Online Master of Science in Cybersecurity

Spring 2025

Welcome to the Online Master of Science in Cybersecurity for Spring 2025. 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 Cybersecurity 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, Shea, O'Torria and Don-Fiona
OMS Cybersecurity 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

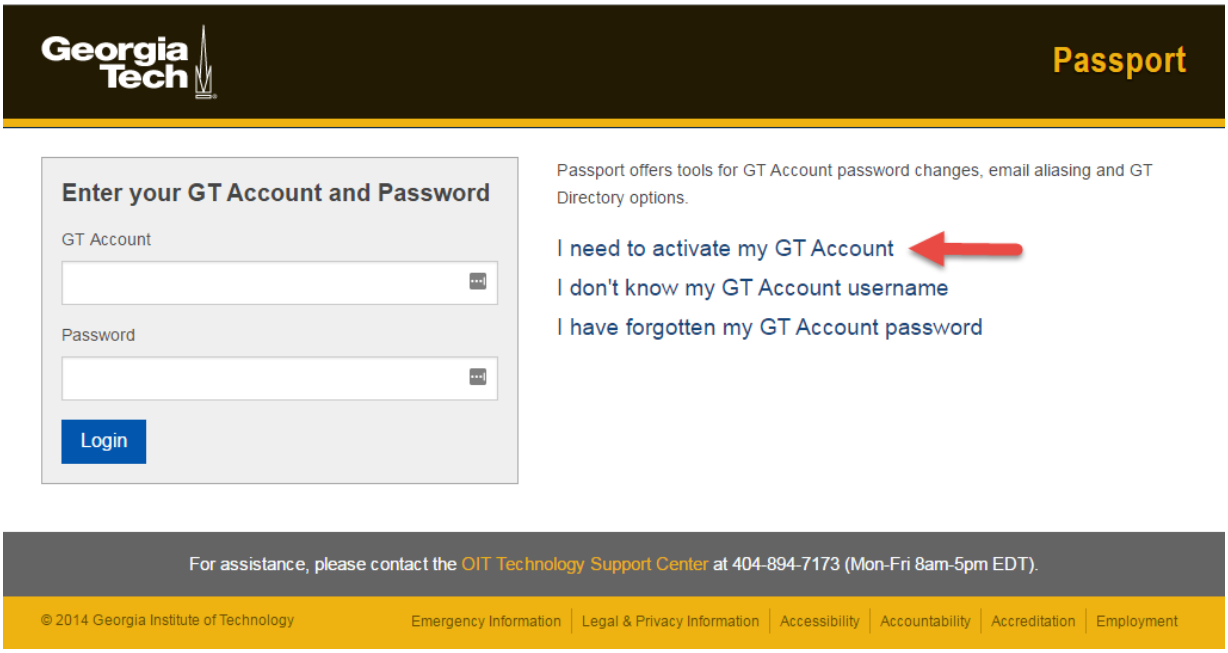
As a degree-seeking student, **you're *required* to activate your Office of Information Technology (OIT) account**. If you don't, you won't be able to access your student email or other essential Georgia Tech resources.

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

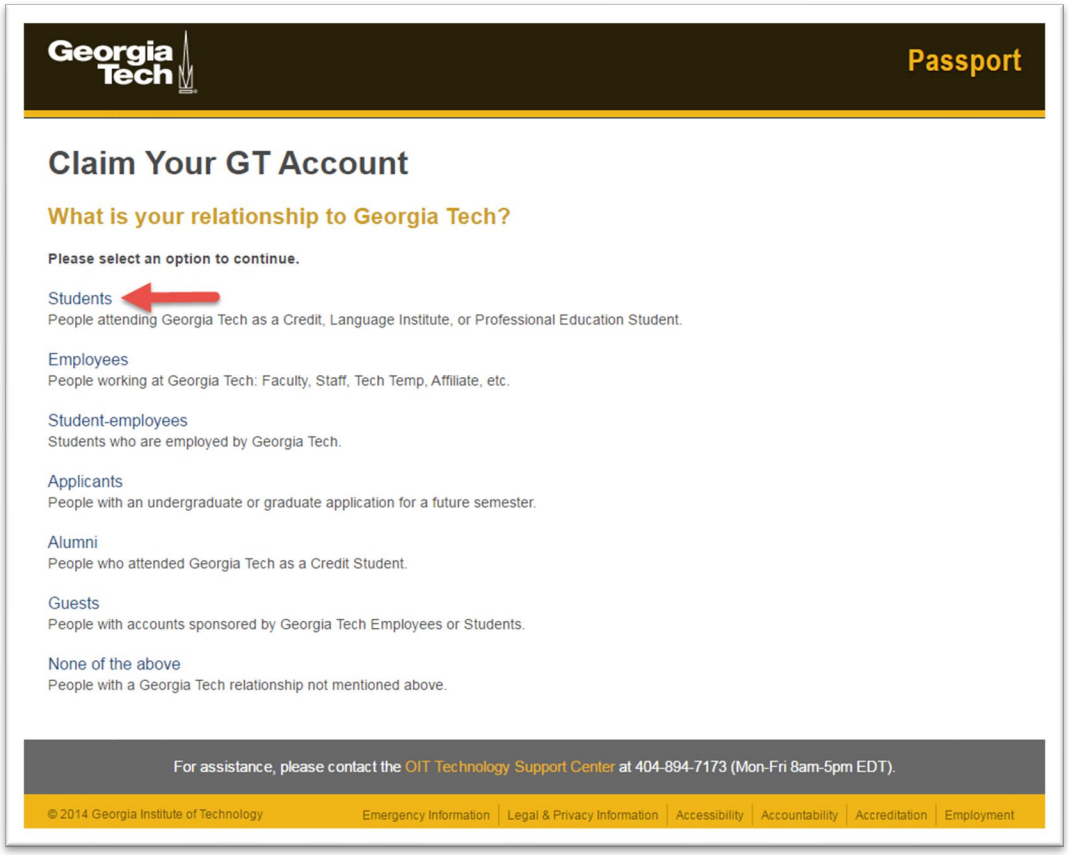
In addition, the username and password that you create for your OIT account are the same ones you'll use to log into BuzzPort, the portal for accessing student account information, financial aid awards and account balances, class schedules and grades. (You'll learn more about BuzzPort in the Student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

To activate your student account:

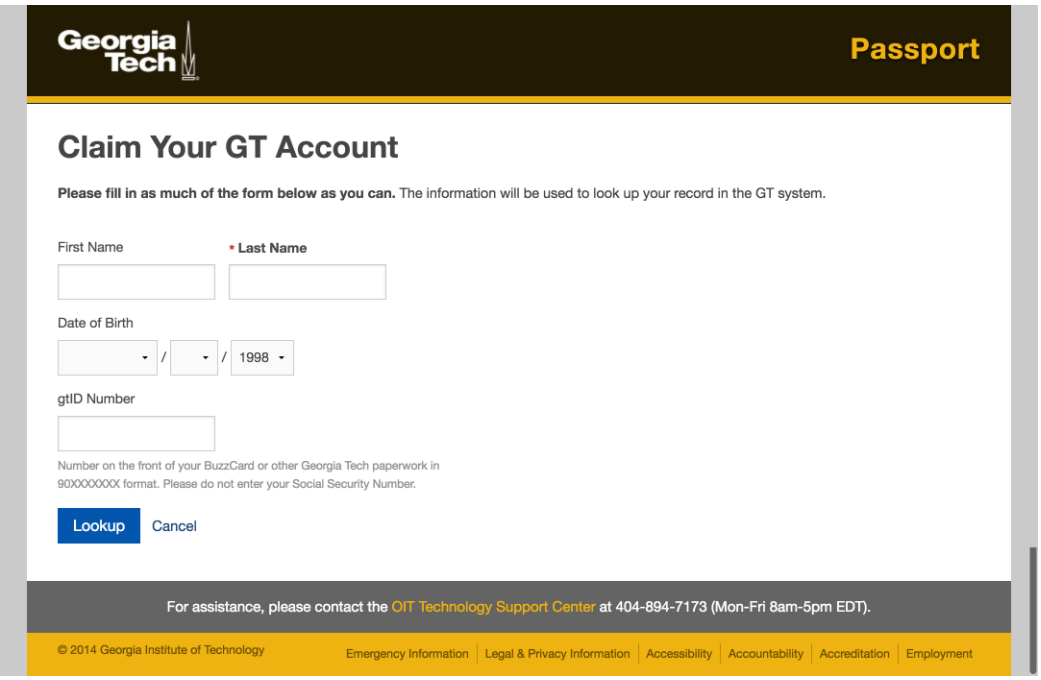
1. Go to https://passport.gatech.edu/
2. When the screen below appears, click on the "I need to activate my GT account" link.



