

Fall 2021 CoC Registration Information

FALL 2021 CoC REGISTRATION INFORMATION

Please bookmark and read the Graduate Student Registration Dates and Information (“*regdates*”) webpage for registration information: <https://www.cc.gatech.edu/student-registration-dates-information-graduate>

The information within the “*regdates*” webpage will provide you with detailed instructions regarding the College of Computing (CoC) registration. This page will be updated each semester to communicate specific information for the current registration period. It is typically updated a few days before registration begins.

CoC Permits

All CS/CSE graduate courses will be PERMIT RESTRICTED until Friday, August 20. New Fall 2021 graduate students will receive a registration survey on August 18 where they can request permits. Returning students must wait until the permit restrictions are removed on Friday, August 20.

DEGREE WORKS

- Students can review their degree requirements (after they have declared their specialization and/or by performing a what-if scenario in Degree Works) and monitor their academic progress by logging into Degree Works www.degreeworks.gatech.edu.
- Students should review their Degree Works at least four times a semester (before and during registration to ensure courses apply to your program requirements, after registration, after grades are posted, any time changes are made to your schedule/record).
- If you make a change to your schedule/record (i.e. declaring/changing your specialization, adding/dropping courses, withdrawing from courses, grade mode changes, etc.) it can take Degree Works up to 24 hours to reflect any change.
- It is the student’s responsibility to monitor their Degree Works and inform their advisor of any discrepancies and/or inaccuracies that they find.

HOLDS

- It is possible you may have a registration hold due to missing documents. Please visit this link to check your holds: <https://registrar.gatech.edu/registration/holds>
- If you have a hold it **MUST** be cleared by the department who issued it **before** you can register. If you have questions about any holds you may have, **you must contact the department who issued the hold:** <https://www.gatech.edu/offices-and-departments>.
- **If you have a Registrar Location hold:**
You should be able to clear this hold immediately in OSCAR. On the Registration menu, select “Term Study Location Identification”, select your location from the pull-down menu, and then click “Submit”. Successful completion of this task clears the hold from your account and will allow you to continue with registration. There is text available in OSCAR with these instructions. This applies to all students, domestic and international. If students are physically located outside of the United States, they will select “*Foreign State” from the dropdown. This should be the first option in the state dropdown. If you have questions, please email comments@registrar.gatech.edu

TIME TICKETS

- The academic calendar (<https://registrar.gatech.edu/calendar>), states that time tickets for Phase II for Fall 2021 will be posted on August 13.
- A time ticket tells you the specific day and time that you can begin registering for classes. More information can be found here: <https://registrar.gatech.edu/registration/time-tickets>.
- Time tickets are issued based on the number of *earned hours* you have completed. *Time tickets are issued by the Registrar's Office. As a result, we have no control over this process, nor can advisors change/edit and/or issue a time ticket.*
- Questions regarding your time ticket should be directed to the Registrar’s Office (<https://registrar.gatech.edu/contact>).

REGISTRATION

- Phase II Fall 2021 registration will begin on August 14 and ends on August 27 at 4pm ET, per the academic calendar: <https://registrar.gatech.edu/calendar>
- When you search for classes, make sure to choose **Campus: Georgia Tech –Atlanta*** so you will only see the eligible courses.
- **Atlanta on-campus students cannot take OMSCS online courses and OMSCS online students cannot take Atlanta on-campus courses. Online is a separate campus and is only for OMSCS students.**
- Information on how to register can be found here: <https://registrar.gatech.edu/registration/registration-information>
- Additional registration information can be found here: <https://registrar.gatech.edu/registration>
- The Registrar’s Office Frequently Asked Questions regarding registration: <https://registrar.gatech.edu/info/frequently-asked-questions-about-registration>
- Advisors **CANNOT** add/remove students to/from courses and/or waitlists. Nor can advisors predict the chances of a student getting into a specific class.
- NO permits will be issued to returning students as you will have to wait until the permit restrictions come off on August 20 to start making changes to CoC courses.
- All CS/CSE graduate courses will be **PERMIT RESTRICTED until Friday, August 20**. The Permit Restrictions will be removed by noon on Friday, August 20. Any courses with permit restrictions that remain in place after this deadline require the Instructor’s approval.
- **The Major Restrictions will be removed by noon on Monday, August 23**. Major restrictions will not be removed AT ALL for the following courses: CSE 6001, CSE 6040, CSE 6740B, CS 6451, CS 6452, CS 6755. Please refer to the “regdates” webpage for more information: <https://www.cc.gatech.edu/student-registration-dates-information-graduate>.
- If you would like to register for any non-CS/CSE courses, you must contact the course’s major school, as each department at GT controls its own classes. Please view contacts and instructions: <https://registrar.gatech.edu/registration/permits-and-overloads>
- **Visa holders:** Please review the OIE website regarding instructions for Fall 2021 planning: <https://oie.gatech.edu/iss/fall-planning>. If you have any questions regarding this guidance, please refer to the OIE website for their staff contact information. If you are a visa holder, please be mindful of your I-20 end date and plan your graduation term accordingly. Program extensions require an extenuating circumstance and are rarely granted and they are reviewed on a case-by-case basis. It is your responsibility to ensure you comply with all visa enrollment rules, regulations, and policies to prevent any violation of status. Please explore the OIE website for guidance: <http://oie.gatech.edu> and the FAQ section: <https://oie.gatech.edu/iss/home> for information as well. If your question is not addressed on OIE’s website, please refer to their website for contact information: <https://oie.gatech.edu/> and email OIE directly for assistance: info@oie.gatech.edu.

