



# ISYE NEW STUDENT ADVISEMENT

Spring 2015



# Meet Your Advisors

It is our responsibility to:

- Help students create long term schedules
- Mentor students personally and academically
- Assist students in identifying educational plans
- Help students understand policies, procedures, and programs
- Guide students to the available resources



Stacey  
Gangloff  
A-G



Fran  
Buser  
H-Q



Dawn  
Strickland  
R-Z



# As a Student:

## Take ownership of your education

- Check your Georgia Tech email EVERY DAY
- Come to mandatory advisement sessions/appointments
- Research and utilize available resources
  - Know ISYE registration procedures, policies and deadlines
  - Check Degree Works often
  - Know the curriculum requirements
- Seek guidance when you need it, BEFORE deadlines
- Use common courtesy and respect



# Annual Academic Advising Meetings

## Sophomore (30-60 credits):

- **Group Advising Session: REQUIRED**

## Juniors (61-90 credits):

- **Individual Advisement Appointment: REQUIRED,**
  - Must have advisement sheet in your file
- **Individual Career Appointment: REQUIRED**

## Seniors (91+ credits):

- Degree Works Workshop: RECOMMENDED
- Individual Appointment: RECOMMENDED

## **Penalty for not fulfilling Mandatory Meetings:**

A hold will be placed on your registration during **Phase II** and will not be lifted until the final 4 days of registration.

# HOW TO REACH US



# Make an Appointment

Make an appointment with us through our appointment website:  
<https://schedule.advising.gatech.edu/>

Home


Find an Advisor


Make An Appointment

Student Login

Advisor Login

Advising Site

 **Make An Appointment**

 **Find Your Advisor**

## ADVISOR SCHEDULER PAGES

### Availability Calendar for Gangloff, Stacey Irene

2 Weeks View | [Month View](#)

Monday	Tuesday	Wednesday	Thursday	Friday
9/1 <a href="#">10:00 - 12:00</a> <a href="#">2:00 - 4:00</a> <a href="#">10:30 AM - 15 mins.</a>	9/2 <a href="#">add</a> <a href="#">3:15 PM - 15 mins.</a>	9/3 <a href="#">add</a> <a href="#">9:00 - 10:30</a> <a href="#">3:30 - 4:30</a>	9/4 <a href="#">add</a>	9/5 <a href="#">add</a> <a href="#">9:00 - 11:00</a>
9/8 <a href="#">add</a> <a href="#">10:00 - 12:00</a> <a href="#">2:00 - 4:00</a>	9/9 <a href="#">add</a> <a href="#">1:00 - 4:00</a> <a href="#">2:00 PM - 30 mins.</a>	9/10 <a href="#">add</a> <a href="#">9:00 - 11:30</a> <a href="#">1:30 - 4:30</a>	9/11 <a href="#">add</a>	9/12 <a href="#">add</a> <a href="#">9:00 - 11:00</a> <a href="#">10:00 AM - 15 mins.</a>
9/15 <a href="#">add</a> <a href="#">10:00 - 12:00</a> <a href="#">2:00 - 4:00</a>	9/16 <a href="#">1:00 - 4:00</a>			

\* Please do not email us to make an appointment



# Walk-In Thursdays

## **Hours:**

**9:30-11:30am**

**1:30-3:30pm**

Use walk-in hours when you have quick advising questions or when there is no availability on our schedule.



# Email an Advisor

Stacey Gangloff- [stacey.gangloff@isye.gatech.edu](mailto:stacey.gangloff@isye.gatech.edu)

Fran Buser- [fran.buser@isye.gatech.edu](mailto:fran.buser@isye.gatech.edu)

Dawn Strickland- [dawn.strickland@gatech.edu](mailto:dawn.strickland@gatech.edu)



# MAKING THE MOST OF YOUR DEGREE

**Academic  
Assistance**

**Work**

**Minors**



**Clubs/  
Leadership**

**Study Abroad**

**Undergraduate  
Research**



# Academic Assistance

**Center for Academic Success: Clough 283**

[Http://www.Success.Gatech.Edu/](http://www.Success.Gatech.Edu/)

- 1-1 Tutoring (Must make appointment)
  - ISYE, math, engineering electives, physics, psychology, Spanish
- PLUS Sessions
  - CALC, differential equations, ISYE 2027, physics
- Academic Coaching

**Communication Center: Clough 447- Appointments and Walk-In's**

[Http://www.Communicationcenter.Gatech.Edu/](http://www.Communicationcenter.Gatech.Edu/)

- Written projects, Lab reports
- Individual and group presentations
- Resumes and cover letters



# Clubs/Leadership

- IIE: Institute Of Industrial Engineers; Student Chapter
  - GT Alpha Pi Mu: ISyE Honor Society  
(invitation only)
  - Hundreds Of Organizations on campus:  
<http://jacketpages.gatech.edu/organizations>
  - Campus Recreation Sports Clubs:  
<http://www.crc.gatech.edu/sportclubs/>



# Minors and Certificates

## Minors

- Typically 15-18 credit hours
- You **CAN NOT double count a course as both a minor requirement and a major requirement** (only exception is free elective hours)
- Must submit “declare minor form”
- Popular minors:
  - Computer science
  - Engineering and Business
  - Economics

## Certificate

- Typically 15-18 credits
- Popular Certificate: Finance
- You **CAN double count a course as both a certificate requirement and a major requirement.**
- Do not fill out a form until you are registered for all of the required courses.



