# Woodruff School of Mechanical Engineering - Undergraduate Registration

*Please direct registration questions about ME, NRE and MP classes to [register@me.gatech.edu](mailto:register@me.gatech.edu)*

## Registration Dates

- Registration dates are on the Registrar's Calendar. www.registrar.gatech.edu/home/calendar.php
- Phase 1 registration is the 1st time to register for classes. This occurs during the semester before.
- Phase 2 registration is the last time to register for classes. It begins a few days before classes start.
- Each semester typically has Phase 1 and 2 registration times except summer, which only has phase 1.
- **Registration typically closes on the last day at 4:00 PM.**

## Time Tickets

- Time tickets are the earliest time you can register and are assigned based on level and earned hours.
- All students are automatically assigned time tickets every semester. You never need to request one.
- Time tickets are generally available ONLY one day before registration begins.
- **How to View a Time Ticket**
    - Go to www.buzzport.gatech.edu and log in.
    - Select Registration - OSCAR.
    - Select Student Services & Financial Aid.
    - Select Registration.
    - Select Registration Status.

## Registration Instructions

- **How to Register for Classes**
    - Go to www.buzzport.gatech.edu and log in.
    - Select Registration - OSCAR.
    - Select Student Services & Financial Aid.
    - Select Registration.
    - Select Term.
    - Select Add or Drop Classes.
- Always print a copy of your schedule for your records.

## Pre-Requisites and Notes about Classes

- It is your responsibility to check the pre-reqs.
- All pre-reqs and co-reqs* for required classes are listed on the ME & NRE Curriculum Guides.
- Pre-reqs for classes are also in OSCAR. Viewing instructions are in the **Registration** section under **Restrictions on Classes: Class Restrictions** on ME website

## Campus Codes – Is the Class Offered in Atlanta?

- Most classes with a section code starting with R or Q are not offered in Atlanta. (ex. QUP, Q3, R, etc.)
- The CMP (campus code) column in the list of classes in OSCAR shows where the class is offered. CMP of A is Atlanta classes. A screen shot is at: www.me.gatech.edu/files/ug/error_campus_restriction.pdf

## Holds

- Any campus department can place a hold on a student.
- Holds prevent a student from dropping courses, withdrawing from school and registering for classes.
- Only the department that places the hold can remove the hold.
- **How to View Holds**
    - Go to www.buzzport.gatech.edu and log in.
    - Select Registration - OSCAR.
    - Select Student Services & Financial Aid.
    - Select Student Records.
    - Select View Holds.

## ME & NRE Curriculum Guides (Programs of Study)

- ME Curriculum is at: www.me.gatech.edu/undergraduate/ug-curr
- NRE Curriculum is at: http://nremp.gatech.edu/academics/nre/ug/curriculum
- Social sciences and humanities are at: http://catalog.gatech.edu/academics/undergraduate/core-curriculum/
- Is a D a passing grade? www.me.gatech.edu/undergraduate/advisement_faqs#grades
- All classes used for a BSME and BSNRE must be taken for letter grade. **Do not take any classes that you plan to use towards your degree pass/fail or audit.**

## ME Electives Available for Each Semester (ME Students Only)

www.me.gatech.edu/undergraduate/registration#sp

## Registration Errors

- Be sure that you look at the class restrictions to see why you cannot register for classes.
- The class restrictions list the major restrictions, pre-reqs, level restrictions, etc.
- More information about registration errors is at: www.me.gatech.edu/undergraduate/registration#errors
- **How to View Class Restrictions**
    - Go to www.buzzport.gatech.edu and log in.
    - Select Registration - OSCAR.
    - Select Student Services & Financial Aid.
    - Select Registration.
    - Select Look Up Classes or Add or Drop Classes.
    - Select the Term and press Submit.
    - Select the Subject and press Course Search.
    - Select the class number and press View Sections.
    - Click on the hyper-linked CRN Number of the class you are interested in.
    - Click on the hyper-linked Title of the Class.
    - The restrictions and pre-reqs are listed there.