SPECIAL PROBLEMS FORMS (CS 8903)

- Please refer to the Fall 2021 Phase II section of the graduate “regdates” webpage (<https://www.cc.gatech.edu/student-registration-dates-information-graduate>) for instructions on how to submit a CS 8903 form via DocuSign for the fall semester
- Please note that the advisors do not review/process CS 8903 forms.
- **As a reminder, the final recipient of the CS 8903 form in DocuSign should be Rebecca Wilson.**

WAITLISTING

- Advisors do not issue overloads. Waitlisting has taken the place of overloads for courses that are full. Information regarding waitlisting can be found here: <https://registrar.gatech.edu/registration/waitlists>
- Waitlisting is first come, first served. If a class is full and you have an active time ticket, you should be able to waitlist for a course if there is room on the waitlist.
- PLEASE do not add yourself to every waitlist. Waitlisting for ONLY the courses you want helps us better determine demand.
- Waitlists and course caps will be monitored periodically and adjustments will be made as needed.
- If you change your mind about a course you are waitlisted for, you have to remove yourself from the waitlist. **We cannot remove you.** Additionally, we cannot add students to waitlists — you must add yourself.
- If you receive a waitlist notification you only have 12 hours to register for the course. **Once you receive the notification, you must add the course by CRN. Add by look up does NOT work for waitlisted courses.** If you do not register within that 12-hour period, you will be dropped from the waitlist, and the next person on the list will receive the permission to enroll. We have no control over this. If this happens, your only option is to add yourself back to the waitlist and hope for the best.
- In the past, waitlists have been removed the Thursday before Phase II registration ends.

Please monitor your gatech email (including junk/spam folders) for communication from the Registrar's Office regarding waitlist updates.

REGISTRATION ERRORS

- Common registration errors: <https://registrar.gatech.edu/registration/error-messages>
- Duplicate course error:
 - If you plan to take two special topics classes with the same course number (ex: CS 8803) you will need a duplicate course permit to register for both. Please email your advisor to receive a duplicate course permit if you receive this error. Please include your name, GTID# (using the following format xx1-23-4567), and the coursenummer. We can only issue permits for CS/CSE courses. You must contact the course's major school for any other subject.
- If you receive a course restriction message, please check the "regdates" webpages: <https://cc.gatech.edu/academics/college-advising/regdates>, OSCAR **and** this document to ensure you are eligible to register for the course **BEFORE** contacting the department/advisors for assistance.

GRA/GTA INFORMATION & REQUIREMENTS

- A GRA/GTA position is NOT guaranteed.
- The advisors do NOT manage the GRA/GTA hiring process. As a result, the advisors do not have information regarding potential GRA/GTA opportunities.
- It is our understanding, that the College of Computing (CoC) emails all *returning* students a GTA application and information a few business days after the *schedule of classes* has been made available. *Important semester dates can be found on the academic calendar on the Registrar's Office website: <https://registrar.gatech.edu/calendar>
- If you are interested in receiving more information about CoC GTA opportunities, please monitor your gatech email (including the junk and spam folders).
- **Please refer to the 2nd attachment that includes contacts, and other important GRA/GTA information.**
- If you are able to secure a GRA/GTA position, please note that a GRA/GTA is an audit based course and therefore, no academic credit is awarded. In other words, a GRA/GTA course will **NOT** count towards your degree requirements.
- All GRAs and GTAs **must be enrolled full-time**, which is at least 12 credit hours <https://www.grad.gatech.edu/hiring-supervision>
- ALL College of Computing students who have a GRA/GTA **MUST** adhere to the following full-time enrollment requirements:
 - For fall and spring semesters, this means at least 12 total hours with at least 9 hours for letter grade or pass/fail.
 - For summer semesters, this means at least 12 total hours with at least 6 hours for letter grade or pass/fail.
- Fall and Spring GRA's/GTA's, if you register for 6 hours of your GRA/GTA and 6 hours of course work, this does **NOT** meet the full-time requirement that is outlined above, despite the total number of hours being 12.
- Failure to comply with the full-time enrollment requirements may result in a tuition bill.
- Questions regarding your GRA/GTA full-time enrollment requirements should be directed to your hiring department.
- If you are a visa holder and you have questions about your visa/I-20, enrollment requirements/status, etc. your first point of contact should be your OIE advisor to ensure you are complying with visa rules, laws, policies, procedures, regulations etc.

