed.
- If you are registered for multiple courses, but only withdraw from some, you won't receive a refund.
- If you withdraw from all courses, Georgia Tech will prorate your refund, if you qualify for one.
- If you withdraw from all courses for a semester, the action taken will say "Withdraw from School." Do not let this alarm you. You can resume classes as early as the next semester. If you were registered for 12 or more credit-hours when you withdrew from all courses, please contact us via email when you want to register for courses again.
- Get [more details about withdrawing from a course](#), including the process to do so.



# Student portals

## BuzzPort

[BuzzPort](#) is a private portal to access account information, financial aid award and account balance, schedule and grades.

The screenshot shows the Georgia Tech BuzzPort website. The header includes the Georgia Tech logo and the text "Georgia Tech." on the left, "BuzzPort" in the center, and "OIT Service Status" on the right. The main content area is divided into several sections:

- Welcome**: A blue button labeled "Welcome" and a link for "Institute Information".
- Log In**: A section with a button that says "Log into BuzzPort".
- About BuzzPort**: A section featuring the BuzzPort logo and a description: "BuzzPort is a website that provides easy access to Information and services to students, faculty, and administrative staff at Georgia Tech."
- Acceptable Use Policy**: A section with text stating that students must abide by the Institute's Acceptable Use Policy and a link to the "Policy Library: Acceptable Use Policy".
- Announcements**: A section with two bullet points: "If you see a 'Session Timeout' error when accessing OSCAR..." and "Updates on the campus response to coronavirus (Covid-19)".
- Calendars**: A section with four sub-sections: "Academic Calendar", "Five-Term Tentative Institute Calendar", "Final Exam Matrices", and "Campus Calendar". Each sub-section has a brief description and a button to view the calendar.

It links to:

- OSCAR
- DegreeWorks
- Canvas
- Bursar
- Registrar
- Order official transcripts
  - Links off to the Career Center, LinkedIn Learning, Library Catalog

## OSCAR

[OSCAR](#) is a public portal to access schedule of class, course catalog and Institute calendars.

You can use it to:

- Search the Course Catalog
- View schedule of classes and find course CRNs
  - View financial aid information

The screenshot shows the OSCAR Web Access System interface. On the left is a navigation menu with categories like Registration/SIS, Curriculum, Services, Identity, Learning, Calendars, Links, Colleges, Office 365, and Help. Below the menu is a note: "DID YOU KNOW? OSCAR is an acronym for 'OnLine Student Computer Assisted Registration.'" The main content area is titled "Web Access System" and contains three sections: "Registration/SIS" with links for Secure Access Login, Schedule of Classes, Course Details, and Transfer Equivalencies; "Policies, Curriculum, and Services" with links for Georgia Tech Catalog, Course Evaluations, and Order a Transcript; and "Identity Management" with links for Passport, gtID#, BuzzPort, and BuzzCard. On the right side, there are tabs for "Announcements", "Calendars", and "Need Help?". Under "Announcements", there are two items: "If you see a 'Session Timeout' error when accessing OSCAR..." and "Updates on the campus response to coronavirus (Covid-19)". Below that is a "Helpful Links" section with a grid of links including Registrar's Office, Bursar's Office, Undergraduate Admission, Housing, Academic Calendar, Financial Aid, Graduate Studies, Library, Registration, International Education, Student Life, and Bookstore.

## DegreeWorks

[DegreeWorks](#) provides a comprehensive set of web-based academic advising and degree audit tools to help students and advisors navigate curriculum requirements.

