Checklist for MS – Coursework
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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.