

First-Year Welcome!

May 10: Sample Engineering Welcome Email for First-Year GE Students

Subject: Academic Advising: Welcome from your GE Advisor – **Advisor Name**

Student Name,

Welcome to the College of Engineering! My name is **Advisor Name** and I will be your official academic advisor during your time in the General Engineering (GE) program. I am here to help you understand academic policy and procedure, as well as connect you with the numerous resources Virginia Tech has to offer. Above all else, I want to see you succeed!

To aid in your transition to Engineering at Virginia Tech, please review the items below to get started:

Engineering Welcome Video

- Watch this short welcome message on how to get started in Engineering at Virginia Tech: <https://youtu.be/3I9xR2O2o8A> (First-Years)

Engineering Timeline and Action Items

- **May 27** - Deadline to complete items on the [Engineering Orientation Checklist](#)
- **May 27** - Deadline to complete the Engineering Pre-Orientation Form
If you receive the following message "You need permission" you will need to sign out of your non-VT gmail account and log into your VT gmail account at myaccount.google.com.
- **May 27** - Deadline to complete both parts of the Spatial Visualization Exercise
- **June 7** - Receive details and instructions for how to work with me virtually regarding class registration and advising, which will occur at some point between June 14 - July 30
- **August 23** - Fall 2021 classes begin: [Academic Calendar](#)

Resources to Review

- [Engineering Frequently Asked Questions](#)
- [Engineering Orientation Website](#)
- [Engineering Supply List](#)

A little bit about me...

Specific information about your advisor

Communication Expectations

Your VT email is the primary way I will communicate with you and is the best way to contact me if you have any questions. I will be working remotely throughout the summer and will not be physically on campus or in my office. I am excited to begin working with you and know you are looking forward to getting a fall schedule sorted out, but I ask that you remain patient about fall class scheduling until you receive further instructions on June 7.

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

Advisor signature + picture

Transfer Welcome!

May 10: Sample Engineering Welcome Email for Transfer Engineering Students

Subject: Welcome from Engineering at Virginia Tech –Orientation Checklist!

Student Name,

Welcome to the College of Engineering! My name is Dr. Marlena Lester, and I am responsible for the College of Engineering's Virtual Orientation Experience. I will be your primary point of contact for now. If you have any questions, about this email or how to complete any of the items mentioned, simply reply to this message and I will respond. To aid in your transition to Engineering at Virginia Tech, please review and complete the items below to get started:

Engineering Welcome Video

- Watch this short welcome message on how to get started in Engineering at Virginia Tech: <https://youtu.be/QtsoH4GSfkg> (Transfers)

Engineering Timeline and Action Items

- **May 27** - Deadline to complete items on the [Engineering Orientation Checklist](#)
- **May 27** - Deadline to complete the Engineering Pre-Orientation Form
 - If you receive the following message "You need permission" you will need to sign out of your non-VT gmail account and log into your VT gmail account at myaccount.google.com.
 - If you indicate on the pre-orientation form that you wish to enroll in summer classes at Virginia Tech an academic advisor will reach out to you to coordinate summer class enrollment.
- **June 7** – Receive your advisor contact and instructions for how to work with an academic advisor virtually regarding class registration and advising, which will occur at some point between June 14 - July 30
- **August 23** - Fall 2021 classes begin: [Academic Calendar](#)

Resources to Review

- [Engineering Frequently Asked Questions](#)
- [Engineering Orientation Website](#)
- [Engineering Supply List](#)

Communication Expectations

Your VT email is the primary way I will communicate with you and is the best way to contact me if you have any questions. I will be working remotely throughout the summer and will not be physically on campus or in my office. I am excited to begin working with you and know you are looking forward to getting a fall schedule sorted out, but I ask that you remain patient about fall class scheduling until you receive further instructions on June 7.

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

Signature + picture