Woodruff School of Mechanical Engineering
Undergraduate Registration Information for ME and NRE

Registration Dates
- Registration dates are on the Registrar’s Calendar. [www.registrar.gatech.edu/home/calendar.php](http://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 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 1 day before registration begins.
- **How to View a Time Ticket**
  - Go to [www.buzzport.gatech.edu](http://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](http://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 Errors section under How to View Class Restrictions.

Campus Codes – Is the Class Offered in Atlanta?
- Classes having a section code starting with R or Q are not offered in Atlanta. (ex. RCC, RPK, RPY, 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](http://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](http://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](http://www.me.gatech.edu/undergraduate/ug-curr)
- NRE Curriculum is at: [http://nremp.gatech.edu/academics/nre/ug/curriculum](http://nremp.gatech.edu/academics/nre/ug/curriculum)
- Social sciences, humanities and global perspective are at: [www.catalog.gatech.edu/students/ugrad/index.php](http://www.catalog.gatech.edu/students/ugrad/index.php)
- Is a D a passing grade? [www.me.gatech.edu/undergraduate/advisement_faqs#grades](http://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 pass/fail.

ME Electives Available for Each Semester (ME Students Only)
- [www.me.gatech.edu/undergraduate/registration#sp](http://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](http://www.me.gatech.edu/undergraduate/registration#errors)
- **How to View Class Restrictions**
  - Go to [www.buzzport.gatech.edu](http://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 (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):
  - Dpl 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.
- **Foreign Languages** – Go to [www.modlangs.gatech.edu](http://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:
    - [www.registrar.gatech.edu/registration/oprequest.php](http://www.registrar.gatech.edu/registration/oprequest.php)
    - Go to [www.buzzport.gatech.edu](http://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 does not register you for the 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](http://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**
  - Go to [www.buzzport.gatech.edu](http://www.buzzport.gatech.edu) and log in.
  - Select Registration - OSCAR.
  - Select Student Services & Financial Aid.
  - Select Registration.
  - Select Registration Status.

Academic Advisement
- All advisors are in MRDC Room 3112
- All advisors have walk-ins on Wednesdays
- **Norma Frank** ([norma.frank@me.gatech.edu](mailto:norma.frank@me.gatech.edu))
  - Students: ME students with less than 30 credit hrs
  - Walk-in Days: Mon, Wed & Thurs, No Appointments
  - Office Hours: 9 - 12 and 1 - 4
- **Lenna Applebee** ([lenna.applebee@me.gatech.edu](mailto:lenna.applebee@me.gatech.edu))
  - Students: ME and NRE with last names with A-G
  - Appointment Days: Mon, Tues, Thurs and Fri
  - Appointments: Request at: [www.me.gatech.edu/undergraduate/academic_advisors](http://www.me.gatech.edu/undergraduate/academic_advisors)
- **Kristi Mehaffey** ([kristi.mehaffey@me.gatech.edu](mailto:kristi.mehaffey@me.gatech.edu))
  - Students: ME and NRE with last names with H-P
  - Appointment Days: Mon, Tues, Thurs and Fri
  - Appointments: Request at: [www.me.gatech.edu/undergraduate/academic_advisors](http://www.me.gatech.edu/undergraduate/academic_advisors)
- **Calla Talman** ([calla.talman@me.gatech.edu](mailto:calla.talman@me.gatech.edu))
  - Students: ME and NRE with last names with Q-Z
  - Appointment Days: Mon, Tues, Thurs and Fri
  - Appointments: Request at: [www.me.gatech.edu/undergraduate/academic_advisors](http://www.me.gatech.edu/undergraduate/academic_advisors)
- **Advisors in Other Departments**
  - Go to [www.advising.gatech.edu](http://www.advising.gatech.edu)
  - Select Find Your Advisor

Undergrads Planning Graduate ME/NRE Classes
- Undergrads cannot take ME 6753, ME 6754, ME 6789, ME 6792, ME 6799, seminar classes and 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.
  - After the permit is issued, e-mail the registrar's office ([comments@registrar.gatech.edu](mailto:comments@registrar.gatech.edu)) and ask for a level override.
  - After the level restriction is issued, you must register for the class.
- **All Other Undergraduate ME/NRE Students**
  - A 3.2 GPA is required to take graduate classes.
  - Obtain permission from the professor teaching the class and send it to [register@me.gatech.edu](mailto:register@me.gatech.edu).
  - Submit a permit override request on OSCAR.
  - After the permit is issued, e-mail the registrar's office ([comments@registrar.gatech.edu](mailto:comments@registrar.gatech.edu)) and ask for a level override.
  - After the level restriction is issued, you must register for the class.