# Plan for Work Experience:

## What to Do:

- Find a co-op or internship
  - Log into Career Buzz
  - Submit or update your “Experiential Learning Application”, this includes watching an online Prezi orientation
  - Search and apply for positions (use filter)
  - Company will contact you and set up interview, either on campus or off
  - Accept offer
  
- Make an appointment with a C2D2 Career advisor, **Karen Houston**
  - Office in Bill Moore Student Success Center
  - Office hours ISYE Academic Center (Thursdays, 1:30-3:30)
- Submit “Placement Information” report on Career Buzz for approval
- Receive email with permit to register for internship/co-op

## ● **T-Square:**

- Internal ISYE posting site for jobs and announcements (see notes in PowerPoint for more information)

# Study Abroad

## ISYE popular programs:

- Beijing-Singapore program (Summer only)
- Oxford program (Summer only)
- GT Lorraine (Fall, Spring, Summer)



International Plan Designation: <http://www.oie.gatech.edu/content/international-plan>

Other study abroad/exchange programs (not ISyE specific):

<http://oie.gatech.edu/study-abroad-programs>

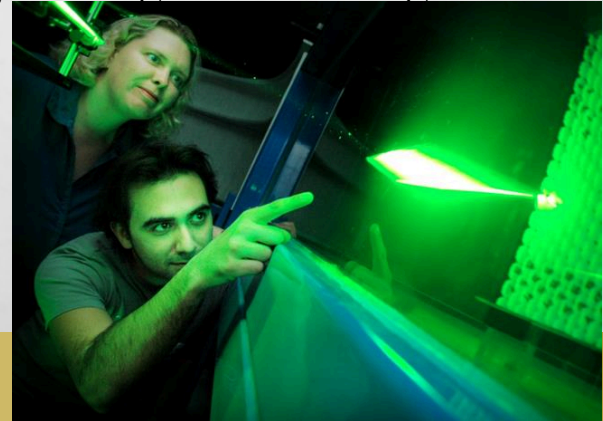
**Final 36 credit hours must be taken at Georgia Tech**

**(or program affiliated school)**

# Undergraduate Research

<http://www.isye.gatech.edu/academics/undergraduate/research/>

- Independent research working with a professor
    - Possible fellowship or scholarship opportunities
    - Can receive free elective credit
  - The Summer Undergraduate Research Fellowship Program
  - SURE: The Summer Undergraduate Research in Engineering/Science Program at GT
  - Women, Science, and Technology
- ....and more!