You can use it to:

- View your curriculum requirements
- View your grades
- Provide employment verification

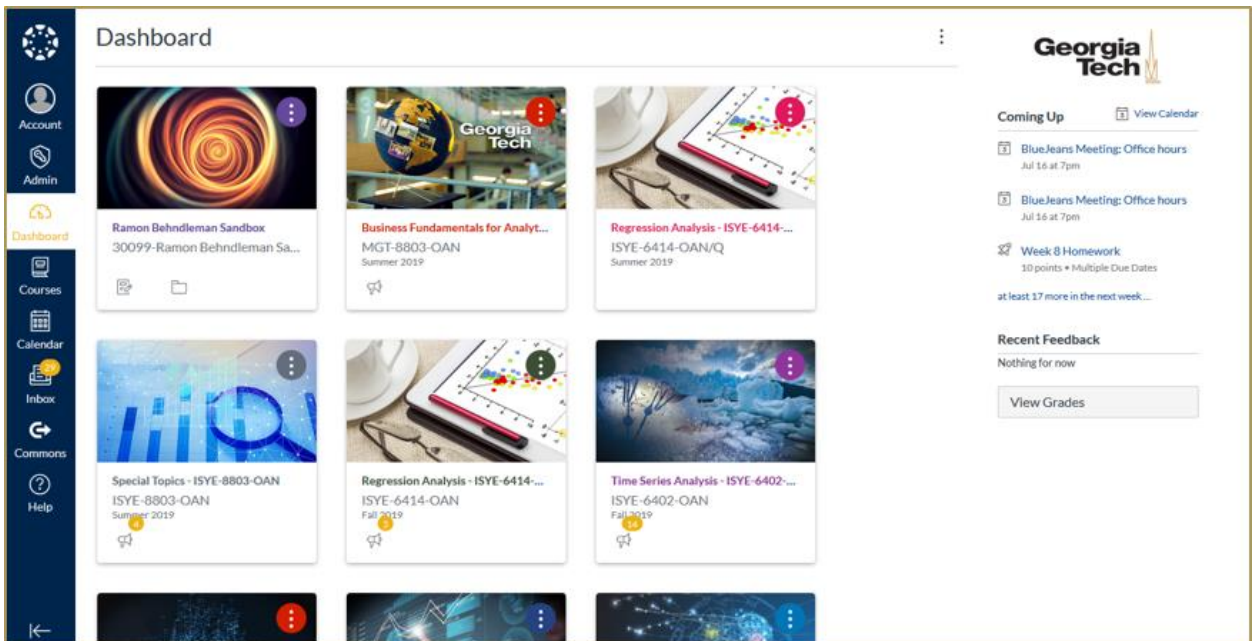
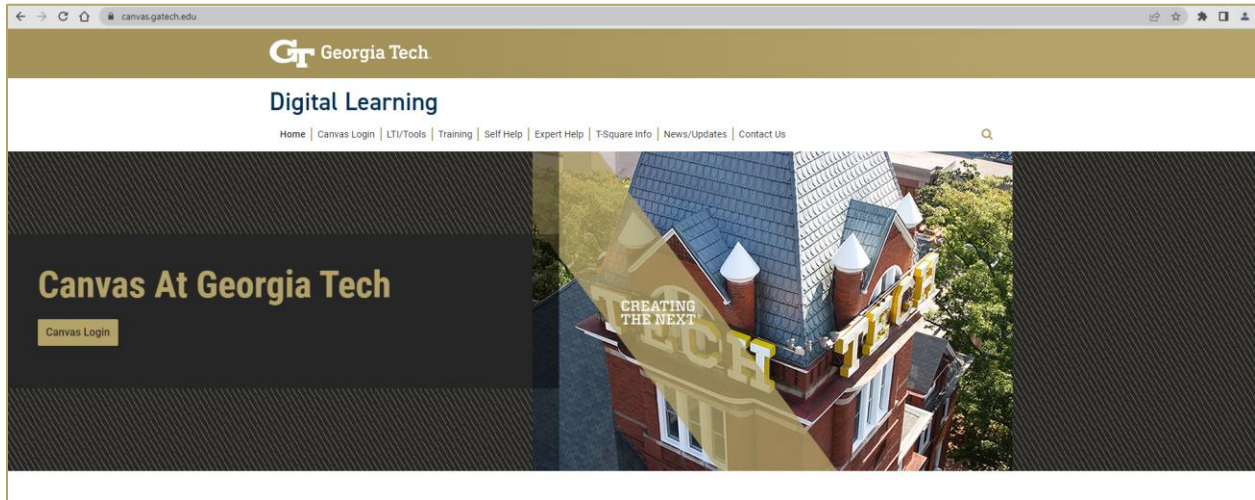
How to use it:

- Type your gtID
- Press "Enter"

The screenshot shows the DegreeWorks search interface. At the top left is the Georgia Tech logo and navigation links for WORKSHEETS, EXCEPTIONS, and PLANS. The main heading is "Degree Works". Below it is a search box with the placeholder text "Student ID" and a magnifying glass icon. Below the search box is a link for "Advanced search".

# Canvas

[Canvas](#) is Georgia Tech's learning management platform. This is where you will log in to view your syllabus, course materials, course schedule, course announcements, and check your grades.



## Student financial account access

To access your Student Financial Account, log into the Bursar's website. Once you access your student account's home page, you can: view your account activity, view your bill, make a payment, or set up authorized users. (The [Bursar Page](#) has step-by-step instructions including a picture tutorial.)

Other helpful links:

- [Payment options](#)
- [Georgia Tech payment plan](#)
- [Third-party billing](#)

## Career Center

As a student, you have access to a wealth of resources to support your academic and professional journey. One such resource is the Georgia Tech Career Center which is dedicated to helping you navigate and excel in your career.

The Career Center is committed to providing comprehensive career services to students, ensuring you have the tools to achieve your professional goals. Whether you are seeking internships, co-ops, full-time employment, or exploring career paths, the Career Center offers a range of services to assist you.

### Accessing the Career Center:

**Step 1:** Visit the [Career Center Website](#)

The Career Center website serves as a hub of valuable information, resources, and services. You can find it by scrolling through BuzzPort until you find "Center for Career Discovery and Development" under *Helpful Links*, or by searching for "Georgia Tech Career Center" in your preferred search engine, or by visiting the link above.

**Step 2:** Log in to GT CareerBuzz.

Once you're on the Career Center website, you'll find a login option for GT CareerBuzz, Georgia Tech's online career management system. GT CareerBuzz is a powerful platform that connects students with employers, job opportunities, and career events. *To access GT CareerBuzz, use your Georgia Tech login credentials.*

**Step 3:** Explore Available Resources and Services.

Once you've logged in to GT CareerBuzz, take some time to familiarize yourself with the wide range of resources and services available to students like career counseling and advising, interview preparation, webinars, workshops, and more!

**Step 4:** Attend Career Center Events

Keep an eye on the Career Center website and GT CareerBuzz for announcements about upcoming career events, including career fairs, networking events, employer presentations, and

workshops. Attending these events will allow you to connect with employers, learn about industry trends, and gain insights from professionals in your field.

**Step 5: Engage with Industry-Specific Student Organizations**

Georgia Tech offers a variety of student organizations and clubs focused on specific industries. These organizations often host networking events, panel discussions, and workshops tailored to their respective fields. Engaging with these organizations can expand your professional network and provide industry-specific resources and opportunities.

Remember, the Career Center is here to support you throughout your academic journey and beyond. Feel free to reach out, ask questions, and take advantage of their services and resources.

## The required process to graduate

To graduate from Georgia Tech, a student must first apply for graduation by the stated deadline. (These deadlines appear on the [academic calendar](#) for each term. We also communicate them via the OMS Analytics monthly newsletter.)

For details on the process of applying to graduate, see this guide regarding [how to submit an Online Application for Graduation \(OAG\)](#).

Once you submit your [OAG form for graduate students](#), your application will undergo audits by an academic advisor and the Registrar's Office to ensure you meet all the criteria to graduate. Multiple audits are necessary because a student's status can change during the semester due to course drops, course withdrawals, low grades that pull an overall GPA below the required minimum, and other scenarios.

