Woodruff School of Mechanical Engineering
Graduate Student Registration Information

Registration Dates
- Registration dates are on the Registrar’s Calendar.
  www.register.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 1-3 days 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
- 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

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)
  - Q: These are distance learning classes.
  - R: These are classes offered on a different campus (ex. Savannah, 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.
Overrides (Overloads, Permits and Prerequisite)

- Permit Overrides (Restricted Class Permit) – Resolves:
  - Major Restriction
  - Level Restriction
  - Class Restriction
  - Permit Required

- Overload Overrides - If you cannot register for a class because it is full. Resolves the error:
  - Closed Section

- 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

- Overload requests for ME/NRE/MP classes are only allowed during phase 2 registration. No exceptions!
- Permit and pre-req override requests are allowed during all phases of registration.
- 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 Request an Override

- If the class is not found in OSCAR using the steps below, then use the following website:
  - www.registrar.gatech.edu/registration/oprequest.php
- Go to www.buzzport.gatech.edu and log in.
- Select Secured Access (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 does not register you for a class.

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.

Viewing What Overrides Have Been Issued

- How to View Issued Overrides
  - Go to www.buzzport.gatech.edu and log in.
  - Select Registration - OSCAR.
  - Select Student Services & Financial Aid.
  - Select Registration.
  - Select Registration Status.

Variable Hours Courses

- Some courses are offered for a range of credit hours (Ex: ME 9000 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.

How to Request a Permit for Seminar Credit or the 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.
  - 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 telling you the permit was issued.
- You must then register for the class.