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](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 typically has Phase 1 and 2 registration times.
- 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](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 and humanities are at: [http://catalog.gatech.edu/academics/undergraduate/core-curriculum/](http://catalog.gatech.edu/academics/undergraduate/core-curriculum/)
- 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.
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 Corr_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](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: [http://registrar.gatech.edu/registration/oprequest.php](http://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 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 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](http://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](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
  - Use the same steps as above, except for the last step select Registration Status.

Academic Advisement

- All advisors are in MRDC Room 3112
- All advisors have walk-ins on Wednesdays
- Appointment Days: Mon, Tues, Thurs and Fri
- Schedule an appoint: [https://gatech.gradesfirst.com](https://gatech.gradesfirst.com)
- Lenna Applebee (lenna.applebee@me.gatech.edu)
  Students: ME, NRE & UEC with last names with A-D
- Laura Dawson (laura.dawson@me.gatech.edu)
  Students: ME, NRE & UEC with last names with E-K
- Kristi Mehaffey (kristi.mehaffey@me.gatech.edu)
  Students: ME, NRE & UEC with last names with L-Re
  Other: ME Career Advising
- Kendra Denmark (kendra.denmark@me.gatech.edu)
  Students: ME, NRE & UEC with last names with Rf-Z

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) and ask for a level override.
  - Register for the class after the level restriction 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.
  - After the permit is issued, e-mail the registrar’s office (comments@registrar.gatech.edu) and ask for a level override and then register for the class.