# IN ADDITION, SUCCESSFUL STUDENTS....

**Display professionalism**



**Treat school like a professional job**

**Plan ahead!**

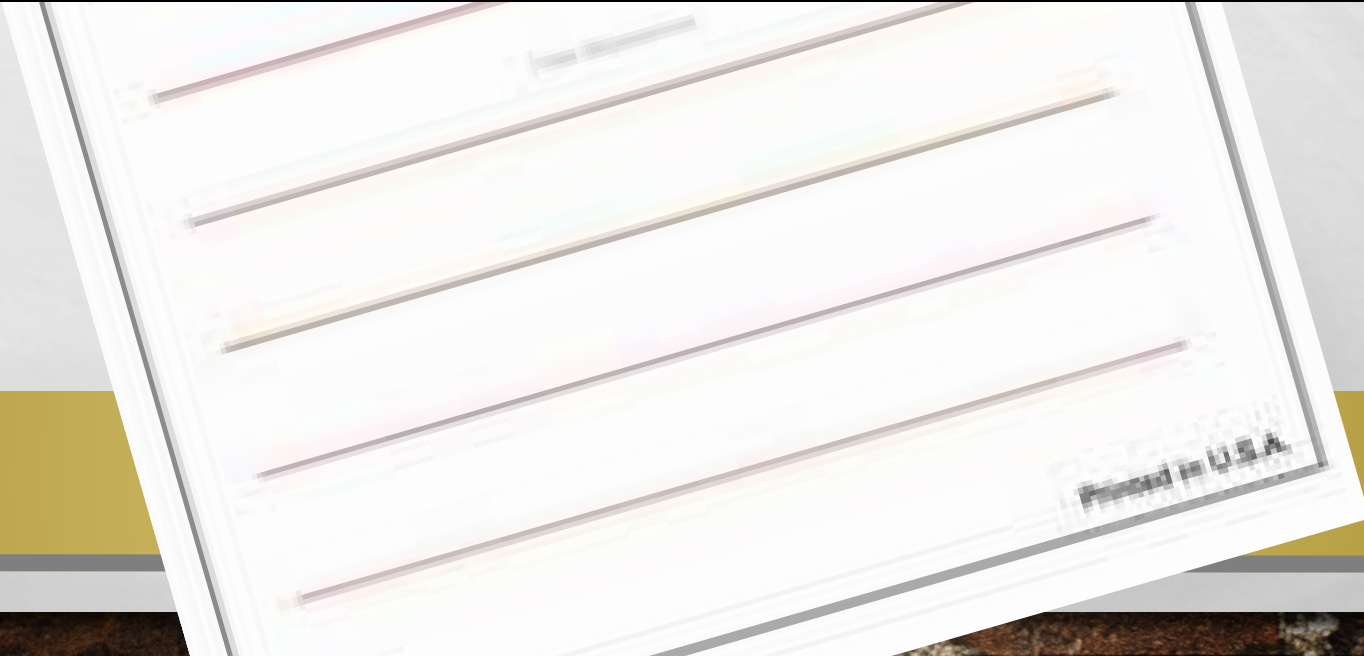
**Use library as a resource**

**Go to office faculty office hours**






# HOW TO PREPARE FOR SUMMER/FALL 2015



# REVIEW YOUR DEGREE WORKS

Found on Buzzport:

<https://buzzport.gatech.edu/cp/home/displaylogin>



## Georgia Tech DegreeWorks Audit

**Student View** AC674PVd as of 08/18/2014 at 07:34

Student ID		Level	Undergraduate Semester
Classification	Freshman	Degree	BS in Industrial Engineering
Overall GPA	0.00	College	College of Engineering
Degree Candidate		Major	Industrial Engineering
Academic Standing		Concentration	
Graduation Application Status		Minor	
		Graduation Status	

**Disclaimer**

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

**Legend**

<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	<input type="checkbox"/> Transfer Class	<input type="checkbox"/> Course contains prerequisite(s)
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	<input type="checkbox"/> Any course number	

**In-progress**

		Credits Applied: 16	Classes Applied: 5
APPH 1040	Soc Foundation of Health	IP 2	Fall 2014
EAS 1600	Intro-Environmental Sci	IP 4	Fall 2014
ENGL 1101	English Composition I	IP 3	Fall 2014
INTA 1200	American Government	IP 3	Fall 2014
MATH 1502	Calculus II	IP 4	Fall 2014

**BSIE - Degree Requirements**










Catalog Year:	2014-2015	Credits Required:	128
GPA:	0	Credits Applied:	35

**Unmet conditions for this set of requirements:** Last 20 Credits in residence needed  
93 Credits needed

128 Credits applied to the Degree are Required for Graduation. Your last 36 Credits must be taken in Residence.

<input type="checkbox"/> 2.0 Overall GPA Required	
<input checked="" type="checkbox"/> Regents' Reading Requirement	RTPR Y
<input checked="" type="checkbox"/> Regents' Writing Requirement	RTPW Y
<input type="checkbox"/> Legislative Requirement - GA History	<b>Still Needed:</b> Legislative Requirement - GA History
<input type="checkbox"/> Legislative Requirement - US History	<b>Still Needed:</b> Legislative Requirement - US History
<input type="checkbox"/> Legislative Requirement - GA Constitution	<b>Still Needed:</b> Legislative Requirement - GA Constitution
<input type="checkbox"/> Legislative Requirement - US Constitution	<b>Still Needed:</b> Legislative Requirement - US Constitution
<input type="checkbox"/> US Perspectives Overlay	<b>Still Needed:</b> Effective Fall 2011, all students must complete 3 credit hours in at least one US themed course to fulfill the US Perspectives Overlay requirement. Please visit <a href="http://www.catalog.gatech.edu/students/ugrad/">www.catalog.gatech.edu/students/ugrad/</a>

### REGISTRATION AND STUDENT SERVICES

 Registration - OSCAR	 Pay Now - Bursar	 Schedule of Classes
 Update Emergency Contacts	 Transfer Equivalences	 GT Course Catalog
 Jacket Guardian	 DegreeWorks	 Order Transcript