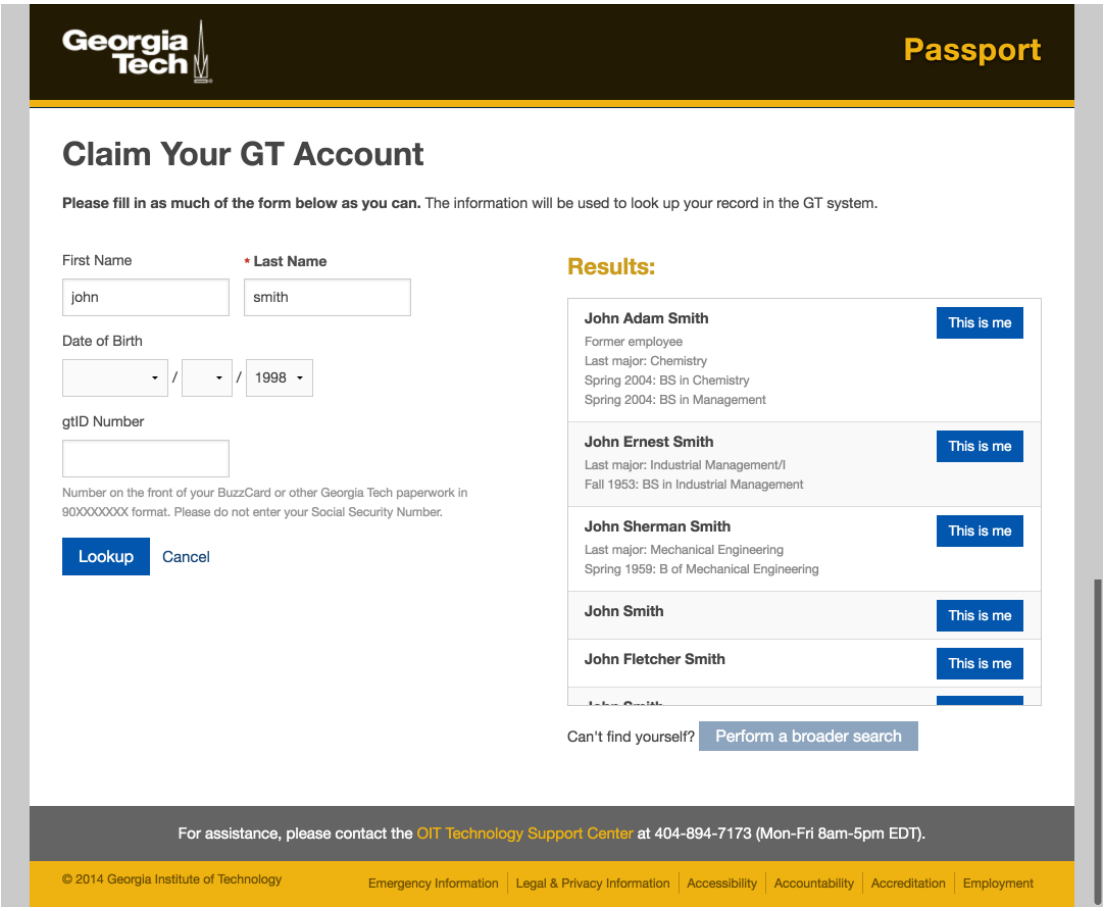
3. On the next page, it will ask for your relationship to Georgia Tech. Click on “Students.”



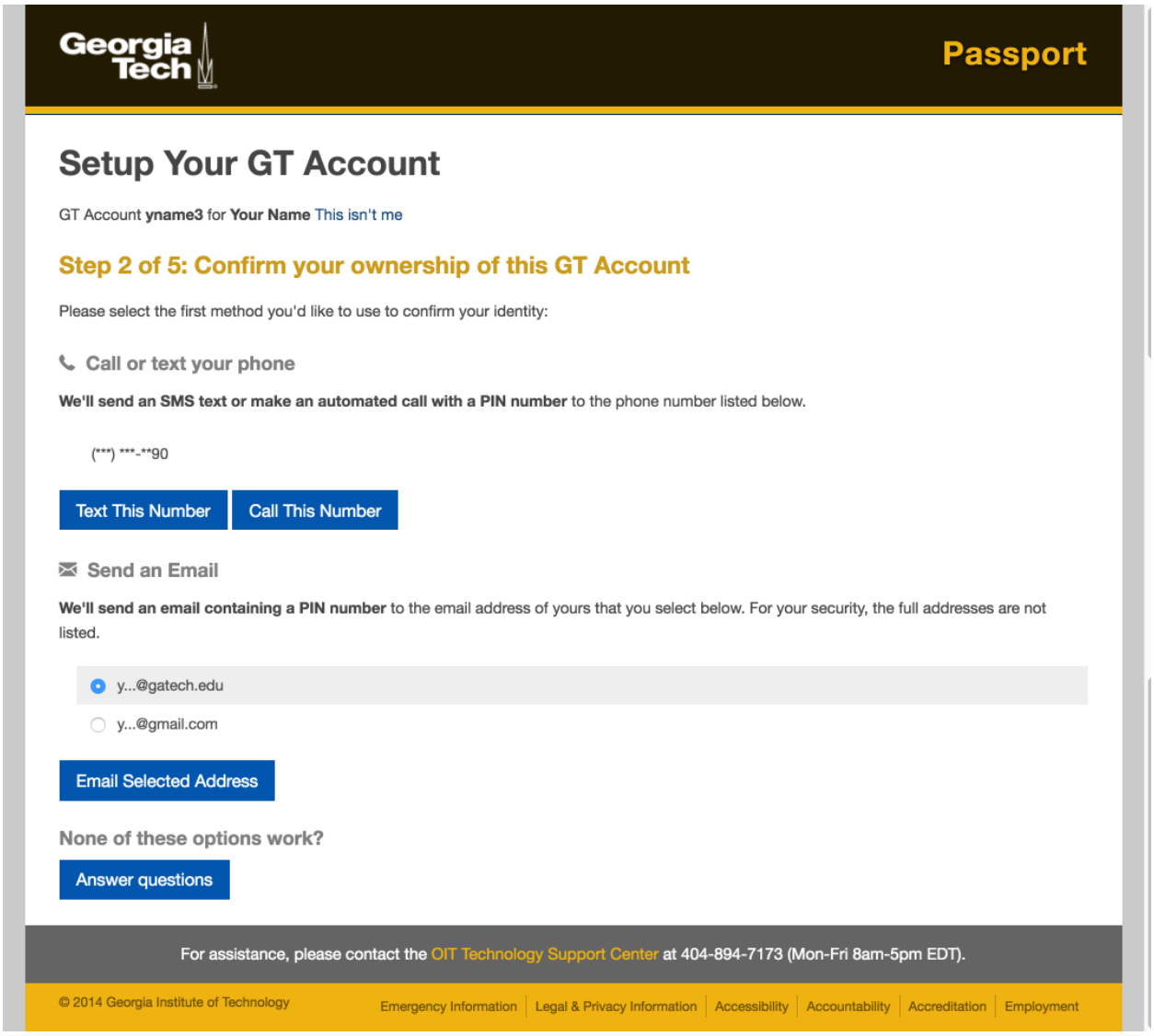
4. Enter your first name, last name, and your birthdate. Then click “Lookup.” **You can locate your gtID number at the top of your offer letter, but this field may be left blank if you don’t know it.**



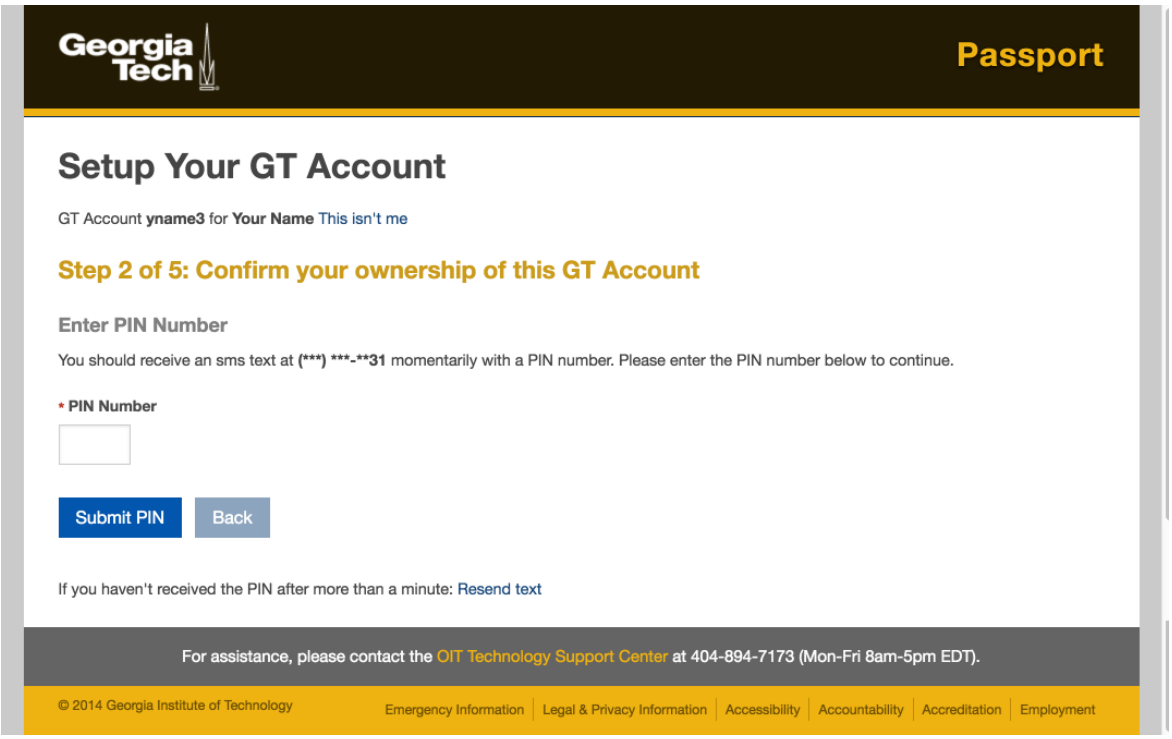
5. The system will display results based on the information you entered. Select the account that belongs to you.