STUDENT RESOURCES

Please continue to monitor the following websites for the latest guidance:

- **Coronavirus (COVID-19) Updates:**
 - Updates on the campus response to coronavirus (COVID-19) can be found here: <https://health.gatech.edu/tech-moving-forward>
 - The Office of Graduate Studies COVID-19: Guidance for Graduate Education <http://grad.gatech.edu/covid19#Current%20Students>
 - The Office of International Education (OIE) International Students and Scholars (ISSS) COVID-19 FAQ: <https://oie.gatech.edu/iss/home>. Please refer to the OIE website for their staff contact information.
 - Georgia Tech's response to COVID-19 and campus updates regarding Fall 2021 course delivery <https://health.gatech.edu/coronavirus/academic-operations>
 - Visa holders: Please review the OIE website regarding instructions for Fall 2021 planning: <https://oie.gatech.edu/iss/fall-planning>. If you have any questions regarding this guidance, please refer to the OIE website for their staff contact information.
- **Registration Websites:**
 - CoC graduate "regdates" webpage: <https://www.cc.gatech.edu/student-registration-dates-information-graduate>
 - Additional registration information: <https://registrar.gatech.edu/registration> and <https://registrar.gatech.edu/registration/registration-information>
 - Information regarding holds: <https://registrar.gatech.edu/registration/holds>
- **Departmental Websites:**
 - The Georgia Tech website: <https://www.gatech.edu/>
 - The Registrar's Office: <https://registrar.gatech.edu/>
 - The College of Computing (CoC) website: <https://www.cc.gatech.edu/>
 - The Office of International Education (OIE): <https://oie.gatech.edu/> If you are a visa holder, it is your responsibility to ensure you comply with all visa enrollment rules, regulations, and policies to prevent any violation of status. Please explore the OIE website for guidance: <http://oie.gatech.edu> and the FAQ section <https://oie.gatech.edu/iss/home> for information as well. Please refer to the OIE website for their staff contact information.
 - Please contact the Bursar's Office for questions related to tuition, fees, payment, refunds, etc.: <http://www.bursar.gatech.edu>
 - The Financial Aid Office: Please contact the Financial Aid Office for questions related to your financial aid: <https://finaid.gatech.edu/>
 - Please direct questions regarding visa's/I-20's and CPT/OPT to OIE: <https://oie.gatech.edu/>
- **Miscellaneous:**
 - CoC advising directory: <https://www.cc.gatech.edu/academics/college-advising>
 - Students are responsible for knowing important upcoming semester dates and deadlines, so please make sure to check the academic calendar frequently and often throughout the semester: <https://registrar.gatech.edu/calendar>
 - Georgia Tech Registrar's Office <https://registrar.gatech.edu/>
 - The Registrar's Office manages various types of enrollment and academic verifications. Please visit this link <https://registrar.gatech.edu/records/certifications-and-verifications> for a list of certifications and verifications that the Registrar's Office provides. Questions regarding these letters should be directed to the Registrar's Office <https://registrar.gatech.edu/contact>.
 - Degree candidates, please review and monitor the Georgia Tech Commencement website <http://commencement.gatech.edu> for updates.

FREQUENTLY ASKED QUESTIONS

Q: Will there be any updates to the list of course offerings?

A: The schedule of course offerings is not set in stone; it is fluid and has the potential to change up to the start of the new term. However, the advisors do not manage the schedule of courses and therefore, we cannot predict if there will be any updates. Students are encouraged to be patient and diligent in monitoring OSCAR.

Q: What are the chances that I will get into a specific course that is full, closed or one that I am waitlisted for?

A: While it is our intent that students will get the courses they need during Phase I/Phase II. We cannot predict the chances of a student getting into a specific course. Students should be open and flexible to taking courses that are available.

Q: Can I register for a Fall 2021 CoC graduate-level course if I was not given a permit?

A: If you were not issued a permit during Phase I, this does NOT mean that you cannot take the course. You can continue to try to register/waitlist for the course during Phase II registration.

Q: I did not receive a permit for a course that I requested on my course survey. Can I request a permit for a different course?

A: No. If you were not issued a permit for a course that you requested on the course survey, you cannot request another permit. If you did not receive a permit for a course, you can still try to register/waitlist for the course and/or a different course during Phase II registration.

Q: Why didn't I receive a permit for all of the CS/CSE courses I requested?

A: If a course permit was unable to be issued, students were notified via email about each course individually. Please check your gatech email (including the junk/spam folders) for updates.

