

Woodruff School of Mechanical Engineering - Undergraduate Registration

Please direct registration questions about ME, NRE and MP classes to 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_faq#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 Dawson** (laura.dawson@me.gatech.edu)
Students: Last names with D-J
- **Amy Strachota** (amy.strachota@me.gatech.edu)
Students: Last names with K-M
- **Kristi Mehaffey** (kristi.mehaffey@me.gatech.edu)
Students: Last names with N-R
Other: ME Career Advising
- **To Be Determined (Use any advisor at this point)**
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.