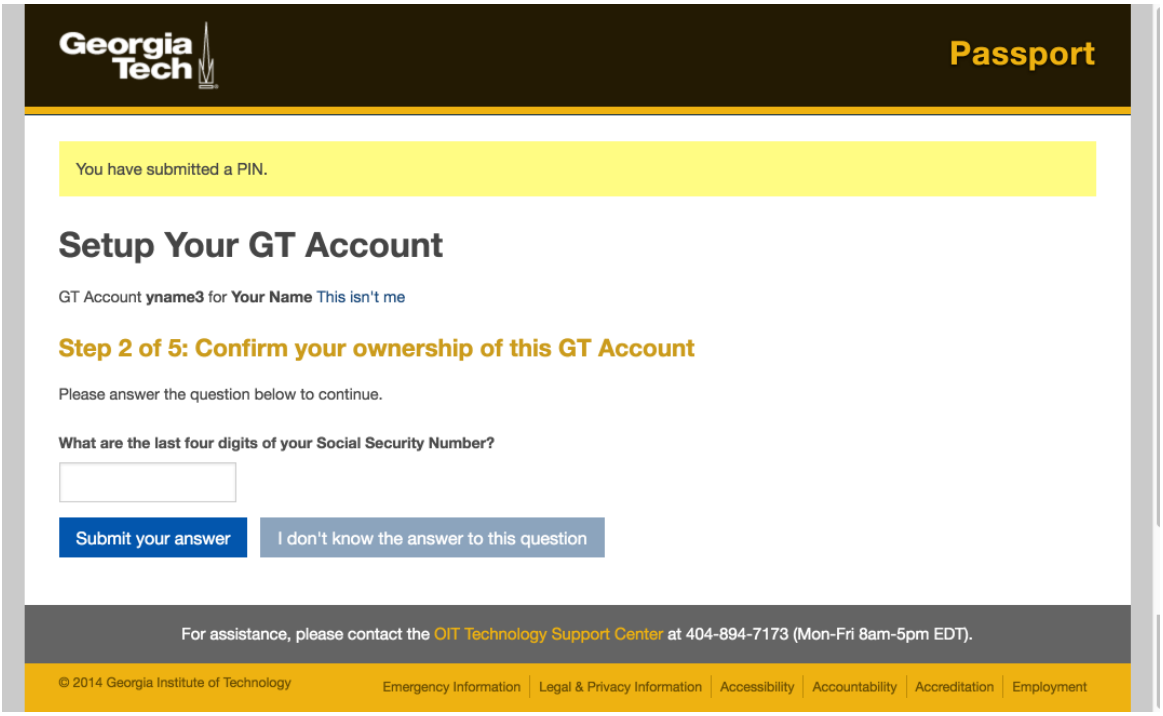
6. After claiming your account, you must finish setting it up. To do so, confirm your identity through the phone number or email address that you used when you applied for the degree program.



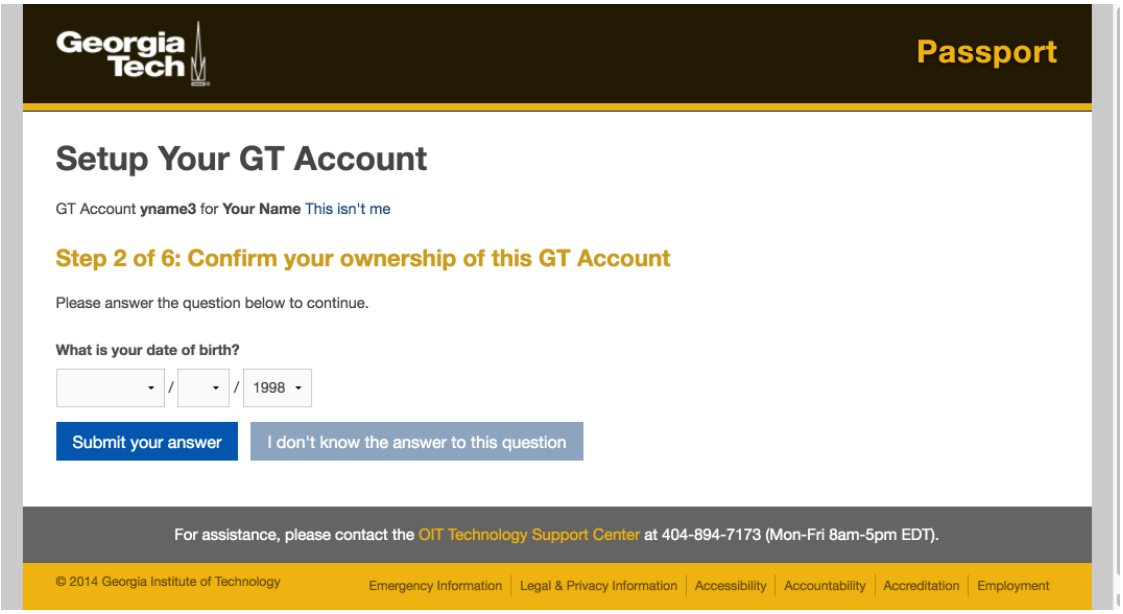
7. After you receive the pin via phone or email, enter it on the website.