### Audit timeline

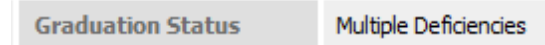
Here's a breakdown of the graduation audit process:

- The **first graduation audit** (by an academic advisor) **starts 1-2 weeks after Phase II registration closes**.
- The Registrar's Office begins a **second audit mid-semester**. *If, after this audit, there are deficiencies, such as low GPA, on your status that you won't be able to resolve with final grades, you will be inactivated as a degree candidate (approximately one month before Commencement) and required to apply again for the next semester.*
- The Registrar also conducts a **third and final audit the Tuesday following Commencement**. *If a student has an incomplete final course, fails a final course, or doesn't earn a high enough grade to meet GPA requirements, it does not impact the Commencement ceremony; however, it does impact receiving a degree and requires reconciliation (repeating the course, completing an incomplete, etc.)*
- **Those who pass all three audits, receive official degrees.**

### Getting updates on your audit

To follow your graduation audit process after you submit an OAG form, simply log in to [DegreeWorks](#). DegreeWorks will show that you have an application on file. Near the top of your audit, under a section titled Student View, you will see a field called Graduation Status. The text that appears in that field is your current degree status. Below that is a notes section where the Registrar team often types in details regarding specific items or issues.

Often, graduate students will have "multiple deficiencies," as seen in the screenshot below.



Graduation Status

Multiple Deficiencies

In this case, please scroll down and look at the bottom of the degree audit for further explanation. There, you will see specifically which deficiencies constitute the "multiple deficiencies" status seen above.

#### Notes

DC FIRST AUDIT: Lacks Thesis, Must Petition to the Faculty for a Waiver of the Full-Time Enrollment Rule

Remember, your status will change throughout the semester, depending on updates, grade and registration changes, etc. Check your status periodically and connect with the Student Services Team if you have any questions. Also, please look at the bottom of your audit in case the Student Services or Degree Certification teams have added any notes.

### More details

For more information related to graduating from this master's program, including commencement ceremonies, diplomas, final transcripts and diminishing access to Georgia Tech's OIT services, see the [OMS Analytics Graduation Guide](#).

## BuzzCard student IDs

Because this is an online degree program, you aren't required to have a student I.D. card. If you're in Atlanta, however, and you would like a student I.D. card, you can pick one up from the [BuzzCard office](#). (You can request one *after* you register for courses.)

If you have a driver's license, bring it with you. If you do not have a state-issued driver's license or identification card, they will also accept: a passport, a U.S. Permanent Resident Card, a U.S. military I.D., a U.S. Department of State I.D. card, or a U.S. Territory I.D. card.

### In person

The BuzzCard office is located on the 2nd floor of Barnes and Noble @ Georgia Tech. Check the website for the [hours of operation](#) and to **find out if you need to make an appointment**. (These details have changed periodically since the pandemic began.)

### Electronically

If you are unable to pick up your card in person, the BuzzCard office can send yours to you via the mail. The BuzzCard office can **only ship within the United States of America or Canada**.

Prices and shipping:

- Online student cards will ship within 10 business days of your request.
- In-person BuzzCards for online students are \$30.00.
- Shipped BuzzCards for online students are \$33.00. (There is a \$3.00 shipping fee.)
- To pay for your shipped BuzzCard, make a deposit onto your [BuzzCard account](#).

You will need to provide:

- A passport-style photograph for your BuzzCard picture. Some conditions:
- No selfies
- You must be standing in front of a white or off-white background
- Photo must be in a JPEG or PNG format
- A scanned copy of your driver's license or passport
- Your mailing address

Submit all required materials to: [support@buzzcard.gatech.edu](mailto:support@buzzcard.gatech.edu)



## Tuition and fee payments

Spring 2024 tuition will be due the Tuesday after classes start (**January 16, no later than 4:00 p.m. ET**). Please pay your bill on time. If your bill is not paid by then, and the Institute removes you from your courses, you must pay a \$200 reinstatement fee to regain access to your classes. In addition, the Institute will require you to resume your full, original course schedule.

