MS Computer Science (Atlanta Campus) Summer/Fall 2021 Registration Information

SUMMER/FALL 2021 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.

MSCS PROGRAM REQUIREMENTS and RULES
- MSCS program rules: https://www.cc.gatech.edu/future/masters/mscs
- MSCS specialization requirements: https://www.cc.gatech.edu/academics/degree-programs/masters/computer-science/specializations

DECLARE YOUR SPECIALIZATION
Students cannot declare their specialization during registration. Once you have decided on a specialization you will need to declare it. When students declare their specialization, it helps the College determine course demand and enables advisors to better assist students with degree related questions. It also allows students the ability to track their degree requirements. Once you have declared your specialization, it will take Degree Works up to 24 hours to update.

To declare your specialization, please follow these instructions:
1. Log into BuzzPort: https://buzzport.gatech.edu/cp/home/displaylogin
2. In BuzzPort, go to "Registration – OSCAR"
3. Go to "Student Services & Financial Aid"
4. Find "Student Records"
5. Find "Change Program of Study"
6. Select “MSCS”, this provides access to the “Major Specialization” field that all students can update.

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 possible that Degree Works may not pull a course correctly. Therefore, students should refer to the MSCS program rules https://www.cc.gatech.edu/future/masters/mscs and specialization requirements https://www.cc.gatech.edu/academics/degree-programs/masters/computer-science/specializations and compare it to their Degree Works. If an update is needed, this is typically made once the student has applied to graduate and their advisor has completed their first degree audit.
- It is the student’s responsibility to monitor their Degree Works and inform their advisor of any discrepancies and/or inaccuracies that they find.
- Please follow up with your advisor after June 1 regarding Degree Works updates.

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 Summer 2021 and Phase I for Fall 2021 will be posted on March 25, 2021 at 6pm Eastern Time.
- 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
- 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
- Summer and Phase I Fall 2021 registration will begin on March 29, 2021 and ends on May 21 at 4pm ET, per the academic calendar: https://registrar.gatech.edu/calendar.
- Information about Course Formats for Summer and Fall:
Students can access course mode designations in OSCAR: https://oscar.gatech.edu/.
  1. Residential courses: Courses that are residential will be held on a traditional in-person schedule and format. Until class locations are determined, they will be coded in OSCAR as hybrid, but you can find a current list of classes expected to be fully residential: https://registrar.gatech.edu/info/course-delivery-methods-summer-2021. As we continue to determine classroom assignments, some sections planned as residential may have to be changed to hybrid mode due to space constraints.
  2. Hybrid courses (HYBR): In contrast to remote courses, all hybrid sections will maintain an in-person experience and can expect to meet in classrooms on campus regularly. The amount of in-person interaction will be determined by instructor teaching preferences and classroom availability for physical distancing.
  3. Remote courses: Those sections assigned to remote will be coded in OSCAR as asynchronous (ASYN) or synchronous (SYNC) based on the planned delivery. Asynchronous courses will deliver material unboundedly by specific meeting times, while synchronous courses will meet virtually on a set schedule. You can find a list of all courses coded for remote delivery: https://registrar.gatech.edu/info/course-delivery-methods-summer-2021.
- Visa holders: Please review the OIE website regarding instructions for Summer and Fall 2021 planning: https://oie.gatech.edu/iss/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.
- 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.
- The Remote attribute is the method Atlanta Campus students will choose to take remote classwork this Summer.
- When you search for classes, make sure to choose Campus: Georgia Tech –Atlanta* so you will only see the eligible courses.
- You will also need to choose the Attribute Type. All courses for the Summer 2021 semester have an assigned course attribute which indicates how content will be delivered: https://registrar.gatech.edu/info/course-delivery-methods-summer-2021. Please visit this link for instructions on how to view course attributes in Oscar: https://registrar.gatech.edu/info/course-delivery-methods-summer-2021.
- 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.
Please visit this link for program rules regarding 4000-level classes: https://www.cc.gatech.edu/future/masters/mscs

- Some 4000 level courses taught in the CoC have graduate course equivalents. If you have already received course credit for one of the 4000 level courses on this list https://www.cc.gatech.edu/equivalent-courses, you will NOT receive credit towards your MSCS degree requirements if you also take the listed graduate equivalent course.
- If an undergraduate level course has a cross-listed/equivalent graduate level course, you need to take the graduate level course. Please see additional information in the FAQ section below.