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

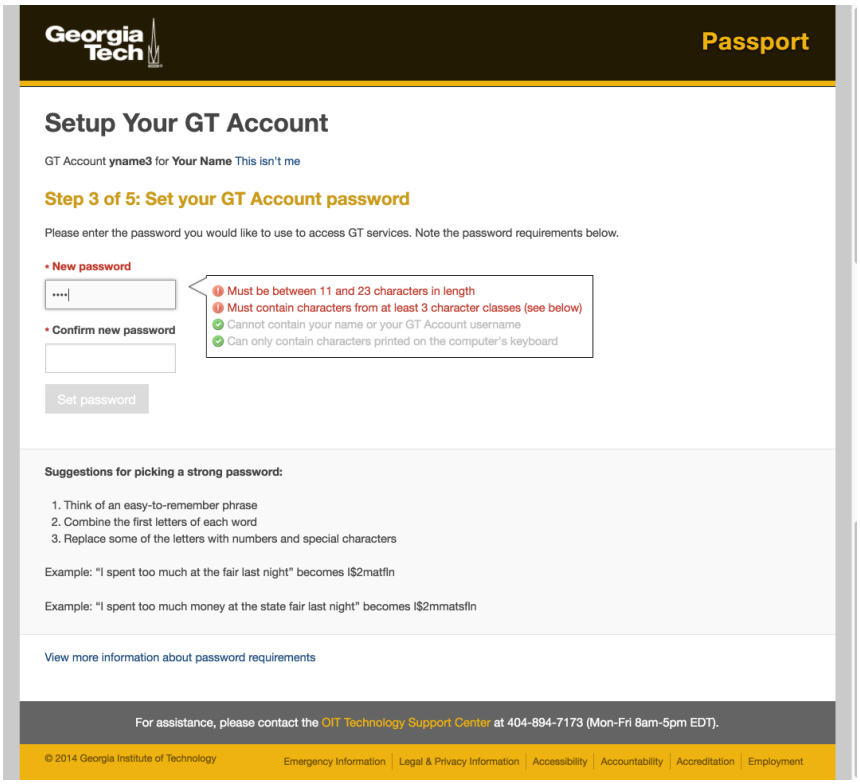


9. Next, you will be asked to confirm your date of birth again.

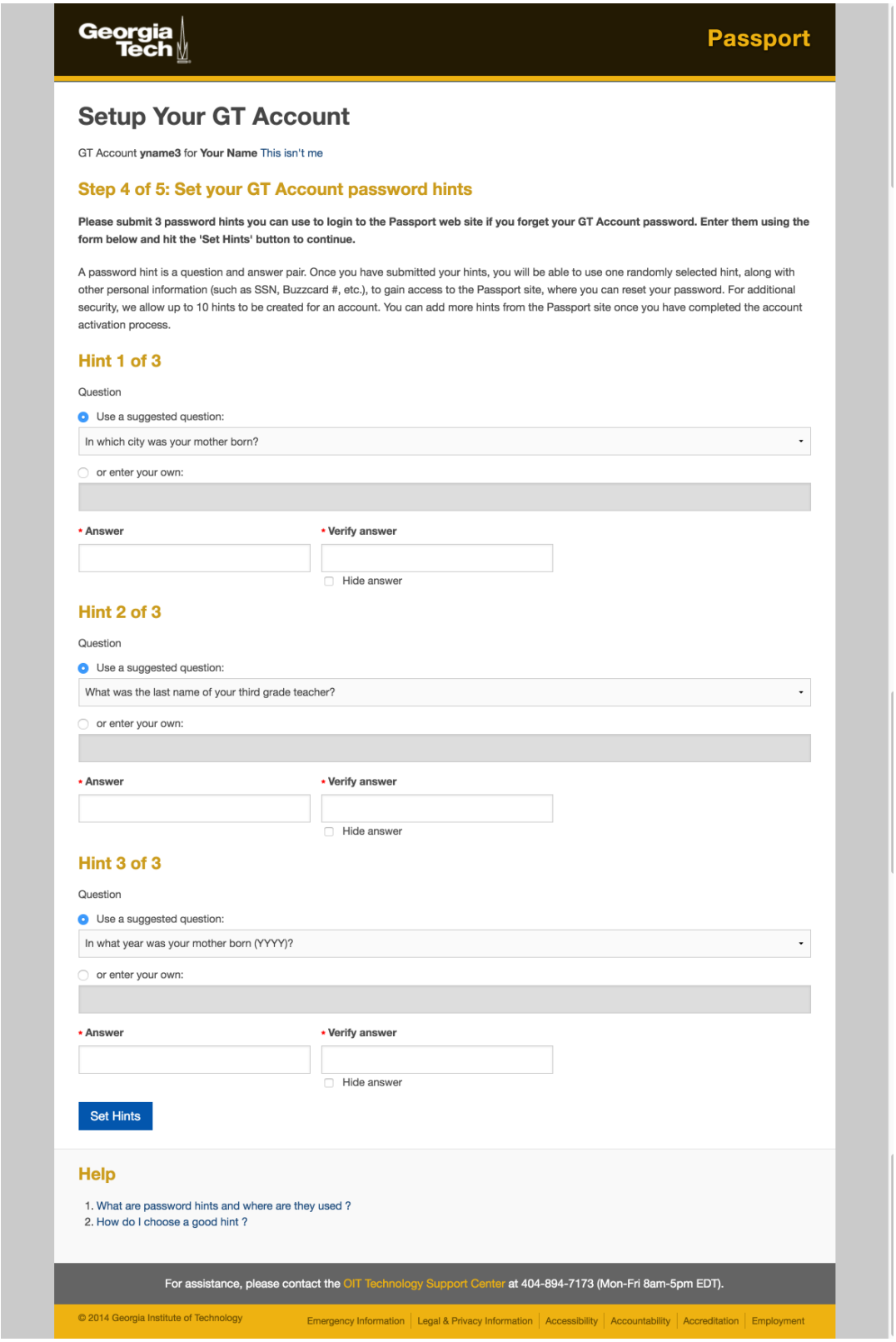


10. Once you successfully confirm ownership of your account, you'll create a password for it. Pay special attention to the character requirements and suggestions.

    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.



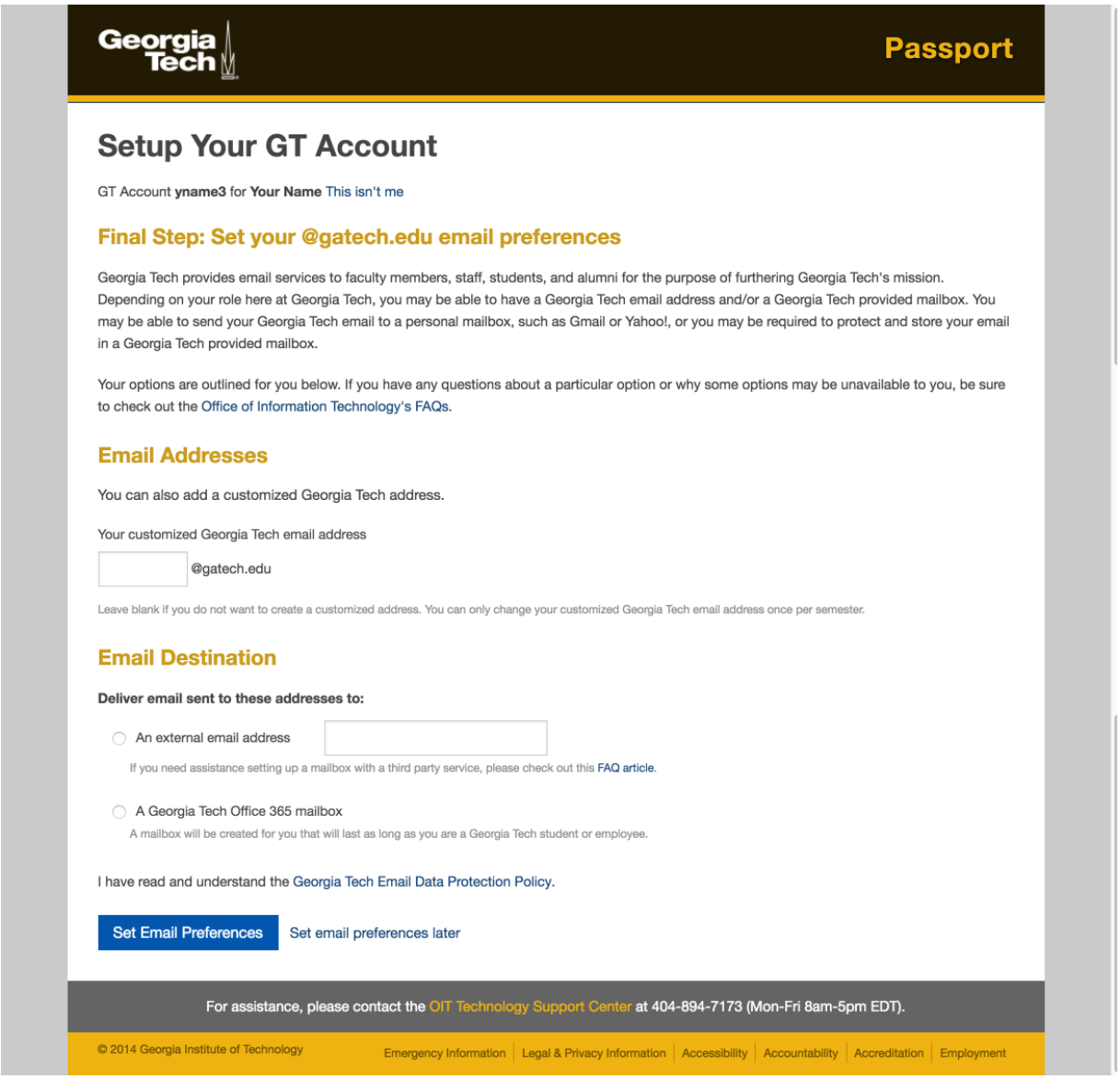
11. After you create your password, the system will prompt you to set up three password-hint questions. You can answer pre-written questions or create your own. After completing all three, click “Set Hints.”



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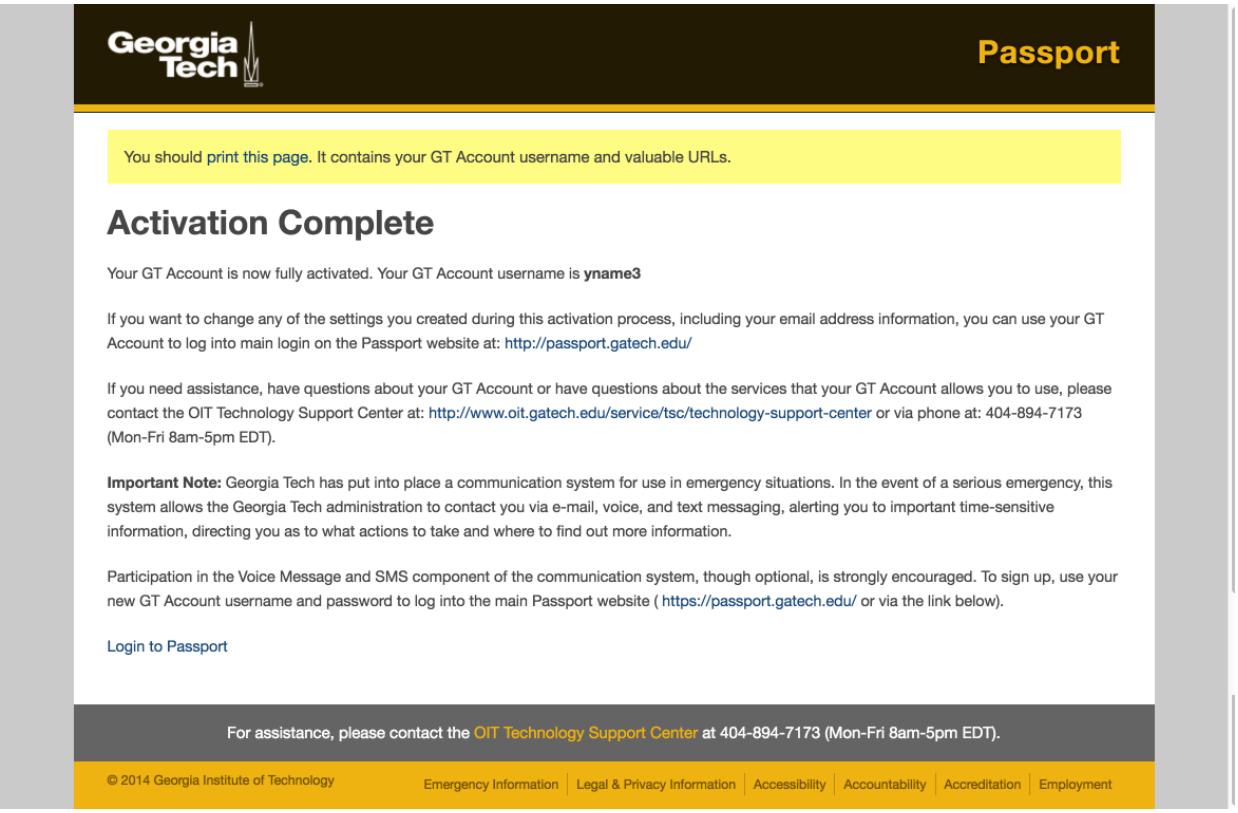
13. Once you successfully complete the activation process, you'll see the page below, which shows your username.