<input type="checkbox"/> Intr to Database Systems	Still Needed: 1 Class in CS 4400*
<input type="checkbox"/> Calculus III Requirement	Still Needed:
<input type="checkbox"/> Calculus III	( 1 Class in MATH 2401* )
<input checked="" type="checkbox"/> Allowable Lab Sciences	
<input checked="" type="checkbox"/> General Chemistry/Chemical Principles I	CHEM 1310 Satisfied by General Chemistry NO TRANSCRIPT DETAIL - *International Baccalaureate T 4 Summer 2014
<input checked="" type="checkbox"/> Intro-Environmental Sci	EAS 1600 Intro-Environmental Sci IP (4) Fall 2014
<b>BSIE - Major Requirements</b> <span style="float: right;">Catalog Year: 2014-2015 GPA: 0.00</span>	
<input type="checkbox"/> NON-MAJOR COURSES REQUIRED	
<input type="checkbox"/> Management Elective	Still Needed: 1 Class in ACCT 2101 or MGT 3000 or 3150
<input type="checkbox"/> Linear and Discrete Math	Still Needed: 1 Class in MATH 2602*
<input type="checkbox"/> MAJOR COURSES REQUIRED	
<input type="checkbox"/> Probability With Apps	Still Needed: 1 Class in ISYE 2027*
<input type="checkbox"/> Basic Statistical Meth	Still Needed: 1 Class in ISYE 2028*
<input type="checkbox"/> Engineering Economy	Still Needed: 1 Class in ISYE 3025*
<input type="checkbox"/> Engineering Optimization	Still Needed: 1 Class in ISYE 3133*
<input type="checkbox"/> Stochastic Mfg&Serv Sys	Still Needed: 1 Class in ISYE 3232*
<input type="checkbox"/> Simulation Analy & Dsgn	Still Needed: 1 Class in ISYE 3044*
<input type="checkbox"/> Senior Design	Still Needed: 1 Class in ISYE 4106*
<input type="checkbox"/> ENGINEERING SCIENCE ELECTIVES	Still Needed: 9 credits in Engineering Science Electives are required.
<input type="checkbox"/> BSIE Concentration	Still Needed: ***IMPORTANT: Please note that because you have not yet selected your concentration through the Concentration Management function within OSCAR, this portion of your degree program will not be reflected. In order to view your audit accurately, please visit <a href="http://www.oscar.gatech.edu">www.oscar.gatech.edu</a> and select your concentration using the Concentration Management tool. Please consult with your advisor as needed.
Catalog Year: 2014-2015	

## Degree Works Errors?

- Let your advisor know

# Look Up Curriculum Requirements on ISyE Website

<http://www.isye.gatech.edu/academics/undergraduate/courses/>

Category	Groups	Total
Science	<u>Math</u> 16, Physics 8, <u>Lab Sciences</u> 8, Computer Science 9	41
Humanities	English 6, <u>Humanities Electives</u> 6	12
Social Science	Economics 3, History 3, Psychology 3, <u>Social Science Elective</u> 3	12
Wellness	Health/Fitness (HPS 1040, 1062, 1063, or 1064)	2
Eng elective	<u>Engineering elective</u> 9	9
ISyE Required Courses	Engineering Economics 1, Probability 3 Statistics 3, Stochastics 3, Simulation 3, Optimization 3, Senior design 4	20
ISyE Electives	Concentration breadth + Concentration depth	18
Business	Business Elective 3	3
Free elective	Free Electives	11
<b>Total</b>		<b>128</b>

# Review Your Flow Chart

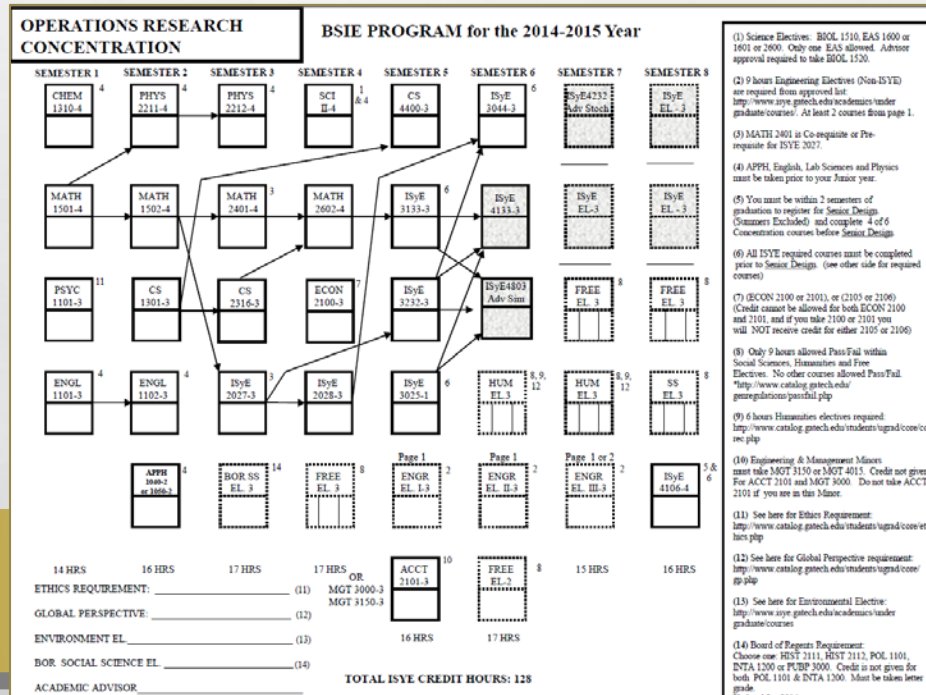
- Found on ISYE website:

<http://www.isye.gatech.edu/academics/undergraduate/courses/>

## Concentration Flowcharts

2014-2015	General IE	Econ & FS	OR	Quality & Stat	Supply Chain
2013-2014	General IE	Econ & FS	OR	Quality & Stat	Supply Chain
2012-2013	General IE	Econ & FS	OR	Quality & Stat	Supply Chain
2011-2012	General IE	Econ & FS	OR	Quality & Stat	Supply Chain
2010-2011	General IE	Econ & FS	OR	Quality & Stat	Supply Chain

