

**Georgia Tech – Shenzhen Program**  
**MS Computer Science Spring 2024 Orientation Information**

*REVISED 11/10/2023*

Welcome to the Master of Science in Computer Science (MSCS) program! We are looking forward to working with you for the duration of your time at Georgia Tech Shenzhen. Please read this document carefully and in its entirety.

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**Section A. Academic Policies**

As a Georgia Tech student, you are responsible for knowing these academic policies and information:

- [Academic Catalog](#)

- Academic Honor Code
- Student/Faculty Expectations

Please read carefully above academic policies, and once you have finished reading Georgia Tech Academic Honor Code, please print, sign and date the Honor Agreement and submit to [academic@gtsi.edu.cn](mailto:academic@gtsi.edu.cn) by January 12, 2024.

## Section B. GT Computer Accounts and VPN

### GT Account

#### 1. Activate your GT Account

- To activate your GT computer account go to [www.passport.gatech.edu](http://www.passport.gatech.edu)
- Click "I need to activate my GT account" and enter information.

#### 2. Use your GT Account

- Once your account is activated, the same username and password will allow you to log into [OSCAR](#) | [GT Email](#) | [Canvas](#) | [Buzzport](#) | [GT Library](#) and many other GT computing services.
- Logging into OSCAR:
  - Go to <https://oscar.gatech.edu>, click Secured Access Login, enter your GTID and PIN.
  - Your original PIN is your date of birth in mmddyy format, which you must change upon your first entry to the system.
- Email Policy
  - Official GT communications are sent to your @gatech.edu address. It is your responsibility to check GT emails daily.
  - You can forward to your other email account.
  - Emails sent from some Chinese domains such as 163.com, 263.com may be given high spam scores.

#### 3. Remember your GT password

- The same password is used for email, Buzzport, course registration (OSCAR), class materials (Canvas), research publications (Library), eSignature (DocuSign), Dropbox, etc.
- GT Office of Information Technology (OIT) forces you to change the password every 120 days.
- If you fail to change password as required or lose your password, you will need to call OIT +1 (404) 894-7173 to re-instate your account.
- Duo 2-factor login: <https://oit.gatech.edu/two-factor-authentication>

### VPN

#### 1. Install GT VPN

- GT VPN: <https://vpn.gatech.edu/global-protect/login.esp>
- Two factor authentication: <https://oit.gatech.edu/two-factor-authentication>

#### 2. VPN Policy

- When you use GT VPN, you will appear as if you are on Atlanta campus, but GT OIT people know that you may be in another location.
- GT VPN traffic is monitored: Do not do things that you are not supposed to do!
- Spring 2015: Legal action / fine sought for one of our students who illegally hosted a video sharing site while having GT VPN on.
- **If you use a non-GT VPN service** and login to your GT computer account while that VPN is on, you will appear as being located in City X outside of China.
- If some time  $t$  later, you login to your GT computer account with the VPN off, your true location Y will be revealed to GT for that time instant.
- If the distance between X and Y is larger than how far an airplane can travel during the time interval  $t$ , GT will suspect that someone has hacked into your account and may disable your login.
- Not all VPN services are legit.

### Section C. Systems You Will Be Using and Why

System	Website	Reason
OSCAR	<a href="https://oscar.gatech.edu/">https://oscar.gatech.edu/</a>	Use this to register for classes, pay tuition, check for holds, view final grades, etc.
Canvas	<a href="https://canvas.gatech.edu/">https://canvas.gatech.edu/</a>	Canvas is where you will go for all of your assignments and to turn in homework. You can also access Piazza, which is your virtual classroom for interacting with classmates, professors, TAs, and course developers.
Outlook	<a href="https://mail.gatech.edu/">https://mail.gatech.edu/</a>	Use this to access your GT email account
Passport	<a href="https://passport.gatech.edu/">https://passport.gatech.edu/</a>	Passport offers tools for GT account password changes, email aliasing, and GT Directory options.

### Section D. Degree Requirements

*Please take time to view the current MS CS degree requirements [here](#). GT-Shenzhen MSCS program has the same DEGREE REQUIREMENTS as the GT-Atlanta MSCS but offers fewer areas of specialization and fewer courses.*

- Students must complete 30 hours of course work (no M.S. project or thesis hours)
- Total course credit hours required: 30
- Minimum CS/CSE course credit hours: 24
- Minimum CS/CSE course credit hours at the graduate (6000-8000) level: 24
- Minimum total credit hours at the 6000-8000 level: 24

## Section E. Registration Time Tickets

*Your time ticket will tell you the specific date and time you are allowed to begin registering for classes.*

**To check your time ticket in OSCAR, follow these directions:**

- Log into OSCAR using your GT credentials via the Secured Access Login.
- Choose Student Services & Financial Aid.
- Click Registration, then Registration Status.
- Click Spring 2024 for Term and hit SUBMIT.
- This page will display a time at which your Registration Time Ticket will begin. Also, if you have any holds or outstanding issues, they will appear here.