    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*.**



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 Cybersecurity 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. Also, we will no longer send messages to the email address 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

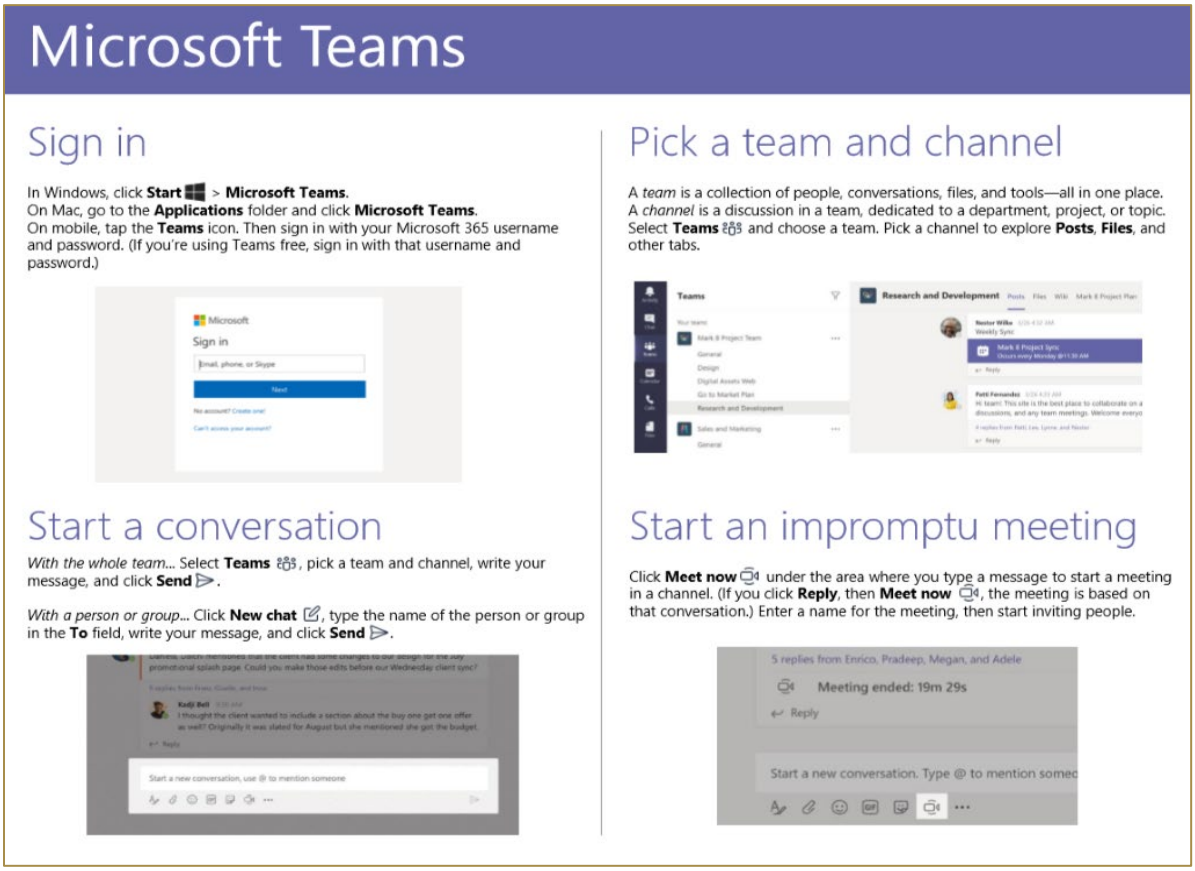
The **Essential Resources section of the OMS Cybersecurity overview page** details the current requirements and considerations for all student technology needs.

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.

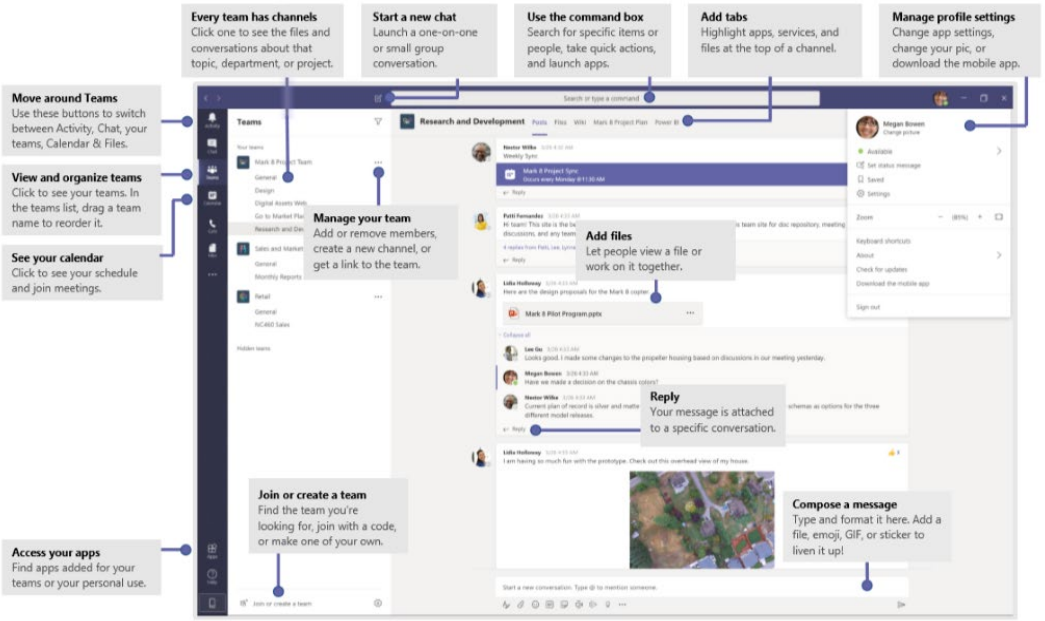


Microsoft Teams

Microsoft

Quick Start Guide

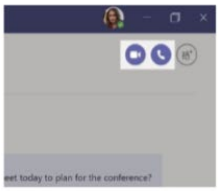
New to Microsoft Teams? Use this guide to learn the basics.



Microsoft Teams

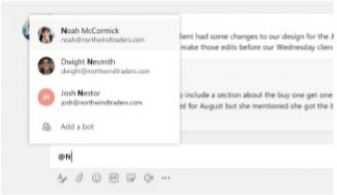
Make video and audio calls

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.



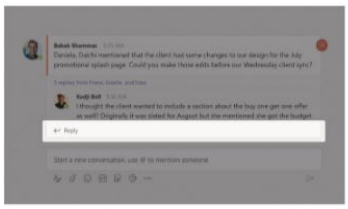
@mention someone

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.



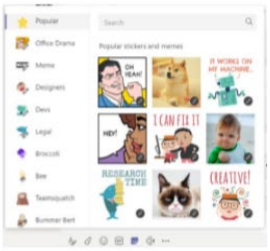
Reply to a post

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

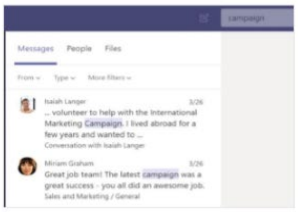
Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.



Microsoft Teams

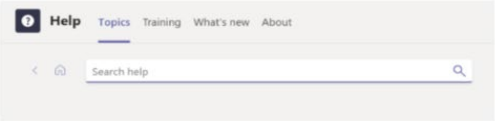
Search for stuff

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.



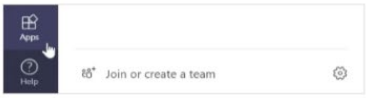
Get help in Teams

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!

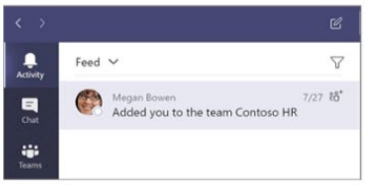
Get other Quick Start Guides

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

Microsoft Teams

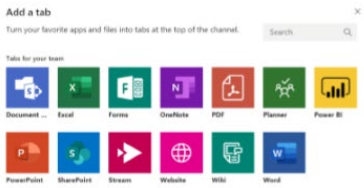
Stay on top of things

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**.



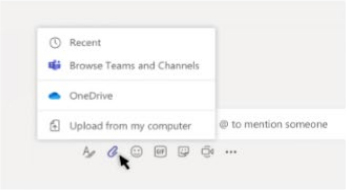
Add a tab in a channel

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.



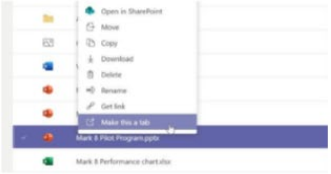
Share a file

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 Cybersecurity 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 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 OMS Cybersecurity prerequisites, curriculum & institute degree requirements

Prerequisite knowledge requirements

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

- Strong programming skills and coding experience includes being well-versed in:
  - Computer organization and architecture
  - Programming
  - Mathematics

  Additional details and examples of these concepts.