Sample Course Sequence



# Curriculum Rules To Know

## To Graduate:

- Must complete all of the following components:
  - Global Perspective (ex: INTA 2100)**
  - Environmental Requirement (ex: EAS 1600)**
  - Board of Regents Social Science (ex: HIST 2111)
  - Ethics (You will have this completed through Psyc 1101)
- Must have a C or better in all math courses (ex MATH 2401)
- Must complete 9 engineering elective credits
  - Five credits must be from **page 1**
  - Four credits can be from **page 1 or page 2**
  - See here for engineering elective list:  
[http://www.isye.gatech.edu/academics/undergraduate/courses/ISyE-Engineering\\_Electives.pdf](http://www.isye.gatech.edu/academics/undergraduate/courses/ISyE-Engineering_Electives.pdf)
- Declare your concentration Junior year

Concentration Name	Concentration DEPTH classes	Concentration BREADTH classes	ISyE Requirements (all concentrations)
(A) Supply Chain Engineering	A1. 3103 Logistics A2. 3104 Manufacturing A3. One of: a. 4111 Adv Logistics* b. 4803 Adv Manufacturing*	Three courses take from the [DEPTH] of at least two concentrations (B), (C), and (D)	ISyE 2027 Probability ISyE 2028 Statistics ISyE 3025 Eng Economy ISyE 3044 Simulation ISyE 3133 Eng Optimization ISyE 3232 Stoch Mfg & Svc Sys ISyE 4106 Senior Design
(B) Quality and Statistics	B1. 3039 Quality Control B2. 4031 Regression & Forecasting B3. One of: a. CS 4641 Machine Learning b. Math 4262	Three courses take from the [DEPTH] of at least two concentrations (A), (C), and (D)	
(C) Economic and Financial Systems	C1. 4301 Supply Chain Economics C2. 4311 Capital Investment Analysis C3. One of: a. Econ 3150 Econ & Fin Mod b. Mgt 3078 Fin & Investments c. Econ 4340 Industrial Organization d. Econ 4350 Intl Econ	Three courses take from the [DEPTH] of at least two concentrations (A), (B), and (D)	
(D) Operations Research	D1. 4133 Adv Optimization* D2. 4803 Adv Simulation** D3. 4232 Adv Stochastics*	Three courses take from the [DEPTH] of at least two concentrations (A), (B), and (C)	
(E) General ISyE	One of: a. 4111 Adv Logistics* b. 4803 Adv Manufacturing* c. 4311 Capital Investment Analysis* d. 4133 Adv Optimization* e. 4232 Adv Stochastics*	E1. 3103 Logistics E2. 3104 Manufacturing E3. 3039 Quality Control E4. 4031 Reg & Forecast* E5. 4301 Supply Chain Economics	

**Concentration =  
6 Courses**

**Only one non-ISyE  
course allowed**

**Must have 4 of the 6  
courses completed  
BEFORE you can  
take senior design**

\* Graduate Course Option: Please see: <http://www.catalog.gatech.edu/students/ugrad/degrees/gradcourse.php>  
Undergraduate students taking graduate-level courses and NOT applying course(s) toward Masters must have a cumulative GPA of 3.0. Allowable substitutions are: ISyE 6203 for Advanced Logistics, ISyE 6201 or ISyE 6202 for Advanced Manufacturing, ISyE 6669 for Advanced Optimization, ISyE 6644 for Advanced Simulation, ISyE 6650 for Advanced Stochastics, ISyE 6225 for Advanced EDA, and ISyE 6414 for Regression and Forecasting. Math 3012 Applied Combinatorics as the third OR Concentration depth class. The Associate Chair for Undergraduate Programs may allow additional substitutions as appropriate.



# Curriculum Rules To Know (Cont)

- CS 1301: Take in spring, if possible
- “Freshman Forgiveness”- Grade Substitution  
<http://www.catalog.gatech.edu/rules/5c.php>
- Pass/Fail can be used on free electives, humanities and social sciences:  
<http://www.catalog.gatech.edu/rules/10a.php>
- Do Not take courses designated as “too similar.”
  - See notes in this PowerPoint
  - Always check **OSCAR**



## Detailed Class Information

For a description of a course, click "View Catalog Entry". Calendars and general registration information are located at [www.registrar.gatech.edu](http://www.registrar.gatech.edu).

### Detailed Class Information

**Sply Chain Mod:Manf&Ware - 30192 - ISYE 3104 - DW1**

**Associated Term:** Spring 2015

**Levels:** Graduate Semester, Undergraduate Semester

Georgia Tech-Atlanta \* Campus

Lecture\* Schedule Type

3.000 Credits

**Grade Basis:** ALP

[View Catalog Entry](#)

**Important information about course**

### Registration Availability

**Seats**

**Waitlist Seats**

**Restrictions:**

Must be enrolled in one of the following Majors:

Industrial Engineering

Must be enrolled in one of the following Campuses:

Georgia Tech-Atlanta \*

**Prerequisites**

**Prerequisites:**

Undergraduate Semester level [ISYE 2028](#) Minimum Grade of D and Undergraduate Semester level [ISYE 3232](#) Minimum Grade of D and (Undergraduate Semester level [ISYE 3133](#) Minimum Grade of D or Undergraduate Semester level [ISYE 3833](#) Minimum Grade of D)