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.

Major restrictions will remain in place for Summer 2021 until noon on Monday, April 12. Please refer to the “regdates” webpage for more information (https://www.cc.gatech.edu/student-registration-dates-information-graduate).

All CS/CSE graduate courses will be permit restricted for the entirety of Fall 2021 Phase I registration. Permit restrictions and major restrictions will NOT be removed during Fall 2021 Phase I registration. Please refer to the “regdates” webpage for more information (https://www.cc.gatech.edu/student-registration-dates-information-graduate).

Please be patient and remember that you will also have an opportunity to register for Fall 2021 courses during Phase II registration in August https:// registrar.gatech.edu/calendar.

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

PERMITS

- All CS/CSE graduate courses will be permit restricted for the entirety of Fall 2021 Phase I registration. Permit restrictions and major restrictions will NOT be removed during Fall 2021 Phase I registration. Please refer to the “regdates” webpage for more information (https://www.cc.gatech.edu/student-registration-dates-information-graduate).
- A survey link will be sent out to CoC graduate students on March 17, 2021 so you can request permits for Fall 2021 Phase I registration. The College staff will process the course survey permit requests and the goal is to have them completed by the time grad student time tickets open, or as close to that time as possible. Please refer to the survey email for additional information.
- This survey link will remain open until 9AM EST on Wednesday, March 24, 2021. If you missed the course survey deadline, please email Becky Wilson rwilson@cc.gatech.edu a list of FOUR (CS/CSE) courses that you would like to take for Fall 2021.
- Registration forms and instructions can be found on the graduate “regdates” webpage: https://www.cc.gatech.edu/student-registration-dates-information-graduate.

MSCS PROJECT FORMS (CS 6999)

- Students who are CONTINUING a previously approved project for the summer and/or fall semester and simply need a permit (CS 6999) should send an email request to their MSCS advisor. Do NOT submit a new approval form if your project has already been approved and it is not changing. Please include your GTID# (using the following format xx1-23-4567), the CS 6999 CRN#, section number and the name of your supervising CoC faculty member in your email to your MSCS advisor.
- If you are starting a NEW project, please refer to the instructions listed on the graduate “regdates” webpage: https://www.cc.gatech.edu/student-registration-dates-information-graduate on how to submit a CS 6999 form via DocuSign.
  - The final DocuSign recipient of your CS 6999 form and project proposal needs to be Rebecca Wilson

THESIS (CS 7000)

- Students who are CONTINUING a previously approved thesis for the summer and/or fall semester and simply need a permit (CS 7000) should send an email request to their MSCS advisor. Do NOT submit a new approval form if your project has already been approved and it is not changing. Please include your GTID# (using the following format xx1-23-4567), the CS 7000 CRN#, section number and the name of your CoC thesis faculty advisor in your email to your MSCS advisor.
- If you are starting a NEW thesis, please refer to the instructions listed on the graduate “regdates” webpage (https://www.cc.gatech.edu/student-registration-dates-information-graduate) on how to submit a CS 7000 form via DocuSign.
  - The final DocuSign recipient of your CS 7000 form should be your MSCS advisor.
  - The final DocuSign recipient of your Approval of Master’s Thesis Topic and the Certificate of Thesis Approval should be Rebecca Wilson

SPECIAL PROBLEMS FORMS (CS 8903)
• Please refer to the Summer and Fall 2021 Phase I 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 summer and/or fall semester.
• Please note that the MSCS 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.
• Please note that the MSCS advisors do not review/process CS 8903 forms.

WAITLISTING

• We 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. Waitlisting for ONLY the courses you want helps us better determine demand.