- **Computer science fundamentals.** If you are accepted into the program but feel that your technical background could benefit from additional preparation, we **strongly recommend** taking an **introduction to Computer Science course.** This will help ensure a smooth transition and increase your chances of success in the program. To further support your preparation, we have compiled a list of valuable resources tailored to help you get ready for CS 6035 and other courses in the Information Security and Cyber-Physical tracks:

  - https://cs50.harvard.edu/x/2024/
  - Buffer overflow concepts
  - Python tutorial
  - Cprogramming GDB
  - SQL injection/JavaScript/XSS/CSRF vulnerabilities

It's your responsibility to start the program with this foundational knowledge. If you begin the OMS Cybersecurity program without this foundational information, you'll get behind quickly. We don't want to see that happen. If you haven't had it in a while or haven't taken a formal preparatory class, you will struggle in CS 6035 and the program.

Also, if it's been a while since you learned about these topics (or you need to fill in some gaps), start this review process right away – even if it means taking an online course.

Institute degree requirements

The OMS Cybersecurity degree requires **32 hours of core coursework** on: threats and defenses to information theft, as well as policies and strategies to keep information secure. In addition, you'll get a broad view of the field by choosing a class from a track outside your specialty. You'll have the flexibility to focus on a specific area of interest by selecting to concentrate on one of three tracks. Each track requires an additional six courses (four track-specific courses and two elective courses).

Three focus areas are available:

- **Information Security track** – concentrates on principles and practical techniques for developing safeguards that can help secure computers and networks. Secure software development, identity and access management, network intrusion detection and

prevention, and forensics and incident response are some of the areas that are covered in-depth. In addition, a lab course gives students hands-on experience with advanced security analysis tools to discover and mitigate software and network vulnerabilities.

- **Cyber-Physical Systems track** – focuses on the specialized concerns for keeping control of the operations and information embedded in components involved in energy creation, storage, and transmission. Although the focus is on electrical power systems, the concepts you learn and the knowledge you gain can be applied to other domains such as manufacturing, chemical processing, agriculture, and others.

- **Policy track** – approaches cybersecurity from the management aspect, including the administrative, market, and public policy tools used to keep cyberspace safe. This concentration focuses on the way IT security is affected by organizational, national, and international policies. Topics covered include security policy frameworks, global internet governance, privacy technologies and law, critical infrastructure policies, cyberspace as a domain for international conflict, and multilateral cyber norm development.

INTERDISCIPLINARY CORE		
CORE (6 hours)		
These courses should be taken near the beginning of your program.		
CS 6035: Introduction to Information Security	**PUBP 6725:** Information Security Policies and Strategies	
FLEXIBLE CORE (3 hours)		
Select one required course from a track that is different from the track in which you are enrolled. *Please note that **CS 6750:** Human Computer Integration is an elective for Policy students ONLY for a flexible core option.		
TRACK (18 hours)		
REQUIRED COURSES (12 hours) (select 4 courses from this list)		
INFORMATION SECURITY	CYBER-PHYSICAL SYSTEMS	POLICY
CS 6260: Applied Cryptography **CS 6238:** Secure Computer Systems **CS 6262:** Network Security **Information Security Lab:** **CS 6265:** Information Security Lab: Reverse Engineering and Binary Exploitation -OR- **CS 6264:** Information Security Lab: System and Network Defenses	**ECE 6320:** Power Systems Control and Operation **ECE 6374:** Cyber-Physical Electric Energy Systems **ECE 8813:** Introduction to Cyber-Physical Systems Security **ECE 8823:** Cyber Physical Design and Analysis	**INTA 6103:** International Security **INTA 6450:** Big Data and Security **MGT 6727:** Privacy for Professionals **PUBP 6501:** Information Policy and Management **PUBP 6502:** Information and Communications Technology Policy **PUBP 8803:** Security Incidence Response **PUBP 8813:** Public Policy for the Digital World **PUBP 8823:** Geopolitics of Cybersecurity **PUBP 8833:** Enterprise Cybersecurity Management
ELECTIVE COURSES (6 hours) (select 2 courses from this list)		
INFORMATION SECURITY	CYBER-PHYSICAL SYSTEMS	POLICY
CS 6210: Advanced Operating Systems **CS 6239:** Enterprise Cybersecurity Management **CS 6250:** Computer Networks **CS 6261:** Security Operations and Incident Response **CS 6264:** Information Security Lab: System and Network Defenses **CS 6265:** Information Security Lab: Reverse Engineering and Binary Exploitation **CS 6300:** Software Development Process **CS 6400:** Database System Concepts & Design **CS 6747:** Advanced Topics in Malware Analysis	**ECE 6323:** Power System Protection **ECE 6747:** Advanced Topics in Malware Analysis **ECE 8833:** Enterprise Cybersecurity Management **ECE 8843:** Side-Channels and Their Role in Cybersecurity	These two electives can be taken from any track, including the courses listed in the Policy track. **INTA 6742:** Modeling, Simulation and Military Gaming
PRACTICAL EXPERIENCE (5 hours) (Prerequisites: a minimum of 8 courses, including the core prior to enrollment, and a permit. Info Sec students must also complete either CS 6265 or CS 6264.)		
CS/ECE/PUBP 6727: Practicum		

Each track is admission-specific. In other words, if at any point during the program, you want to change your track, you must submit a petition and a letter of explanation. The departmental review committee will consider allowing you to change tracks; however, please understand permission is not guaranteed.

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 Cybersecurity courses we will be offering in 2025. You may view the full curriculum grid.

For more details on any of our classes, review the full list of course descriptions. **Please bookmark these course links, they will not change.**

Course load and program requirements

As you think about how many courses you want to take each semester and the order in which to sequence them, remember these program guidelines:

- The OMS Cybersecurity program is part-time only. This means that you can take a maximum of 6 hours or two classes per term.
- Students can register for as few 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.

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

The **five-hour Practicum** is a culminating experience that enables you to apply previously learned concepts and classroom teachings to a project of significant interest.

Just like students in our on-campus Master of Cybersecurity program, you'll get the opportunity to work in a commercial, industrial, academic, or government setting to help solve security issues through our Practicum.

Practicum objective

The goal of this practical cybersecurity is to: properly define and scope the cybersecurity project, apply appropriate methodologies, create value, manage the project, and provide results in writing.

The Practicum is different for everyone because students are employed in every imaginable industry and have varying amounts of data to report. We want you to have some freedom in the project you formulate, but also ensure you use knowledge you have gained in the program to produce the desired outcome.

Students can complete their Practicum project with their current employer or sponsor.

Practicum prerequisites

To qualify for the Cyber Security Practicum course (CS/ECE/PUBP 6727), you must complete at least eight courses, including Introduction to Information Security (CS 6035) and Information Security Policies and Strategies (PUBP 6725). You must do this prior to – not concurrent with – the Practicum.

Information Security track students also must complete all required lab courses.

Registration for the Practicum is **by permit only**.

Tips for determining your course load

Depending on your overall work/life responsibilities and available time after work, only you can decide what is best for you. With a secure foundation in the course prerequisites, you may spend on average about 15-20 hours per week per course. This is an average (and learning styles vary), but if you take two courses simultaneously, you must ask yourself, do I have an extra 30-40 hours per week?

To help you decide, keep in mind that the curriculum is rigorous and time-consuming as its on-campus equivalent. Even with proficiency in the prerequisite math (discrete mathematics if you are on the Information Security or Energy System tracks) and programming languages (all tracks require familiarity with one programming language, such as Python), **you should allot approximately 15 hours of study time *every week* for *each course*.**

Tips for sequencing your courses

Regarding sequencing, we suggest that you **start with the core OMS Cybersecurity courses**: **CS 6035** and **PUBP 6725**.

Having said that, both classes are intense (particularly CS 6035). Therefore, if you take them the same semester, it may require an even greater time commitment than described above.

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 2025 term, the Registrar's Office will generate new OMS Cybersecurity time tickets by end of day on December 5th**. If your time ticket is not issued, please check your application portal to see if all required admission items have been submitted.**

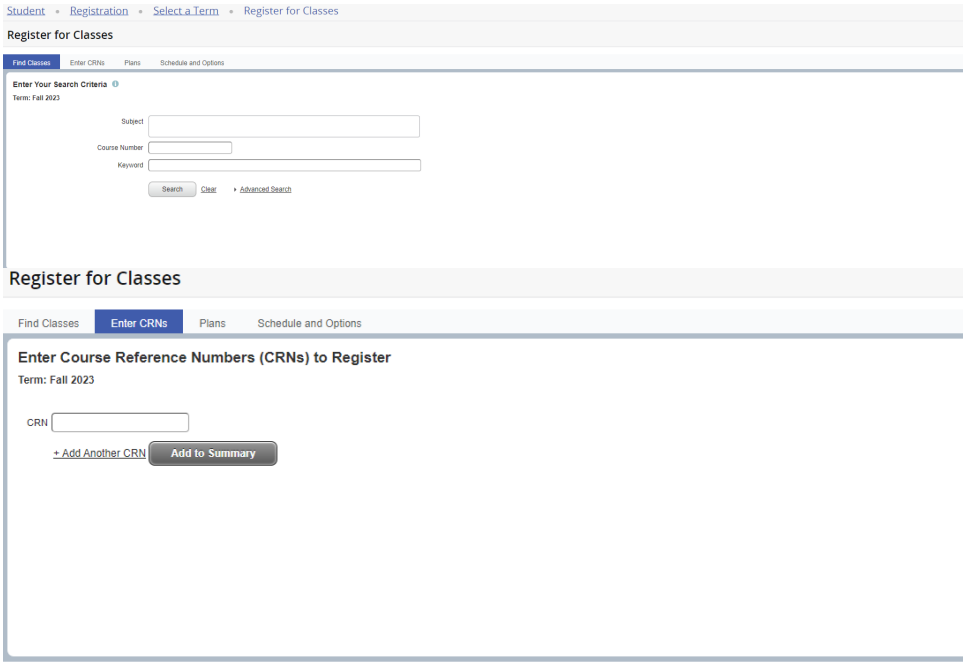
Once your allotted Phase II registration time begins, please **enroll as soon as possible**. Not only will it increase the likelihood that you'll get into your first choice of classes, it will also give you time to **make sure you can access your schedule, syllabus and other class resources before your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