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## Overrides

- **Permit Overrides (Restricted Class Permit)** – Resolves:
  - Major Restriction
  - Class Restriction
  - Level Restriction
  - Permit Required
- **Pre-Requisite Overrides** - Resolves the errors:
  - Preq & Test Score Error
  - Corq_Course Req
- **Duplicate Overrides** - If you are taking 2 courses with the same number. (Ex: ME 4803 A and ME 4803 B):
  - Dupl Crse (Duplicate Course)

## How to Request an Override

- Permit and pre-req override requests are allowed during all phases of registration.
- **Foreign Languages:** Go to www.modlangs.gatech.edu for info about placement tests, permits and policies.
- **How to Request an Override**
  - If the class is not found in OSCAR using the steps below, then check the following website: http://registrar.gatech.edu/registration/oprequest.php
  - Go to www.buzzport.gatech.edu and log in.
  - Select Registration - OSCAR.
  - Select Student Services & Financial Aid.
  - Select Registration.
  - Select Registration Override Request.
  - Follow the instructions to submit the override.
  - You will receive an e-mail telling you the result after it is processed. (allow 2 business days minimum)
  - You must register for the class if the request is approved. An override is not automatic registration.

## Waitlists

- Waitlisting is a function that allows students to sign up for the waitlist for a course that is closed. Some classes use this option.
- Once a student is waitlisted for a course, an email notification will be sent if a seat becomes available in the class.
- Students will have 12 hours to register for the course section after the email notification is sent.
- Classes that use Waitlists cannot give overloads.
- Waitlisted students are notified on a first-come-first-serve basis.
- Waitlisting is NOT registration and does not guarantee enrollment in the course.
- Students cannot register for any classes that are co-reqs, while on the waitlist. Ex. while on a waitlist for COE 2001, students cannot register for ME 2110.
- Students cannot be registered for a waitlist while currently registered for a different section of the class.
- For more details regarding the waitlists, visit www.registrar.gatech.edu/registration/waitlisting.php.

## Viewing the Status of Override Requests

- Students receive an e-mail after a request is processed.
- **How to Track the Status of Override Requests**
  - Go to www.buzzport.gatech.edu and log in.
  - Select Registration - OSCAR.
  - Select Student Services & Financial Aid.
  - Select Registration.
  - Select Registration Override Request Status.
- **How to View Issued Overrides**
  - Use the same steps as above, except for the last step select Registration Status.

## Academic Advisement

- *Walk-in Days*: Wed
- *Appointment Days*: Mon, Tues, Thurs and Fri
- *Schedule an appointment*: https://gatech.gradesfirst.com
- *Advising Location*: MRDC room 3112

## Academic Advisors for ME, NRE & UEC Students

- **Lenna Applebee** (lenna.applebee@me.gatech.edu)
  **Students:** Last names with A-C
- **Laura Tolliver** (laura.tolliver@me.gatech.edu)
  **Students:** Last names with D-H
- **Amy Huttenhoff** (amy.huttenhoff@me.gatech.edu)
  **Students:** Last names with I-M
- **Kristi Mehaffey** (kristi.mehaffey@me.gatech.edu)
  **Students:** Last names with N-R
  **Other:** ME Career Advising
- **Hillary Sutherland** (hillary.sutherland@me.gatech.edu)
  **Students:** Last names with S-Z
- **Faculty Advisor (NRE students only)**
  **See:** www.nre.gatech.edu/academics/nre/ug/advisors

## Undergrads Planning Graduate ME/NRE Classes

- Undergrads cannot take ME 6753, ME 6754, ME 6789, ME 6792, ME 6799, seminar & teaching practicum classes.
- Students are responsible for ensuring they have met all pre-reqs for the class. If in doubt, ask the professor.
- **BS/MS Students Only (students already accepted)**
  - Submit a permit override request on OSCAR.
  - Your request reason: BS/MS student.
  - E-mail comments@registrar.gatech.edu after the permit is issued to ask for a level override.
  - Register for the class after the level override is issued.
- **All Other Undergraduate ME/NRE Students**
  - A 3.3 GPA is required to take graduate classes.
  - Obtain permission from the professor teaching the class and send it to register@me.gatech.edu.
  - Submit a permit override request on OSCAR.
  - E-mail comments@registrar.gatech.edu after the permit is issued to ask for a level override.
  - Register for the class after the level override is issued.