

Checklist for MS – Coursework

Department of Electrical and Computer Engineering

ECE Student Affairs Office, Tech L359

catherine.healey@northwestern.edu

1. Submit the *TGS Application for Degree in GSTS*.

- Log in to GSTS, then click *TGS Forms*
- Complete and submit the form online.
 - The deadline to complete this requirement can be found on Northwestern's [Academic Calendar](#)

2. Submit the *TGS Master's Completion Form in GSTS*.

If you have all the information beforehand, this step can be completed at the same time as the AFD.

- Log in to GSTS, then click *TGS Forms*
- Complete and submit the form online.
- In the section for Committee Members, you should enter the name of the Director of Master's Studies as your Chair: Prof. David Zaretsky (for EE or CE)
- In either the Co-Chair or Member box, please enter Prof. Randy Freeman (for EE) or Prof. Jie Gu (for CE)

3. Complete the Exit MS Survey to indicate what courses are counting for the degree.

- This survey is sent to your email after you have completed the AFD.

4. Watch your email for any updates and any communications about commencement.

- If you have any additional questions, please come see anyone in the Student Affairs Office (Tech L359), or email at catherine.healey@northwestern.edu.