

School of Materials Science & Engineering

Guidelines for Registration

Courses

A list of MSE courses by number and their projected frequency of offering may be found at: <http://www.mse.gatech.edu/graduate/syllabi>

For the listing of all classes to be offered each semester and complete registration information, see the On-Line Student Computer Assisted Registration (OSCAR). OSCAR also has instructions, class schedules, and academic calendar information: oscar.gatech.edu. To register for courses, login to [OSCAR](#).

Enrollment requirements

Full-time enrollment is required of all students receiving financial aid and for international students on visas. Students must register for a minimum of twelve hours of letter-grade and/or pass/fail thesis or dissertation credit hours to maintain status as a full-time student. Failure to register on time might delay the payment of a fellowship stipend or tuition payment. For part-time students, the minimum load is three credit hours.

Research assistants doing thesis research must sign up for thesis hours (*MSE 7000 for the MS and MSE 9000 for the Ph.D.*). Graduate research assistants (GRA's who are receiving a stipend) conducting research should register for letter-grade course work (usually six to nine hours if still taking coursework) and sufficient thesis hours to bring the total load to 21 credit hours (*fall and spring; 16 total hours for summer*). The Institute Policy on Hour Loads for Graduate Students is found at: <https://policylibrary.gatech.edu/student-affairs/policy-hour-loads-graduate-students>

International student enrollment requirement

In order to maintain lawful status, F-1 students are required to enroll full-time (12+hrs) each semester unless a vacation semester has been earned or the student has been approved for an authorized reduced course load by the ISSS office. Note, only 3 credits of online courses can count towards a student's full-time enrollment during a required semester whether a graduate or undergraduate student. Graduate students can register for up to 3 audit hours as part of their 12 hour required minimum. See <http://oie.gatech.edu/content/enrollment-requirements>

Degree Requirements

Required courses for the MS and PhD degrees can be found in the Graduate Student Handbook found at: <http://www.mse.gatech.edu/graduate/handbook>

Enrollment Reduction or Enrollment Waiver

One hour rule: Students must be registered for a minimum of three credit hours at all times, except that thesis students may enroll for ONE hour of 7000/9000 in the semester of graduation. This Enrollment Reduction may be used only **once per degree**. No special form or permission is needed provided that you are a degree candidate.

Enrollment waiver:

The requirement that a graduate student be enrolled during the semester of graduation may be waived if the student is no longer using Institute or faculty time during the semester of graduation AND: 1. the student was duly registered the previous term (usually the term in which the successful final defense took place); and 2. the final and complete electronic thesis is submitted, all thesis-related forms are received by the Graduate Studies Thesis Office, and all other graduation-related requirements are satisfied before the end of the registration period the semester of graduation. Students who have enrolled for one hour only more than one time per degree are not eligible to take advantage of the waiver of enrollment.

The Waiver of Enrollment ("Enrollment Waiver") form signed by the student and his or her department should be turned into the Graduate Studies Thesis Office at the same time as the Certificate of Thesis Approval form. The waiver of enrollment does not waive the requirement that the student file or reactivate a degree petition (OAG) by the deadline for the term in which the degree is to be awarded. There are no exceptions to the enrollment waiver deadline for thesis students. Students must meet the deadline or register as required.

Enrollment Waiver form: <https://registrar.gatech.edu/info/enrollment-waiver-form-graduate-students> Deadline for Enrollment Waiver: <http://www.grad.gatech.edu/theses-dissertations-deadlines>

Registration FAQ's

- Q.** How many hours are considered full time and part-time?
A. *Full time is at least 12 hours. Part-time is at least 3 hours.*
- Q.** How many hours must a student register for in a term?
A. *If you are receiving assistance in the form of a Graduate Research Assistantship, Graduate Teaching Assistantship and/or Fellowship, you are required to register for a minimum of 12 hours.
If you are not receiving assistance, the minimum is 3 hours.
International students see special requirements listed on previous page.
- Q.** How do I change a class from pass/fail to letter grade?
A. *Instructions to change the grade mode during active registration times are:
Log into Buzzport at <https://buzzport.gatech.edu/>
Registration and Student Services
Select - Students Services & Financial Aid
Select- Registration
Select- Add/Drop Classes
Select- Term
Select - Change Course Options
Select -Add/Drop Classes*

After Phase 2 registration closes and before the last day to drop an individual class for the semester, students can change the grade mode from letter grade to pass/fail using the Request for Grade Mode Change form. This can only be done for classes that are [offered in both grade modes](#). After Phase 2 registration closes, there is no way to change the grade mode to or from audit mode.

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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.

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.**

Holds

- Any campus department can place a registration hold 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.

Variable Hours Courses

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

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Graduate Student Registration Information

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: MSE 7000 ML and MSE 7000 RAG):
Dupl Crse (Duplicate Course)

How to Request an Override for an MSE class

- Permit and pre-req override requests are allowed during all phases of registration.
- **Course requests for permits, overloads, prerequisite override requests, etc. should be requested by emailing: registration@mse.gatech.edu**
 - In your request, please include the following.
REQUESTS WITHOUT COMPLETE INFORMATION WILL NOT BE PROCESSED
 - Name
 - Tech ID number
 - Course Name/Number/CRN/Section Number
 - Type of Permit needed
 - Request explanation
 - Major
 - You will receive an e-mail telling you the result after it is processed.
 - **You must register for the class if the request is approved. An override is NOT automatic registration.**
 - **For a class in another department**, see the Registrar's Office website for information about permits by department:
<https://registrar.gatech.edu/registration/permits-and-overloads>

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.

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.