Please note that time ticket assignment is based on earned hours. The time tickets are issued by the Registrar's Office, and the MSCS Advising team unfortunately has no control over the process. We do not know the allocation of time tickets until they are released to students.

Also, please keep in mind that graduate students typically are the last student population to register, as undergraduate students and students who are part of a group that gets priority registration (Presidential Fellows, Office of Disability Services, members of the Reserve Officers Training Corps (ROTC), military veterans currently utilizing G.I. Bill benefits, etc.) register before graduate students.

## Section F. Registration Holds

1. Once your account is activated, you must check to see if you have any holds that might prevent registration. Instructions on how to view holds are available [online](#).
2. If you have a hold on your account, you **MUST** clear it before you can register for classes. **You must contact the department who placed the hold, as the department who placed the hold is the only department who can remove the hold.**
  - **If you have a Graduate Admissions HOLD:** Graduate Studies is missing documentation (probably your final official transcript). Please refer to your checklist in Slate for detailed information. If you have any additional questions regarding these documents, please contact Graduate Studies at [gradinfo@mail.gatech.edu](mailto:gradinfo@mail.gatech.edu) or call 404.894.1610.
    - To mail your documents to Graduate Studies, see it on the checklist:
      - Chinese students: <https://docs.qq.com/doc/DTldzY1BEV3hCQmhY>
      - International students: <https://docs.qq.com/doc/DTmFqUEhwaGJvRktS>
    - If your institution releases official transcripts electronically, please send them to [transcripts@grad.gatech.edu](mailto:transcripts@grad.gatech.edu).
    - **Please note:** If you are a new student starting Spring 2024, you will NOT have a missing document hold placed on your account for transcripts until

after registration has ended. However, you will want to ensure that you submit all required official transcripts/documents to avoid future holds.

- **If you have a Financial Agreement HOLD:** A Financial Agreement hold will be placed on **all** students' accounts. This hold will prevent registration; however, you can clear the hold immediately in OSCAR and do not need to wait until your time ticket becomes active. On the Registration menu, select "Financial Responsibility Agreement", read the agreement, enter your initials, and then click "Submit". Successful completion of this task clears the hold from your account and will allow you to continue with registration. For questions, please contact the [Bursar's Office](#).
- **If you have a Registrar Location HOLD:** You should be able to clear this hold several days prior to your active time ticket in OSCAR. On the Registration menu, select "Term Study Location Identification", select your location from the pull-down menu, and then click "Submit". Successful completion of this task clears the hold from your account and will allow you to continue with registration.

## Section G. Waitlisting for A Closed Course

Being waitlisted for a course is **not** the same as being registered for/enrolled in a course. Waitlisting allows students to add to a wait list for a course that is closed. Once a student has waitlisted for a course section, he/she will receive a notification email **IF** he/she is the next student on the wait list and a seat becomes available in that section. Waitlisted students are notified on a "first come, first served" basis.

### Things to know about waitlisting

- To add yourself to a wait list, you must choose "Add by CRN". You cannot add yourself to the wait list by using "Look Up Classes".
- Please follow all the instructions from the Registrar's webpage on [Instructions for Waitlisting](#).
- ***Be sure to check your wait list number (see the instructions below) in order to confirm that you are on the wait list.***
- The wait list will become active only after **ALL** the time tickets for current students have been released and are active. This can take up to 4-5 days from the start of registration. *Please do not email the GT-Shenzhen MSCS Advising team asking when the last time ticket will be released and/or when wait lists will become active, as we do not know the specifics of this time frame since time tickets are generated and handled by the Registrar's Office.*
- If the wait list is full/closed when you are attempting to add yourself, please check back later. Students remove themselves from wait lists, and seats are added to courses (which removes students from the wait list), so there is a strong chance that a spot will become available at a later time.
- Once you have added yourself to a wait list, there are two different reasons why you might be issued a wait list notification: (1) we have added seats to a course or

(2) someone else drops the course and releases the seat. We can control when we add seats, but we **cannot** control when someone else drops. If you receive a wait list notification at midnight, it is because someone dropped the course at that time, and we **cannot** control that.

