Woodruff School of Mechanical Engineering
Graduate Student Registration Information

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 has Phase 1 and 2 registration times.
- **Registration closes on the last day at 4:00 PM.**

Time Tickets
- Time tickets are the earliest time that you can register. These are assigned based on level and earned hours.
- All students are automatically assigned time tickets each semester. There is no need to request one.
- Time tickets are generally available in OSCAR one business 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.

ME/NRE/MP Class Schedule
- **6000 Level Classes and Above:** See the graduate handbook for the class schedule. www.me.gatech.edu/graduate/handbook/app
- **4000 Level Classes:** There is no published schedule of 4000 level classes. A tentative list by semester is available at: www.me.gatech.edu/undergraduate/registration#sp
- Please note that undergrad students are given priority for 3000 and 4000 level classes, while graduate students are given priority for graduate level classes.

Holds
- Any campus department can place a registration holds on a student.
- A registration hold will prevent a student from dropping courses, withdrawing from school and registering for classes.
- The department that places the hold is the only department who 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.

Campus Codes – Is the Class Offered in Atlanta?
- All classes which have a section code starting with R or Q are not offered in Atlanta. (ex. RCC, Q, Q3)
    - **Q:** These are distance learning classes.
    - **R:** These are classes offered on a different campus (ex. Lorraine)
- Students cannot mix campus codes in the same semester.
- A class is offered in Atlanta will have a campus code (CMP) of A (for Atlanta). Instructions to view the campus code are at: www.me.gatech.edu/files/ug/error_campus_restriction.pdf

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/Drop Classes.
- It is your responsibility to verify you are properly registered. Always print a copy of your schedule after you are done registering.

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.
- Graduate students who take 4000 level ME or NRE classes need two overrides to register:
    - **Restricted Class Permit** (if the class is major restricted or restricted to undergrads)
    - **Prerequisite Override**
- **How to Find Class Restrictions**
    - Go to www.buzzport.gatech.edu and log in.
    - Select Secured Access (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 class and press Class Search.
    - 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 are listed on that screen.

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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 7000 DIX and ME 7000 ROG):
  - 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 use 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)
  - 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 has 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 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 will receive an e-mail when requests made through OSCAR have been 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.

Variable Hours Courses
- Some courses are offered for a range of credit hours (Ex: ME 9000 -thesis- is offered for 1-21 hours). When a student registers for a variable hours course the credit hours defaults to 1. It is the student's responsibility to adjust the number of credit hours.
- Variable hours can only be adjusted during active registration times.
- **How to Change the Hours of a Variable Hour Course**
  - Go to www.buzzport.gatech.edu and log in.
  - Select Registration - OSCAR.
  - Select Student Services & Financial Aid.
  - Select Registration.
  - Select Add or Drop Classes.
  - Select Term.
  - Select Change Course Options at the bottom of screen.
  - Enter the desired number of hours.

Permits for Seminar Credit / Teaching Practicum
- Seminar Class
  - Students must have a permit to register for seminar classes.
  - Seminar classes are ME/NRE/MP 8011, ME/NRE/MP 8012, MP 6011 and MP 6012.
  - **ME Only**: You must attend a minimum of 11 seminars before requesting a permit.
- Teaching Practicum
  - All Woodruff School Ph.D. students are required to complete three semester hours of Teaching Practicum (ME/NRE 7757) during the course of their doctoral studies.
- **How to Request a Seminar or Practicum Permit**
  - Go to https://www2.me.gatech.edu/graddb/forms/student
  - Complete and submit the form on-line.
  - You will receive an automated e-mail when the permit is issued.
  - You must then register for the class prior to the close of registration.