	Capacity	Actual	Remaining
Seats	45	0	45
Waitlist Seats	45	0	45

**Restrictions**



# REGISTRATION



# Important Registration Dates

- **February 27<sup>th</sup>**

- Individual Course Withdrawal Deadline
- Grade Mode Change Deadline

- **March 11<sup>th</sup>**

- Summer and Fall Course Schedule Available Online

- **March 27<sup>th</sup>**

- Receive Phase I Time Ticket for Summer and Fall



# Important Registration Dates

- **March 30<sup>th</sup> - April 24<sup>th</sup>**

- Phase I Registration

- No advising appointments, extended walk-in hours

- **May 6<sup>th</sup>**

- Receive Phase II Time Ticket for Summer

- **May 7<sup>th</sup>- May 15<sup>th</sup>**

- Phase II Registration- Summer



# Important Registration Dates

- **August 7th**

- Receive Phase II Time Ticket for Fall

- **August 8th – August 21<sup>st</sup>**

- Phase II Registration for Fall

- No advising appointments, extended walk-in hours

# Looking Up Summer/Fall 2015 Courses

# March 11

 Calendars and general registration information are located at [www.registrar.gatech.edu](http://www.registrar.gatech.edu).

**SEARCH HINTS:** To limit the search, type the first digit of the course number followed by a %. For example, to find all 1000 level English courses, click on English from the subject pull down list and enter 1% as the course number. While in the "Subject" field, you can type the first letter of the subject you are seeking and you will be taken to that part of the alphabet rather than having to scroll through all subjects.

If you are a current student, you can view an abbreviated schedule (with seats available) on the "Look Up Classes to Add" option on the Registration Menu.

**Subject:** German  
Health Systems  
History  
History, Technology & Society  
**Industrial & Systems Engr**  
Industrial Design  
Int'l Plan Co-op Abroad  
Int'l Plan Intern Abroad  
Int'l Plan-Exchange Program  
Int'l Plan-Study Abroad

**Course Number:**

**Title:**

**Schedule Type:** All  
Co-op Work Assignment  
Directed Study\*

**Credit Range:**  hours to  hours

**Campus:** All  
Armstrong Atlantic/GTREP  
Foreign Exchange

**Part of Term:** All  
Non-date based courses only  
First Half Term  
Full Term - Drops Prohibited

**Instructor:** All  
Abdel-Khalik, Said I  
Abelew, Thomas

**Attribute Type:** All  
Humanities Requirement  
Social Science Requirement

**Start Time:** Hour  Minute  am/pm

**End Time:** Hour  Minute  am/pm

**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun

For a description of a course, click "View Catalog Entry". Calenda

## Detailed Class Information

Probability With Apps - **85354** - ISYE 2027 - A

**Associated Term:** Fall 2014

**Levels:** Graduate Semester, Undergraduate Semester

Georgia Tech-Atlanta \* Campus

Lecture\* Schedule Type

3.000 Credits

**Grade Basis:** ALP

[View Catalog Entry](#)

# Advising Piazza

This screenshot shows the top navigation bar of the ISyE Advising system. It includes tabs for 'My Workspace', 'IE Jobs & Announcements', and 'ISyE Advising'. A red arrow points to the 'ISyE Advising' tab. Below the navigation bar is a 'TOOLS' sidebar with a red arrow pointing to the 'Piazza' link. The main content area shows the 'ANNOUNCEMENTS' section with buttons for 'Add', 'Merge', 'Options', and 'Permissions'. Below these buttons, it says 'Announcements (viewing announcements from the)' and 'View All'. At the bottom, it states 'There are currently no announcements at this locat'.

This screenshot shows the Piazza Q&A interface. The top navigation bar includes 'My Workspace', 'IE Jobs & Announcements', and 'ISyE Advising'. The main header shows 'PIAZZA' and 'ISYE ADVISING'. The left sidebar contains 'TOOLS' with links for 'Announcements', 'Resources', 'Email', 'Site Info', 'Piazza', 'Roster', and 'Help'. The main content area displays a 'note' titled 'Summer/Fall 2015 Registration link' with a description: 'This link will be updated soon for Summer/Fall registration'. Below the note, there are buttons for 'edit', 'good note', and '0'. The post is dated '10 days ago by Dawn Strickland'. At the bottom, there is a section for 'followup discussions' with a text input field for 'Compose a new followup discussion'.