- **Students only have 12 hours to register for the course once the notification has been sent.** *Please understand that this time frame is implemented by the Institute, and the GT-Shenzhen MSCS Advising team cannot extend the time frame or make accommodations if you miss the 12-hour window.*
- Once you receive the wait list notification, you must add by CRN. Add by look up does **NOT** work for waitlisted courses. Please follow the step-by-step instructions included in the wait list notification email, and be sure to check that you successfully registered for the course after following the instructions.
- **If you have your GT email forwarded to your personal email account, please be sure to check your GT account directly and often, as we have heard of many times when a wait list notification was not delivered or was routed to a spam folder.**
- If you miss your wait list window, you will be dropped from the wait list, and the next person on the list will receive permission to enroll. Again, we have **no** control over this. *If you miss your wait list notification window, your only option is to add yourself back to the wait list (if possible) and hope for the best.* Your new position will be at the end of the list, so be sure to keep an eye on your email in case you receive another wait list notification. As a reminder, the GR-Shenzhen MSCS Advising team **cannot** add students to wait lists or enroll students in classes.
- If you are trying to wait list and receive an error message, please visit this [webpage](#) to help decipher the meaning of the error message.
  - If you receive the error message *"OPEN - # WAITLISTED"*, this message means that you are trying to register for a course(s) that does not have any open seats. It may appear as though the course has seats available; however, the open seats are reserved for students on the wait list.

### [Checking your wait list number](#)

The best way for students to check their wait list number is from the "Student Detail Schedule" section of OSCAR:

- Log into [OSCAR](#) using your GT credentials via the Secured Access Login.
- Select Student Services & Financial Aid.
- Select Registration.
- Select Student Detail Schedule.
- Select the current term.

This will show, in detail, the courses for which you have registered successfully, as well as waitlisted course you're your waitlisted course(s) will include "Waitlist Position: "X", "X" being where you are on the wait list.

Please note the following:

- The GT-Shenzhen MSCS Advising team **cannot** register students for courses and/or add students to wait lists. Students must follow the procedures that have been outlined in this orientation document.
- Please **DO NOT** email a professor to seek permission to enroll in and/or wait list for his/her course, as professors have no control.

## Section H. Registration for Classes

- Remember that all times and deadlines are based on the Eastern time zone.
- Registration dates can be found on the [Academic Calendar](#) on the Registrar's website.
- Please check your time ticket to see the exact day and time you can begin registering.

### To prepare for registration

1. First, be sure your status is "Student" and NOT "Applicant". You may not activate your GT account until that changes, and **it will change about a week before registration begins.** *\*\* Please do not contact our office prior to the week before registration regarding this, as advisors are unable to change statuses.\*\**

#### **To check your status:**

- Log into [OSCAR](#) using your GT credentials via the Secured Access Login.
  - Select Student Services & Financial Aid.
  - Select Registration.
  - Select Registration Status.
  - Select the Spring 2024 term.
  - Click SUBMIT.
2. Activate your GT email account [here](#).
  3. The Institute, as well as the department, will use this email address as your official contact. **You are required to keep it active, and you are *expected* to read your email DAILY as per the Institute's policy. This is true even if you are sitting out a semester.**
  4. The courses that are available for Spring 2024 can be found by performing a search in OSCAR.

*\*\*\* Please remember that per the program rules:*

*"A maximum of 6 hours may be taken at the 4000-level and/or with a subject code other than CS or CSE."\*\*\**

5. For detailed registration information, please follow this link: [Registration Instructions](#).
6. The best way for students to confirm that they have registered successfully for a course is from the "Student Detail Schedule" section of OSCAR. Follow the directions below:
  - Log into [OSCAR](#) using your GT credentials via the Secured Access Login.

- Select Student Services & Financial Aid.
- Select Registration.
- Select Student Detail Schedule.
- Select the current term.

**\*\*This will show, in detail, the courses for which you have registered successfully, as well as all waitlisted courses (if any).\*\***

7. Course materials will be available through Canvas sometime during the first week of classes. **Canvas should be the first place you check once you have registered for a course.** Unfortunately, we do not have control over when course materials will be available, nor do we have any additional information as to exactly when course materials will be available.
  - If you register for a course during the first week that classes begin, please note that it can take up to **24 hours** before you can access your course materials. If after this period of time you still cannot access your course materials, please contact [canvas@gatech.edu](mailto:canvas@gatech.edu) for Canvas access.
8. If you try to register for a course and receive an error message, please refer to this [webpage](#) for an explanation of what the message means.
  - If you receive the *"OPEN - # WAITLISTED"* error message, this means that you are trying to register for a course(s) that does not have any open seats. It may appear as though the course has seats available; however, the open seats are reserved for students on the wait list.
  - If you receive the *"CAMPUS RESTRICTION"* error message, this is because you are attempting to enroll in a course that is not part of the GT-Shenzhen MSCS program.