- The [Bursar's office](#) handles all payments and refunds of tuition and fees.
- If you need information about a refund, the [refund calendars](#) they post online usually contain the details you need. Dropping a class does not always result in a refund, so read the refund policy carefully.
- For tuition receipts, email the Bursar's office at [omsbursar.ask@gatech.edu](mailto:omsbursar.ask@gatech.edu). Please include: your name, gtID#, semester (redacting the first two digits with XX), and how you want your tuition receipt to be sent (i.e., via mail or fax.)
- If your employer will pay your tuition directly to the Institute, there is an option to set up a Third-Party Billing Contract. Details about that process are available on Georgia Tech's [third-party billing webpage](#).
- If you are interested in applying for a federal loan, you are required to be enrolled for **at least 6 credit hours to be eligible**. [Learn more about federal loans](#).

## Policies

Institute policies that pertain to graduate students are posted in the General Catalog under the "Information for Graduate Students" and "Rules and Regulations". Please familiarize yourself with the degree requirements, intellectual property rights, scholastic regulations, and other general policies. See the [General Catalog](#) for more details.

### Academic honor code

#### *Article I: Honor Agreement*

Having read the Georgia Institute of Technology Academic Honor code, I understand and accept my responsibility as a member of the Georgia Tech community to uphold the Honor Code at all times. In addition, I understand my options for reporting honor violations as detailed in the code.

#### *Article II: Honor Code*

##### *Section 1. Statement of Purpose*

The members of the Georgia Tech community believe the fundamental objective of the Institute is to provide the students with a high-quality education while developing in them a sense of ethics and social responsibility. We believe that trust is an integral part of the learning process, and that self-discipline is necessary in this pursuit. We also believe that any instance of dishonesty hurts the entire community. It is with this in mind that we have set forth a Student Honor Code at Georgia Tech.

## *Section 2. Objectives*

An Honor Code at Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. It specifically aims to accomplish the following:

- Ensure that students, faculty, and administrators understand that the responsibility for upholding academic honesty at Georgia Tech lies with them.
- Prevent any students from gaining an unfair advantage over other students through academic misconduct.
- Ensure that students understand that academic dishonesty is a violation of the profound trust of the entire academic community.
- Clarify what constitutes academic misconduct among students at Georgia Tech and what is expected of them by the Institute, the faculty, and their peers.
- Cultivate an environment at Georgia Tech where academic dishonesty is not tolerated among the students.
- Secure a centralized system of education and awareness of the Honor Code.

## *Section 3. Student Responsibilities*

Students are expected to act according to the highest ethical standards. The immediate objective of an Honor Code is to prevent any students from gaining an unfair advantage over other students through academic misconduct. Academic misconduct is any act that does or could improperly distort student grades or other student academic records. Such acts include, but need not be limited to, the following:

- **Unauthorized Access:** Possessing, using, or exchanging improperly acquired written or verbal information in the preparation of a problem set, laboratory report, essay, examination, or other academic assignment.
- **Unauthorized Collaboration:** Unauthorized interaction with another Student or Students in the fulfillment of academic requirements.
- **Plagiarism:** Submission of material that is wholly or substantially identical to that created or published by another person or persons, without adequate credit notations indicating the authorship.
- **False Claims of Performance:** False claims for work that has been submitted by a Student.
- **Grade Alteration:** Alteration of any academic grade or rating so as to obtain unearned academic credit.
- **Deliberate Falsification:** Deliberate falsification of a written or verbal statement of fact to a Faculty member and/or Institute Official, so as to obtain unearned academic credit.
- **Forgery:** Forgery, alteration, or misuse of any Institute document relating to the academic status of the Student.
- **Distortion:** Any act that distorts or could distort grades or other academic records.

While these acts constitute assured instances of academic misconduct, other acts of academic misconduct may be defined by the professor. Students must sign the Academic Honor Agreement affirming their commitment to uphold the Honor Code before becoming a part of the Georgia Tech community. The Honor Agreement may reappear on exams and other assignments

to remind Students of their responsibilities under the Georgia Institute of Technology Academic Honor Code.

