

About the OPTIONS Program



Options Committee

The Options Committee is a group of students that are members of the Student Center Programs Council. They volunteer their time, effort, and energy to make sure that campus is aware of the Options Program, introduces new classes to the program, as well as host and evaluate classes. What is new this semester with the Options Committee is the fact that they would like to take a more active role in the classes themselves. You may see them pop-in from time to time just to better understand your class to better market it and get additional feedback.

OPTIONS Program Assistants

The OPTIONS Program has Program Assistants who facilitate the day-to-day operations of the Program. Any time that you need to get in touch with the Program regarding room set-up changes, rosters, scheduling, and class communications, you can email the Options Program. Having students that are dedicated to these efforts decreases the amount of time that it takes to answer your questions and request. They can be reached at options@stucen.gatech.edu.

If you have any questions, comments or concerns about contracting, payments, or any other issues, please contact Tasha Myers directly at tasha.myers@stucen.gatech.edu.

Contracts and Payment

In order to be compliant with Georgia Tech policy, we will be required to enforce the policy that requires your contract and Vendor Profile Form to be completed before your class starts.

Returning instructors will need to submit a new contract every semester they are an instructor. Any new instructor will need to submit both the contract and the Vendor Profile Form. Please submit the Vendor Profile Form to the OPTIONS Program, not to the fax number listed on the form. Both of these documents are posted on the Options Website. Remember the name listed on the Consultant Agreement should be the person, or company, that the check will be addressed to.

Also, payment is processed per class and not for the semester. This allows us to pay instructors sooner for the classes that are finished before the end of the semester, as opposed to waiting until all classes have ended to process payments.

Marketing for Better Enrollment

You are highly encouraged to market your class. The classes with the highest enrollment are the ones where the instructor recruits students for their classes. Please direct them to the Options Website (options.gatech.edu) to register for the class. Georgia Tech students, faculty and staff members are able to register using the BuzzCard Center, all others must complete the Off-line Registration Form which is also found online.

Options Experiences

Options Experiences are classes that are from one to three sessions, which are all the fun of an Options Class, but without the commitment of a weekly class. If you have another class that you would like to teach in this format, or know someone who would, please submit a Course Proposal.

Proposals

Proposals are good for one year, meaning proposals accepted in the Spring are valid for the following Summer, Fall and Spring and those submitted in the Summer are valid for the Fall and Spring. The deadlines in other semesters allow us to accept proposals during the school year. You will only need to fill out the Course Proposal Form once an academic year. We will confirm with you each semester your availability, but there is no need to fill it out again unless you are proposing a new class. This form is now online and is found on the Options Website.

We are looking to increase the number of offerings, so if you would like to refer someone to teach with the Program, please do not hesitate to forward their information to us.

Thanks again for all of your support and we look forward to future sessions of the Options Program.



If you have any questions or concerns, do not hesitate to call the Student Center Programs Council at 404-894-2805.