### If A Course is CLOSED

- Once the registration cap has been reached for a course, the course is full. In order to request a seat in a closed course, you must follow the instructions in SECTION G. WAITLISTING FOR A CLOSED COURSE. **We DO NOT accept requests for overrides.**
- Please note that the GT-Shenzhen MSCS Advising team **cannot** register students for courses and/or add students to wait lists. Students must follow the procedures that have been outlined in this orientation document.
- Please **DO NOT** email a professor to seek permission to enroll in his/her course, as professors have no control over this. Again, students must follow the procedures that have been outlined in this orientation document.

## Section I. Study Abroad

Master of Science (MS) in Computer Science (CS) students who matriculate through GT-Shenzhen must spend their first two semesters at GT-Shenzhen. The GT-Atlanta MS CS program will allow selected GT-Shenzhen MS CS students to exchange to GT-Atlanta. Any student who wishes to exchange to GT-Atlanta before graduation must be in good academic and disciplinary standing and declare the intent to exchange during the semester prior to the exchange semester. The GT-Atlanta CS graduate office will conduct a holistic review of the student's credentials including performance in the GT-Shenzhen MS CS program, as well as the GT-Atlanta MS CS program capacity and decide whether the student will be granted the opportunity to exchange.

To apply for study abroad, the student should email [gtshenzhen@cc.gatech.edu](mailto:gtshenzhen@cc.gatech.edu) at least 3 months before the end of the second semester with the following information: Name, GTID and which semester(s) the student wishes to study in Atlanta.

### Section J. Georgia Tech Directory Information

DEPARTMENT & WEBSITE	CONTACT INFORMATION	REASON(S) TO CONTACT
<b>Program Manager in Shenzhen</b> Mr. Zhiya Wang	<b>Phone:</b> +86 (755)-3688-1006 (303) <b>Email:</b> <a href="mailto:zwang641@gatech.edu">zwang641@gatech.edu</a>	
<b>MS CS Program Coordinator in Atlanta</b> Ms. Meng Sun	<b>Email:</b> <a href="mailto:gtshenzhen@cc.gatech.edu">gtshenzhen@cc.gatech.edu</a>	
<b>MS CS Program Coordinator in Shenzhen</b> Ms. Bayar	<b>Phone:</b> +86 (755)-3688-1006 (337) <b>Email:</b> <a href="mailto:fbayaer3@gatech.edu">fbayaer3@gatech.edu</a>	
<b>Bursar's Office</b> <a href="http://www.bursar.gatech.edu">http://www.bursar.gatech.edu</a>	<b>Phone:</b> (404) 894-4618 <b>Email:</b> <a href="mailto:bursar.ask@business.gatech.edu">bursar.ask@business.gatech.edu</a>	Questions about tuition/fees, payments, refunds, 1098-T forms, etc.
<b>BuzzCard Center</b> <a href="http://buzzcard.gatech.edu/">http://buzzcard.gatech.edu/</a>	<b>Phone:</b> (404) 894-2899 <b>Email:</b> <a href="mailto:support@buzzcard.gatech.edu">support@buzzcard.gatech.edu</a>	Questions regarding your BuzzCard
<b>Campus Recreation Center (CRC)</b> <a href="http://crc.gatech.edu/index.php">http://crc.gatech.edu/index.php</a>	<b>Phone:</b> (404) 385-7529 <b>Email:</b> Please visit the website to complete a web form.	Access to the CRC and other related resources for students ( <i>*Please note that OMSCS students do not pay the fee to cover these services, so</i>

