Checklist for Master of Food Technology (MFT) Students
Department of Food Science and Technology

After You Received Your Acceptance Notification:

_____ Refer to the University of Georgia Admissions and Enrollment Checklist to see if additional information is need to complete your admissions (e.g., submission of documents related to immunization, final transcripts, etc.)

_____ Set up your UGA MyID and UGAMail password and profile. Your UGA MyID is a unique username assigned for you to access many University services, including registering for classes. When you applied to UGA, you should have received an important email titled "***UGA Account Information — Please Keep***," which contains information about your UGA MyID. If you haven't already done so, click on the link in that email to set up your MyID password and create your MyID profile. You must complete your MyID profile before you can access your UGAMail. If the link in the email you received has expired, or you haven't received this email, please check your spam folder or contact the EITS Help Desk at 706-542-3106

- All official UGA announcements and correspondence will take place through the UGAMail account. It is the student's responsibility to monitor their account, and it is recommended that it be checked at least once a week. For help, see http://eits.uga.edu/.

_____ You will be added to the Food Science email listserv – Most notices and communications concerning the program are posted on the departmental email listserv.

Your First Semester in the MFT Program:

_____ Advisement and Registration for classes - All M.F.T. students will be advised for upcoming semesters during an "advisement week." Typically, this will be done about 2-3 weeks prior to the start of the semester you enter the program by videoconferencing and/or email. After advisement, Karen Simmons will be notified to clear you for registration. Allow at least 48 hours to be cleared for registration after advisement.

- After advisement, register for classes through Athena at http://athena.uga.edu/.
- Student Account Information – In addition to registration information, your student account has information about tuition and student fees, including information about billing, payment, and payment deadlines.

_____ You should receive information concerning the eLC system, the learning platform used by the online program, the week before classes begin. (The academic calendar can be found at https://reg.uga.edu/general-information/calendars/academic-calendars/.) Information will include how to access the system, system requirements, some introductory tutorials, etc. that should help you get started.

_____ Access to online courses is typically the day before the scheduled start of class. Include this in your personal calendar.

_____ Add important course dates to your personal calendar to avoid missing course deadlines.

First Year:

_____ Advisement and Registration for classes – The routines are similar to your initial semester. You will receive or be given access to an updated record of your completed courses before our "advisement week." Advising will be through videoconferencing and/or email. Registration procedures are the same as the initial semester's procedures.

After Completion of 21 Hours of Credit:

_____ Work with the M.F.T. coordinator to select major professor and examining committee by the end of the semester when you complete 24 hours of credit. See the Faculty Interest list on the departmental website.

- Your Exit Project and the final committee examination will be overseen by your major professor.

_____ Exit Project:

- Begin working with your major professor to design your exit project.
- The design of your project should be approved early in the semester prior to the one you are targeting as the last semester in the program.
  - You can typically begin working on the project during the nest-to-the-last semester you are in the program once the project design is approved by your major professor.
  - Starting and possibly completing much of the project effort prior to the start of your last semester will allow you sufficient time to prepare the final report and to schedule your committee examination in the final semester.
  - You can register for FDST 7007E in either semester you are working on the project, but you only need to register for it once.

_____ [Program of Study for Non-Doctoral Professional Degree form](#) – The form **must** be submitted after the completion of 21 credit hours of coursework. Work with your major professor and program coordinator to complete the form.

Final Semester:

_____ Apply for graduation in [Athena](#) by the end of first week of classes in the semester. Dates and Deadlines - http://grad.uga.edu/index.php/current-students/important-dates-deadlines/

_____ Complete the written directed project report and distribute to examining committee by midterm of graduation semester and at least 2 weeks prior to the seminar presentation and committee examination.

_____ Schedule date and time for the seminar presentation and final oral examination - earlier in the semester is easier to schedule. This must be no later than the last day of classes.

_____ Provide a final, corrected copy of the Exit Project to your major professor and program coordinator - no later than the last day of exams.

_____ Complete the online exit survey (http://tinyurl.com/l8vj5em) and arrange for a telephone exit interview with the department head.

Important Websites

- The Graduate School: http://grad.uga.edu/
- Graduate School Bulletin: http://www.bulletin.uga.edu/coursesHome.aspx
- Academic calendar: http://www.bulletin.uga.edu/Bulletin_Files/Univ/calendar_Link.html
- Department of Food Science and Technology: http://www.caes.uga.edu/departments/food-science.html

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