Q: I am graduating in Fall 2021 when should I apply to graduate?

A: The OAG for fall is open now. The deadline to apply for Fall 2021 graduation is August 27, 2021.

Q: Where can I find out more information about graduation?

A: Students should refer to the commencement website for official communications regarding graduation and commencement ceremonies (<http://commencement.gatech.edu/>).

Q: There is a specific course that I "want" to take, how can I get into the course?

A: While there may be classes that you "want" to take, you must be open and flexible to take classes that are available for your specialization/ degree requirements. Advisors cannot add/remove student's to/from courses and/or waitlists. If the course is full, you can try adding yourself to the waitlist if there is room and monitor your gatech email (including junk/spam folders) for a waitlist notification. However, we cannot predict the chances of a student getting into a specific class. As a result, it is recommended that you find another course to take.

Q: I am an Atlanta campus student. Can I take an "online" class?

A: No, students cannot mix campuses. Meaning, Atlanta campus students cannot take "online" classes.

When we say "Online" we mean the "Online" campus which is for the OMSCS program. Online is a separate campus and is only for OMSCS students. Online classes are noted in OSCAR and the section begins with O.

Do not choose any sections that begin with "O". When you are searching for classes, **make sure to choose "Georgia Tech –Atlanta"** for the campus, so you will only see the eligible courses.

Q: The graduate course I want to take is cross-listed/equivalent with an undergraduate course, can I take the undergraduate level course?

A: No. Graduate students need to take the graduate level course. Please refer to the course equivalency chart:

<https://www.cc.gatech.edu/equivalent-courses>

Q: The graduate course I want to take is full, but it is cross-listed/equivalent with an undergraduate course, can I take the undergraduate level course?

A: No. Graduate students need to take the graduate level course, unless otherwise instructed. Please refer to the course equivalency chart:

<https://www.cc.gatech.edu/equivalent-courses>

Q: I took an undergraduate level course that is cross-listed/equivalent with a graduate level course. Can I take the graduate cross-listed/equivalent course too?

A: If you took an undergraduate course that is cross-listed/equivalent with a graduate level course, you **cannot** take the graduate level cross-listed/equivalent course and use it towards the degree requirements. Please refer to the course equivalency chart:

<https://www.cc.gatech.edu/equivalent-courses>

Q: Where can I find information about GRA/GTA opportunities?

A: Please refer to the GRA/GTA section above.

Q: How many hours do I need to register for if I have a GRA/GTA?

A: Please refer to the GRA/GTA section above. If you have a GRA/GTA during the fall and/or spring semester you must register for at least 12 hours, with at least 9 hours for letter grade or pass/fail. If you have a GRA/GTA during the summer semester you must register for at least 12 hours, with at least 6 hours for letter grade or pass/fail.

Q: Can I register for 6 hours of a GRA/GTA and 6 hours of courses in the fall/spring semesters?

A: No. You must register for at least 12 hours, with at least 9 hours for letter grade or pass/fail.

Q: Who do I contact if I have questions regarding my GRA/GTA tuition waiver and/or offer letter?

A: You will need to contact your hiring department for questions related to GRA/GTA tuition waivers and/or offer letters. Please note that if you make changes, it typically takes at least 12 hours for the system to update. Please see attached contacts and information.

Q: I submitted a CS 8903 form, but have not received a permit, what should I do?

A: Please make sure you submit all CS 8903 forms via DocuSign to Becky Wilson. Students should monitor their gatech email (including the junk/spam folders) for an email notifying you that a permit has been issued.

Q: Can I email the course professors for a permit for their class.

A: No. Students need to follow the registration guidelines that are outlined in the sections above.

Q: How do I register for a non-CS/CSE course?

A: Each department sets their own policies and procedures for course registration. If you would like to register for a non-CS/CSE course, you must follow the guidelines that each department has established. Please view contacts and instructions:

<https://registrar.gatech.edu/registration/permits-and-overloads>

ADVISING CONTACTS

Questions pertaining to a specific CoC program should be directed to the specific department/advisor.

- Judy Reese jreese@cc.gatech.edu: MSCS Atlanta campus advisor
- IC programs: Danielle Shenise: danielle.shenise@cc.gatech.edu
- CSE programs: Nirvana Edwards nirvana.edwards@cc.gatech.edu
- SCS programs: Tiffany Ntuli t.ntuli@gatech.edu
- ROBO or ML PhD: Stephanie Niebuhr stephanie.niebuhr@cc.gatech.edu
- CoC Master's program contacts: <https://www.cc.gatech.edu/academics/college-advising/masters-program-advisors>
- CoC Ph.D. program contacts: <https://www.cc.gatech.edu/college-advising-doctoral-program-advising-and-information>
- MS Cyber Security: <https://iisp.gatech.edu/masters-degree>

Best of luck with your fall semester!