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
• 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 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 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

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, humanities and global perspective are at: www.catalog.gatech.edu/students/grad/index.php
• Is a D a passing grade? www.me.gatech.edu/undergraduate/registration#errors
• 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

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):
  Duplic Crse (Duplicate Course)

How to Request an Override
- Permit and pre-req override requests are allowed during all phases of registration.
- Overloads generally only happen during phase 2.
- 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:
  advising.gatech.edu/students/-permits-overloads
- 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 does not register you for the class.

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 difference 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.

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.

Academic Advisement
- Advising Logistics
  - All advisors are in MRDC Room 3112
  - All advisors have walk-ins on Wednesdays
  - Appointment Days: Mon, Tues, Thurs and Fri
- Lenna Applebee (lenna.applebee@me.gatech.edu)
  Students: ME and NRE with last names with A-G
- Kristi Mehaffey (kristi.mehaffey@me.gatech.edu)
  Students: ME and NRE with last names with H-P
- Calla Talman (calla.talman@me.gatech.edu)
  Students: ME and NRE with last names with Q-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.
- 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.
- 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.