		<i>additional arrangements may need to be made through the Bursar's Office if you would like to become eligible.)</i>
<b>College of Computing Career Development</b> <a href="http://www.omscs.gatech.edu/career">http://www.omscs.gatech.edu/career</a>	<b>Schedule an Appointment:</b> <a href="https://gatech.joinhandshake.com/log-in">https://gatech.joinhandshake.com/log-in</a>	Questions regarding on-campus and virtual career fairs, in addition to assistance with job searching, interviewing, networking, career planning, and professional development
<b>Commencement Office</b> <a href="https://commencement.gatech.edu/">https://commencement.gatech.edu/</a>	<b>Phone:</b> (404) 385-2638 <b>Email:</b> <a href="mailto:events@comm.gatech.edu">events@comm.gatech.edu</a>	Information regarding the Commencement ceremonies
<b>Dean of Students Office</b> <a href="http://studentlife.gatech.edu">http://studentlife.gatech.edu</a>	<b>Phone:</b> (404) 894-6367 <b>Email:</b> <a href="mailto:studentlife@studentlife.gatech.edu">studentlife@studentlife.gatech.edu</a>	Student-support services, especially when students are facing extenuating circumstances
<b>Georgia Tech Athletics</b> <a href="http://www.ramblinwreck.com/">http://www.ramblinwreck.com/</a>	<b>Phone:</b> (404) 894-5447 or 888.TECH.TIX (Ticket Office) <b>Email:</b> <a href="mailto:tickets@athletics.gatech.edu">tickets@athletics.gatech.edu</a>	Information regarding Georgia Tech athletic events ( <i>*Please note that OMSCS students do not pay the athletic fee, so arrangements may need to be made through the Bursar's Office if you would like to purchase tickets as a student.</i> )

<b>Graduate Studies</b> <a href="http://grad.gatech.edu/">http://grad.gatech.edu/</a>	<b>Phone:</b> (404) 894-1610 <b>Email:</b> <a href="mailto:gradinfo@mail.gatech.edu">gradinfo@mail.gatech.edu</a>	Admissions-required documents such as undergraduate/graduate transcripts, TOEFL scores, clearing the lawful presence requirement, etc.
<b>Office of Disability Services</b> <a href="http://disabilityservices.gatech.edu">http://disabilityservices.gatech.edu</a>	<b>Phone:</b> (404) 894-2563 <b>Email:</b> <a href="mailto:dsinfo@gatech.edu">dsinfo@gatech.edu</a>	Disability services for students needing support, resources, and/or accommodations
<b>Office of Information Technology</b> <a href="https://www.oit.gatech.edu">https://www.oit.gatech.edu</a>	<b>Phone:</b> (404) 894-7173 <b>Email:</b> <a href="mailto:support@oit.gatech.edu">support@oit.gatech.edu</a>	Questions regarding technical support for Institute-related services
<b>Office of International Education</b> <a href="https://www.oie.gatech.edu">https://www.oie.gatech.edu</a>	<b>Phone:</b> (404) 894-7475 <b>Email:</b> Please visit the website for the advisor and service/area coordinator breakdown.	International student services and resources
<b>Office of Scholarships and Financial Aid</b> <a href="http://www.finaid.gatech.edu">http://www.finaid.gatech.edu</a>	<b>Phone:</b> (404) 894-2000 <b>Email:</b> Please visit the website for the advisor breakdown (by last name).	Questions regarding FAFSA, financial aid eligibility, financial aid disbursement, etc.
<b>Office of Student Integrity</b> <a href="http://osi.gatech.edu">http://osi.gatech.edu</a>	<b>Phone:</b> (404) 894-2000 <b>Email:</b> <a href="mailto:osi@mail.gatech.edu">osi@mail.gatech.edu</a>	Academic integrity issues or concerns
<b>Registrar's Office</b> <a href="https://registrar.gatech.edu/">https://registrar.gatech.edu/</a>	<b>Phone:</b> (404) 894-4150 <b>Email:</b> <a href="mailto:comments@registrar.gatech.edu">comments@registrar.gatech.edu</a>	Transcripts, enrollment verifications, updating personal information, etc.
<b>STAMPS Health Services</b> <a href="https://health.gatech.edu">https://health.gatech.edu</a>	<b>Phone:</b> (404) 894-1420 <b>Email:</b> Please visit the website to complete a web form.	Student health insurance, immunizations, healthcare-related services, etc.
<b>Technology Services Organization</b> <a href="https://support.cc.gatech.edu">https://support.cc.gatech.edu</a>	<b>Phone:</b> (404) 894-7065 <b>Email:</b> <a href="mailto:helpdesk@cc.gatech.edu">helpdesk@cc.gatech.edu</a>	Questions regarding technical support for

		departmental-related services
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## **Section K. Get Connected!**

You are encouraged to connect through social media:

- **WeChat Official Account:** 天津大学佐治亚理工深圳学院
- **Weibo:** 天大佐治亚理工深圳学院
- **Bilibili :** 天大佐治亚理工-GTSI
- **YouTube:** Georgia-Tech Shenzhen-Institute
- **Instagram:** gt\_shenzhen
- **Facebook:** Georgia Tech Shenzhen

## Appendix

### 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.

-----  
Name

-----  
Signature

-----  
Date