# Courseoff

<https://gatech.courseoff.com/workspace>

courseoff : gatech    Fall 2014 ▾    [sign-in](#)    [sign-up](#)

	monday	tuesday	wednesday	thursday	friday
8:00 am					
9:00 am					
10:00 am					
11:00 am					
12:00 pm					
1:00 pm					
2:00 pm					
3:00 pm					
4:00 pm					
5:00 pm					
6:00 pm					
7:00 pm					
8:00 pm					

☰    👤    ☑

**Start Here**  
Start building your schedule by selecting a subject and course below or watch our intro video .

ACCT - Accounting ▾

select course... ▾

🔍

2101 - Accounting I

2102 - Accounting II





# Time Tickets

March  
27th

## Time slot to register

View your Time Ticket information by following the directions below:

1. Log into Buzzport
2. On the Home tab locate the "REGISTRATION AND STUDENT SERVICES" channel
3. Select the "Registration - OSCAR" link
4. Select "Student Services & Financial Aid"
5. Select "Registration"
6. Select "Term"
7. Select "Registration status"

# Check For Holds

- All holds **MUST** be cleared prior to registration
- Campus departments can place a hold on your account that will prevent adding and dropping courses
- The hold can **ONLY** be removed by the department that administered the hold.
- The most common holds include those through:
  - your major school
  - housing
  - bursar
  - student health services

## Check Your Registration Status:


Displayed below are various items which may affect your registration. You are permitted to select.

Click this [Calendar link](#) for important registration dates, including assignments.

*You may register during the following times*

From	Begin Time To	End Time
Aug 26, 2014	08:00 am	Oct 26, 2014 04:00 pm

- ✓ You have no Holds which prevent registration.
  - ✓ Your Academic Standing is Good Standing which permits registration.
  - ✓ Your Student Status permits registration.
- Your Class for registration purposes is Junior.



Should look like this

# Registration Procedure

March  
30<sup>th</sup>

1. Log into [Buzzport](#)
2. On the Home tab locate the "REGISTRATION AND STUDENT SERVICES" channel
3. Select the "Registration - OSCAR" link
4. Select "Student Services & Financial Aid"
5. Select "Registration"
6. Select "Term"
7. Select "Add/Drop Classes"

**Registration**

**\*\*Click the HELP button on this page to view the registration information.**

Selected UNDERGRADUATE pre-requisites are being checked.

Pre-requisite overrides for courses can only be given by the Registrar's Office.

**Pay your fees by check over the web using WebCheck! Help**

If you encounter a problem paying your fees on-line, contact the Registrar's Office.

For assistance with changing grade modes (Letter grade, Pass/Fail, etc.), contact the Registrar's Office.

[Select Term](#)

[Add or Drop Classes](#)

If the drop-down box does not give you the option to drop a course, you are not eligible to drop the course.

[Look Up Classes](#)

[Change Class Options](#)

[Week at a Glance](#)

[Student Detail Schedule](#)

[Student Invoice Statement And Web Payment Options](#)

[Registration Status](#)

Academic standing, holds, and time tickets

[Registration Override Request](#)

This system opens the first day of registration.

[Registration Override Request Status](#)

Check the status of your request for a permit, overload, etc.

[Textbook Ordering](#)

## Add Classes Worksheet

CRNs

80957

Submit Changes

Class Search

Reset



**Sections Found**

**Industrial & Systems Engr**

Select	CRN	Subj	Crse	Sec	Cmp	Bas	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
NR	<a href="#">85354</a>	ISYE	2027	A	A	ALP	3.0	Probability With Apps	TR	09:35 am-10:55 am	45	0	45	0	0	0
NR	<a href="#">80626</a>	ISYE	2027	B	A	ALP	3.0	Probability With Apps	MWF	10:05 am-10:55 am	45	0	45	0	0	0
NR	<a href="#">80623</a>	ISYE	2027	C	A	ALP	3.0	Probability With Apps	TR	12:05 pm-01:25 pm	45	0	45	1	0	1
NR	<a href="#">80625</a>	ISYE	2027	D	A	ALP	3.0	Probability With Apps	MWF	09:05 am-09:55 am	45	0	45	0	0	0
NR	<a href="#">90603</a>	ISYE	2027	E	A	ALP	3.0	Probability With Apps	MWF	09:05 am-09:55 am	45	0	45	0	0	0

New Search

# Waitlists

- If the course has closed and reached full capacity, you must join the waitlist.
- **Do not drop** a course before you know that you are able to register for an alternate course
  - Courses may at first appear to have a spot open when they do not. You must look to see if anyone is on the wait list.

Capacity	Actual	Remaining
49	48	1
10	0	10

- First come first served basis
  - Check your email VERY often if you are on the wait list
  - You will have a 12 hour window of time to register for the course

## Add/Drop Classes:

Please review the Georgia Tech Honor Code at [www.honor.gatech.edu](http://www.honor.gatech.edu)

**ATTENTION SUMMER STUDENTS....** if you are only taking one course during Summer Term and you wish to drop it, you are withdrawing from school and (unless you are a part-time graduate student) you need to complete a Petition to the Faculty form to return Fall Term. By definition, reducing your course load to zero hours is withdrawing regardless of the number of courses for which you are enrolled.

Once you have adjusted your schedule, be sure to click the "submit changes" button. Make sure you have no registration errors. **REVIEW AND PRINT YOUR SCHEDULE WHEN FINISHED.**

**If you wish to change the basis of a course OR wish to adjust the hours for a variable hour course, click on CHANGE CLASS OPTIONS.**

Questions? E-mail [comments@registrar.gatech.edu](mailto:comments@registrar.gatech.edu)

**Unless you are a part-time graduate student, you must complete a "Petition to the Faculty" form to return to school next term if you withdraw from this term. Withdrawal takes place after registration is closed and results in "W" grades on your transcript. If you do not wish to attend this term, you must delete your schedule during registration to avoid "W" grades.**

Deadlines for individual course drops and total withdrawals are published on the Five-Term Calendar at <http://www.registrar.gatech.edu/home/calendar.php>. Students who have missed the deadline for dropping a course(s) or withdrawing by the stated deadline should contact their major school for assistance.

