Department of Food Science and Technology
College of Agricultural & Environmental Sciences
UNIVERSITY OF GEORGIA

MFT Student Checklist

Detailed information can be found in the *MFT Student Guide*

- ☐ **Orientation:** Attend Orientation to meet your cohort. The Director of Graduate Studies, MFT Program Advisor, and Graduate Program Administrator will provide important information about the MFT program and prepare you for registration.
- ☐ **UGA Admissions:** Official UGA communications are shared via your UGAMail account. It is your responsibility to monitor your account at least once a week. See the EITS website for more information.
- ☐ **Program of Study – Partial Plan:** Submit your Partial Program of Study through **DegreeWorks** by the end of the first week of your first semester.
- ☐ **Advisement and Registration:** You will be advised for upcoming semesters by the MFT Program Advisor, **Dr. Thais Ramos**. 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. Your advising hold will be cleared after advisement, at which point you may register for classes in Athena.
- ☐ **Program of Study – Full Plan:** Submit your Full Program of Study through **DegreeWorks** by the end of your second semester.

Final Year

- ☐ Work with the MFT Program Advisor to select a Major Professor and an examining committee by the end of the semester, in which you complete 21 hours of credit.
- ☐ Early in the semester preceding your graduation semester (e.g., fall semester if you plan to graduate in spring semester), meet with your Major Professor to develop a schedule and benchmarks for the directed project.

Final Semester

- ☐ Apply for graduation in **Athena** by the end of the first week of classes.
- ☐ Complete the written directed project report and distribute it to your Major Professor and to the examining committee by the midterm of the graduation semester, and at least 2 weeks prior to the project presentation.
- ☐ Schedule the date and time for your directed project presentation with your Major Professor. The presentation must occur no later than the last day of classes, earlier in the semester is easier to schedule.
- ☐ Ask your Major Professor to create a Zoom link for your video presentation and include it in your details using the **Graduate Student Defense Form** at least three weeks before your presentation.
- ☐ Provide a copy of your directed project report to the **Graduate Program Administrator** and **Director of Graduate Studies** no later than the last day of classes.
- ☐ Schedule a Zoom exit interview with the FST Department Head by contacting the **FST Administrative Specialist**.
- ☐ Complete the FST Department's online **Exit Survey**.

August 2026