

Checklist for Current Graduate Students in the Department of Food Science and Technology

Master of Food Technology (online)

- _____ 1. **University of Georgia Admissions and Enrollment Checklist**
 - 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 <https://eits.uga.edu/>.
 - After advisement (see #2 below), registration for classes is through Athena at <http://athena.uga.edu/>.
 - Student Account Information - The student account will include charges and payments for tuition and student fees. See Athena for account billing and payment information and for payment deadlines.

- _____ 2. **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 in late October/early November for spring semester registration, early April for summer registration, and early July for fall registration. After advisement, the graduate coordinator assistant will clear you for registration. Allow at least 48 hours to be cleared for registration.

- _____ 3. **[Program of Study for Non-Doctoral Professional Degree](#)** – The form **must** be submitted after the completion of 21 credit hours of coursework. <https://gradstatus.uga.edu/Forms/G138>.

- _____ 4. **Final Year of your study**
 - Work with the M.F.T. coordinator to select major professor and examining committee by the end of the semester when you complete 21 hours of credit. See the Faculty Interest list on the departmental website.
 - By the first week of the semester prior to the semester you plan to graduate (e.g., fall semester if you plan to graduate at the end of spring semester), meet with major professor to develop a schedule and benchmarks for the directed project.

- _____ 5. **Final Semester**
 - Apply for graduation in [Athena](#) by the end of first week of classes in the semester.*
 - 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 defense.
 - 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.
 - If seminar is to be presented via web conference, contact the office administrative associate to create a Zoom meeting.
 - Reserve a conference room for video presentation of seminar by emailing the office administrative associate. The conference rooms are reserved on a first come, first-served basis.
 - Notify the office administrative associate with seminar title, date, time, and room number at least 2 weeks prior to the defense to allow adequate time to post the notice internally.
 - Provide a copy of directed project report to M.F.T. coordinator - no later than the last day of exams.
 - Complete the [online exit survey](#) and arrange for a telephone exit interview with the department head. Contact office administrative associate to assist in scheduling interview.

*Dates and Deadlines - <https://gradweb01.cc.uga.edu/index.php/current-students/important-dates-deadlines/>