If you drop a course after registration is over, the course WILL NOT be removed from your schedule. The "Status" field will change to reflect that you have dropped the course. There is NO refund for dropped courses.

**ERROR MESSAGES** - Click the "**Registration Errors - explanation**" link below for a detailed description of registration errors.

### Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 1 Waitlisted	Wait Listed Course None Wait Listed Course	80957	ECON	2100	VG	Undergraduate Semester	3.000	Letter	Grade	Economics and Policy

Select "Wait Listed Course"

### Add Classes Worksheet

#### CRNs

Submit Changes

Class Search

Reset

# Dropping A Course

Drop a course before the last day of Phase II registration to avoid receiving a "W" on your transcript.

### Current Schedule

Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	Status
None	84238	CS	6235	A	Graduate Semester	3.00	Letter Grade	Real-Time Systems	**Registered for Course on Jul 10, 2003
None									
Course Drop by Student									
Withdraw From School	80002	AE	3450	A	Graduate Semester	3.00	Letter Grade	Thermodynamics&Comp Flow	**Registered for Course on Aug 05, 2003

Total Credit Hours: 6.00  
Billing Hours: 6.00  
Maximum Hours: 21.00  
Date: Aug 05, 2003 06:57 pm

### Add Classes

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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# Registration Errors

## Common Errors:

- Major Restriction-** We can not lift restrictions of other departments courses
- Duplicate Course Error-** If you want to take two courses of the same name/number, let us know BEFORE registration (ex: ISYE 4803) We will give you the permit to do so.
- Class Restriction
- Closed Section
- Closed- Waitlist Full
- Time Conflict

<http://www.registrar.gatech.edu/registration/error.php>



of a petition to the Faculty form to return full term. By definition, reducing your course load to zero hours is withdrawing regardless of the number of courses for which you are registered.

Once you have adjusted your schedule, be sure to click the "submit changes" button. Make sure you have no registration errors. **REVIEW AND PRINT YOUR SCHEDULE**

If you wish to change the basis of a course OR wish to adjust the hours for a variable hour course, click on **CHANGE CLASS OPTIONS**.

Questions? E-mail [comments@registrar.gatech.edu](mailto:comments@registrar.gatech.edu)

Unless you are a part-time graduate student, you must complete a "Petition to the Faculty" form to return to school next term if you withdraw from this term. Withdrawal results in "W" grades on your transcript. If you do not wish to attend this term, you must delete your schedule during registration to avoid "W" grades.

Deadlines for individual course drops and total withdrawals are published on the [Academic Calendar](#). Students who have missed the deadline for dropping a course should contact their major school for assistance.

If you drop a course after registration is over, the course WILL NOT be removed from your schedule. The "Status" field will change to reflect that you have dropped the course.

**ERROR MESSAGES** - Click the "[Registration Errors - explanation](#)" link below for a detailed description of registration errors.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered (Web) on Apr 02, 2014	None	80635	ISYE	3044	A	Undergraduate Semester	3.000	Letter	Grade	Simulation Analy & Dsgn
**Registered (Web) on Apr 02, 2014	None	90646	ISYE	3104	C	Undergraduate Semester	3.000	Letter	Grade	Sply Chain Mod:Manf&Ware
Audit Course on Apr 03, 2014	None	90978	ISYE	4800	A	Undergraduate Semester	0.000	Audit		Special Topics
**Registered (Web) on Apr 09, 2014	None	87881	ECE	2026	A	Undergraduate Semester	3.000	Letter	Grade	Intro Signal Processing
**Registered (Web) on Apr 09, 2014	None	87886	ECE	2026	L04	Undergraduate Semester	0.000	Letter	Grade	Intro Signal Processing
**Registered (Web) on Aug 16, 2014	None	86373	ISYE	4301	A	Undergraduate Semester	3.000	Letter	Grade	Supply Chain Economics
**Registered (Web) on Aug 09, 2014	None	91340	MGT	3078	TSB	Undergraduate Semester	3.000	Letter	Grade	Finance & Investments

Total Credit Hours: 15.000  
 Billing Hours: 15.000  
 Minimum Hours: 0.000  
 Maximum Hours: 21.000  
 Date: Sep 12, 2014 12:59 pm

SHOULD LOOK LIKE THIS



# OTHER THINGS TO KNOW

- Use extended walk-in hours if you need help during registration
- Email: Allow 24 hours for email to be answered.
- If you have an issue registering for a non-ISyE course, please see here for each department's policy:  
<http://www.registrar.gatech.edu/registration/oprequest.php>
- Do not contact the CEE department
- Be flexible with your schedule, have a Plan A and Plan B.

QUESTIONS?