How to register for courses

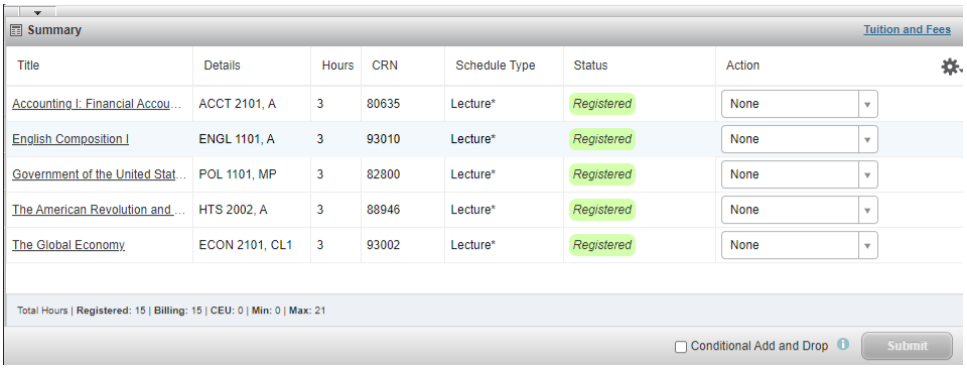
The instructions below, which also are posted on the Registrar's website, will help you to navigate the steps for registering:

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.



- 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.



- 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).

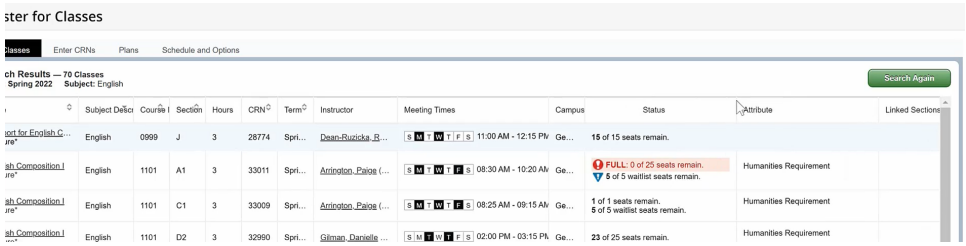
The waitlist process

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.

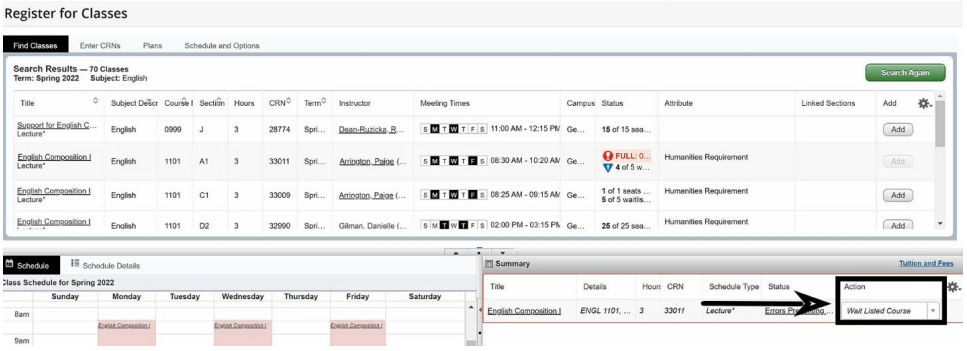
If a student *does* drop or withdraw from a class, the waitlisted students for that course are notified on a "first-come, first-served" basis. (In other words, whoever signed up for the waitlist first, will be the first to be notified of the opening.)

- 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.



- Click **Add** in the last column labeled Add.

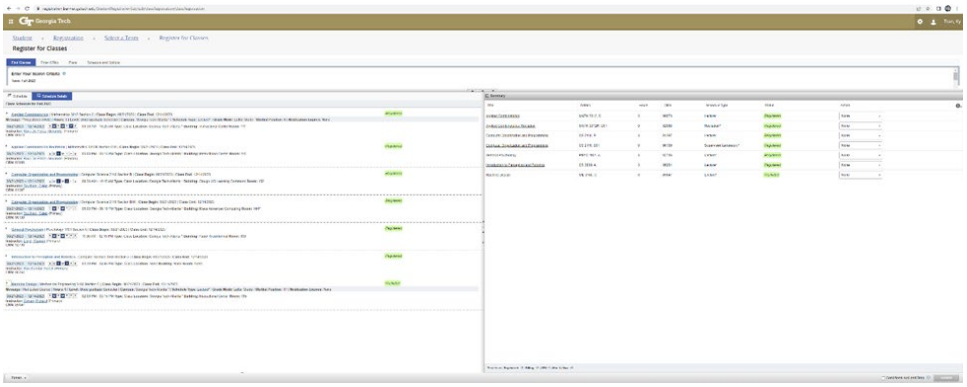
- Two panels should appear in the bottom of your screen, showing your pending schedule in the left panel and the summary of the course(s) in the right panel.



- 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.

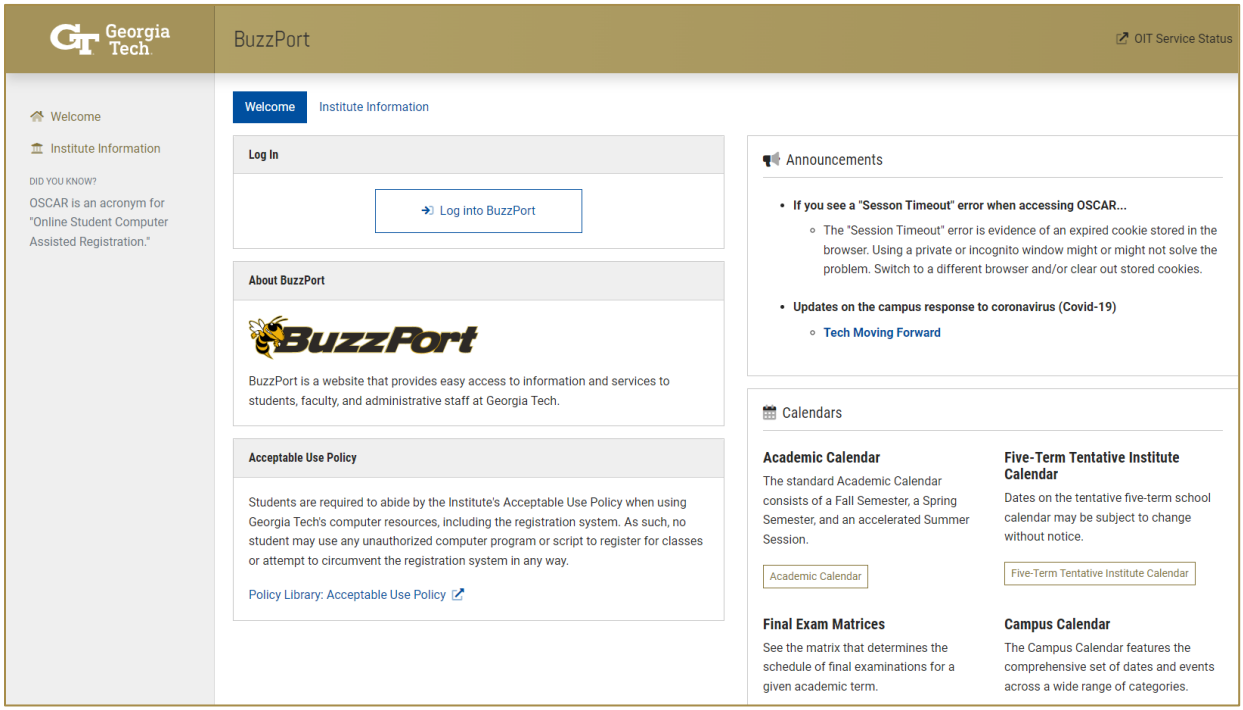
Course withdrawal - After the "add/drop" period ends, the "withdrawal" period begins. This period remains open until the final deadline to withdraw. (The specific deadline for each semester is available on the Georgia Tech academic calendar.)

- 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.