## *Appendix A: Graduate Addendum to the Academic Honor Code*

### *I. Preamble*

The Honor Code recognizes that graduate students are involved in research and scholarly activities that occur outside the classroom. Integrity and academic honesty are as fundamental to research and scholarly activity as they are to classroom activity. Therefore, this Appendix to the Academic Honor Code is adopted to pertain to the academic activities of graduate Students that occur outside of the classroom.

### *II. Scholarly Misconduct*

Scholarly misconduct refers to misconduct which occurs in research and scholarly activities outside of the classroom. It can include plagiarism, among other things. The consequences of scholarly misconduct are governed by Institute Policy. The following definitions are taken from the Institute Policy on Scholarly Misconduct:

"Misconduct" or "scholarly misconduct" is the fabrication of data, plagiarism, or other practice that seriously deviates from those that are commonly accepted within the academic or research community for proposing, conducting, or reporting research or scholarly activity. It does not include honest error or honest differences in interpretation or judgments of data.

"Plagiarism" is the act of appropriating the literary composition of another, or parts of passages of his or her writings, or language or ideas of the same, and passing them off as the product of one's own mind. It involves the deliberate use of any outside source without proper acknowledgment. Plagiarism is scholarly misconduct, whether it occurs in any work, published or unpublished, or in any application for funding.

Allegations involving scholarly misconduct fall under the Institute's Policy on Scholarly Misconduct. This document details the procedures involved with reporting allegations and with the handling of cases. All graduate Students are encouraged to become familiar with this policy, which is available from the Office of the Provost.

For more information, see the campus [Honor Code](#).

## **Educational rights and privacy**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. You can review the details of these rights and other information related to FERPA in the [catalog](#).

In keeping with these guidelines, "directory information" is data not generally considered harmful or an invasion of privacy if disclosed. Since Nov. 1, 2009, the Georgia Institute of Technology has considered the following information to be directory information:

- Name, address (including GT email address), and telephone listing

- Level (graduate or undergraduate)
- Field of study
- Enrollment status (full-time, part-time, less than part-time)
- Dates of attendance
- Degrees with associated honors and designations, and date(s) awarded
- Anticipated date of graduation

*Directory information cannot include Social Security Numbers.*

If you wish to prohibit the release of your directory information, you can review the options students have on the Registrar's [confidentiality webpage](#).

## **Other policies and resources**

For more details on all the policies and resources you should be familiar with as a new Georgia Tech graduate student, please review the [Graduate Student Handbook](#) as well as the Graduate section of the [Catalog](#).

## Support and questions

You have a dedicated pathway to submit your technical questions directly to our technical team, which ensures a faster response time. For other questions, you have a separate pathway to reach our academic advisors. Here is how the new process works:

- **Technical support:** Do you need help with log in or accessing edX, Canvas, or your student email? Do you need access to Georgia Tech-provided tools? The Office of Information Technology (OIT) helps students with account troubleshooting and offers tech support as well as access to software and productivity tools.
- **Academic support:** Our advisors dedicated to OMS Analytics are your primary contact for any academic- or program-related topics – from questions about course registrations to course withdrawals and drops, tuition, graduation and more.

When you request technical or academic support, **you are directed to a form** that you need to complete. To access the form, **you need to log in**. By requiring you to log in and complete a web form, we can make sure we identify you correctly and connect your information to your records without risking any unnecessary exposure of your data. Email may be quicker, but it's not as safe. With cyber safety top of mind, we are taking all possible precautions to keep your information secure.

Here are the links to the support request forms:

- [Submit technical support request](#)
- [Submit academic support request](#)

## Campus contacts

- [Georgia Tech Bookstore](#)
- [Registrar's Office](#): (404) 894-4150
- [Graduate Admissions](#): (404) 894-1610
- [Financial Aid](#): (404) 894-4160
- [Bursar's Office](#): (404) 894-4618
- [BuzzPort](#): (404) 894-4150
- [GT Police](#): (404) 894-2500