

A version of the below email was sent to all General Engineering first-year students who have accepted their offer of admission to Virginia Tech on May 10, 2017. The message was sent to the student's permanent email address and Virginia Tech email address. The **Green highlights** indicate mail merged fields that were specific for each student.

May 10, 2017

«First_Name»

Congratulations, and welcome to Virginia Tech. We are excited that you are joining the College of Engineering and the Hokie Nation!

The [Department of Engineering Education](#) will be your academic home and your official major is General Engineering (GE). The first-year general engineering program allows you to explore engineering concepts and specific disciplines within an interdisciplinary engineering curriculum. Research in engineering education shows that you are more likely to be successful with a foundation that allows you to develop a sense of community and strengthen motivation for success in the field. All GE students must complete specific [course requirements](#) to become eligible to declare any of the 14 undergraduate degree-granting engineering majors offered at Virginia Tech.

To aid in the transition process to Virginia Tech, all first-year GE students are **required** to complete the following:

- [Pre-Orientation Checklist and Frequently Asked Questions \(FAQs\)](#) (Deadline: June 4th)
- [Pre-Orientation Form and Spatial Visualization Exercise](#) (Deadline: June 4th)
- [Check your Virginia Tech Email Daily](#)
- [Request Transfer Credit Scores/Transcripts](#)

If you have additional questions, we are happy to help you. Please review [your contacts](#) to determine the best resource to answer your questions.

[Pre-Orientation Checklist and FAQs:](#)

Deadline: June 4th

- It is imperative that you complete all items listed on the Pre-Orientation Checklist especially the requirement of signing up for orientation on Hokie Spa. Completing the checklist in its entirety is a vital step in your transition to Virginia Tech.
 - Reviewing the FAQs will answer many of your initial questions concerning courses, transfer credit, Curriculum for Liberal Education (CLE), and more
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[Pre-Orientation Form and Spatial Visualization Exercise:](#)

Deadline: June 4th

- The Pre-Orientation Form will give you the opportunity to tell us about your intended engineering major, course interests, and transfer credits, etc.
 - The Spatial Visualization Exercise will evaluate your three-dimensional visualization skills. Research has shown that good spatial visualization skills enhance the success of engineering undergraduate students.
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NOTE: Please do not attempt the Spatial Visualization Exercise without a wired high speed internet connection. If you believe you will have internet issues, please wait to complete the assessment once a better connection is available.

[Check your Virginia Tech Email Daily:](#)

- It is very important that you start checking and reading your [VT email](#) on a **daily** basis. Your email address is typically your PID followed by @vt.edu. PID = Personal Identifier.
- Your VT email will be the main source of official communication from the university. You will receive important notifications and deadline information from university officials.
- You should always email university officials from your [VT email](#) account using proper etiquette, including a greeting and your full name in the email body

Request Transfer Credit Scores/Transcripts:

- [AP, IB, CLEP, Cambridge](#), and [Dual Enrollment](#) scores and transcripts **must be requested by you (the student)** directly from the testing agency, college, or university. Your parents, friends, or guidance counselors **cannot** do this for you. This is critical to completing your academic records at Virginia Tech.
- **Even if scores were sent during previous years, you must request all scores to be sent together during your senior year.** Your high school transcript cannot be used to award credit.
- To verify that we have your expected credits you can log into Hokie Spa, Click, Hokie Spa, Grades Menu, then Transfer and Other Additional Credit.

Your Contacts:

Academic Advising	We will not make official academic advisor assignments until late August. All of your questions regarding fall classes will be addressed during orientation. In the meantime if you have <u>urgent</u> questions not addressed in the frequently asked questions , you may contact: «Personal_Contact» from your VT email account with the email subject: 2017: Newly Admitted GE Student («First_Name» «Last_Name»).
GE Ambassadors	If you want to connect with current engineering students, like our VT General Engineering Student Ambassadors Facebook page and follow the Engineering Student Ambassadors on Twitter - @VTGEAmbassadors
Canvas Technical Issues	If you have technical difficulties with Canvas, please contact James Newcomer (jamesn@vt.edu) using your Virginia Tech email account with your email subject as 2017: Canvas Issue («First_Name» «Last_Name»), include your PID and «Canvas_Group» in the email body.
Orientation Registration	You will use Hokie SPA to locate available orientation sessions and sign up for Orientation . If you have questions about orientation sign up, please contact New Student Programs (orientation@vt.edu).

Always email university officials from your **VT email account** using proper etiquette, including a greeting and your full name in the body of the email.

Welcome to Virginia Tech,

Marlena

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