It links to:

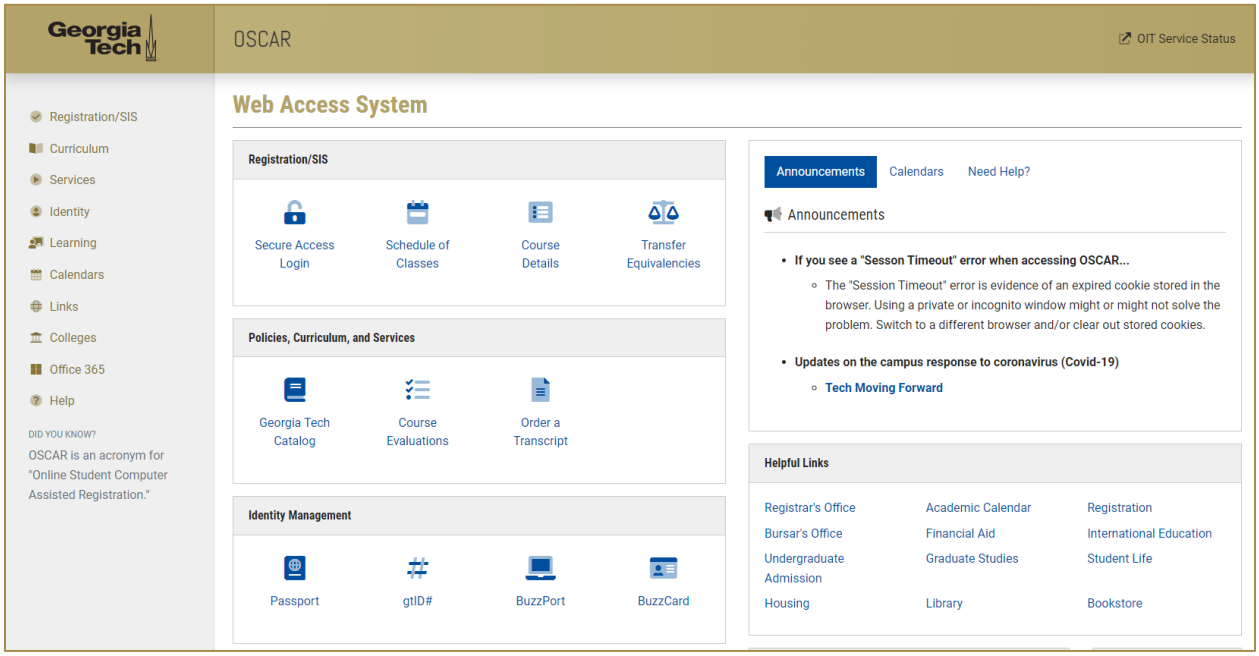
- OSCAR
- DegreeWorks
- Canvas
- Bursar
- Registrar
- Order official transcripts
    - Links off to the Career Center, LinkedIn Learning, Library Catalog

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



DegreeWorks

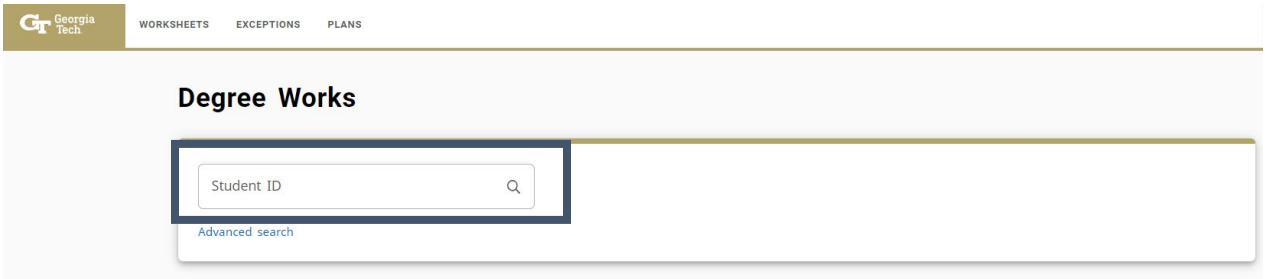
DegreeWorks provides a comprehensive set of web-based academic advising and degree audit tools to help students and advisors navigate curriculum requirements.

You can use it to:

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

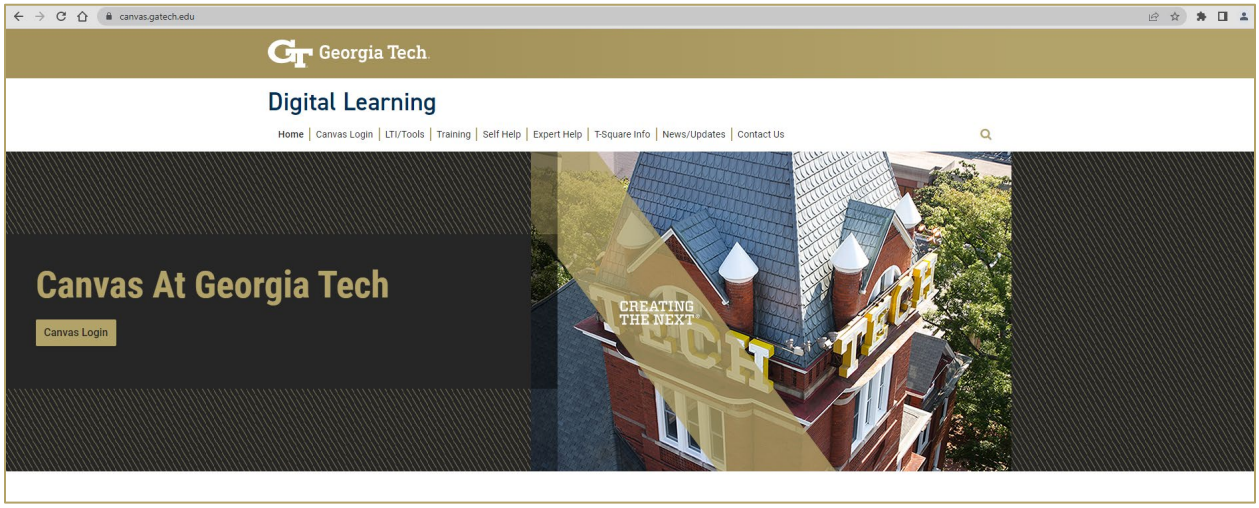
How to use it:

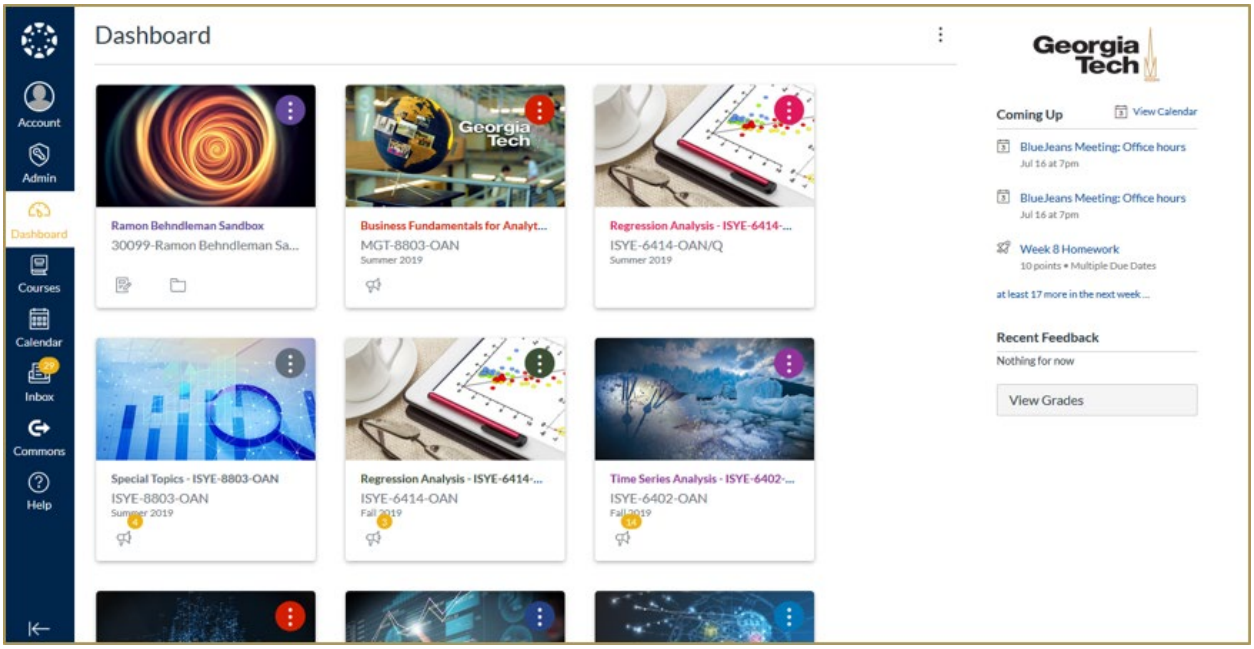
- Type your gtID
- Press “Enter”



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 Cybersecurity 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

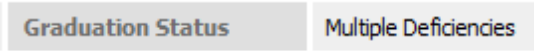
Here's a breakdown of the graduation audit process:

- 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**.

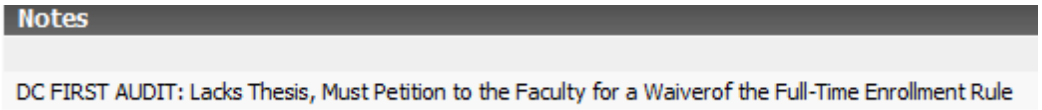
Getting updates on your audit

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.



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.



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 Cybersecurity 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 at Georgia Tech's The Pavillion, 410 4th Street NW, Building #216, Atlanta, GA. 30332. 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:

- In-person BuzzCards for online students are $20.00.
- Shipped BuzzCards for online students are $20.00
- To pay for your 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

Send an online degree student BuzzCard request to the Buzzcard Contact Us Form (select Online Masters Program on the 'type of request' drop down.

Tuition and fee payments

Spring 2025 tuition will be due Monday after classes start (**January 13th, 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. 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**. You are not eligible for federal loan disbursement any semester in which you take fewer than 6 credit hours. 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 Cybersecurity 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 a technical support request
- Submit an 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