REGISTRATION ERRORS

• Common registration errors: https://registrar.gatech.edu/registration/error-messages
• Duplicate course error:
  o If you plan to take two special topics classes with the same course number (ex: CS 8803) or two seminars (CS 8001), you will need a duplicate course permit to register for both. Please email your MSCS 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 course number. We can only issue permits for CS/CSE courses. You must contact the course’s major school for any other subject.
• Prerequisite and test score error:
  o Please email rwilson@cc.gatech.edu to receive a prerequisite and test score permit for any undergraduate CS course that may give you this error. Please include your name, GTID# (using the following format xx1-23-4567) and the course number. 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 MSCS advisors do NOT manage the GRA/GTA hiring process. As a result, the MSCS advisors do not have information regarding potential GRA/GTA opportunities.
• It is our understanding, that the College of Computing (CoC) emails all returning MSCS 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 MSCS 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:
  o For fall and spring semesters, this means at least 12 total hours with at least 9 hours for letter grade or pass/fail.
  o 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-
Please continue to monitor the following websites for the latest guidance:

- **Questions regarding your GRA/GTA full-time enrollment requirements should be directed to your hiring department.**
- **Please note the MSCS program rule regarding pass/fail and audit hours that is outlined on our website https://www.cc.gatech.edu/future/masters/mscs: “Pass-Fail and Audit – All courses applied to the M.S. CS degree must be taken for letter grade, other than thesis hours.”**
- **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.**

**GRADUATE INTERNSHIPS (SUMMER 2021)**

- **Questions about the application process and what is required can be found here: https://career.gatech.edu/graduate-student/application-process**
- C2D2 is the official Institute office regarding graduate internships. Therefore, if you have questions about the internship process and/or eligibility requirements please review C2D2’s website (https://career.gatech.edu/). If you are still unable to locate the answer to your question please contact C2D2 (https://career.gatech.edu/graduate-advisors) directly.
- If you submit a Graduate Internship Program Application via DocuSign, set signing order to allow your academic advisor to sign.
- If you have submitted a Graduate Internship Program Application form to your advisor, please note that we are experiencing a high volume of these requests and we are processing them as quickly as possible. Your patience is appreciated during this time. If we have questions regarding your form, we will contact you.
- As a reminder, internships cannot interfere or delay your graduation. Therefore, if you have questions regarding your form, we will contact you.
- Please do not submit Fall 2021 internship application forms to your academic advisor until after Summer 2021 registration ends.

**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/issss/home. Please refer to the OIE website for their staff contact information.
  - Georgia Tech’s response to COVID-19 and campus updates regarding Summer and Fall 2021 course delivery https://health.gatech.edu/coronavirus/academic-operations
  - Visa holders: Please review the OIE website regarding instructions for Summer and Fall 2021 planning: https://oie.gatech.edu/issss/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
  - All courses for the Summer and Fall 2021 semester have an assigned course attribute which indicates how content will be delivered: https://registrar.gatech.edu/info/course-delivery-methods-summer-2021.
  - Please visit this link for instructions on how to view course attributes in Oscar: https://registrar.gatech.edu/info/registration-videos
  - 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 MSCS Atlanta campus website: https://www.cc.gatech.edu/future/masters/mscs
  - 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/issss/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.

**EMAIL ETIQUETTE**

While email is the preferred and most common form of communication, your cooperation and mindfulness of the following is greatly appreciated:

- Communication **must** be done through your gatech email, as we will only be responding to these communications.
- Please make sure to include your GTID# in **ALL** of your emails. **Please use the following format xx1-23-4567 when including your GTID#**. If you do not include your GTID# in your email, it can and does slow down our response time. To ensure you always include this in your emails, you may opt to put this in your email signature line.
- **When you send an email, please allow at least 3 business days for a reply before following up.** MSCS advising is not available on Saturdays or Sundays. Email response times may be longer during busy periods like registration and the start/end of a semester. Please keep in mind that you are getting an individual reply and therefore this takes time.
- **Please make sure your questions have not already been answered in previous communications and/or on our website.**
- It is recommended that students utilize campus resources, such as reviewing previously sent communications and the GT and College of Computing websites to try and locate answers to their questions **BEFORE** emailing your advisor. For example, questions regarding financial aid, housing, parking, etc. need to be directed to their respected departments.
- **Please do not send the same email to multiple people, either in the same email and/or as individual emails. This is counterproductive and may result in a delayed response.**
- The MSCS advising team does not send spam emails. Therefore, if we send an email, students are responsible for knowing the information that we have sent. GT, The CoC and MSCS advisors send communication to your gatech email. Students are responsible for checking their Georgia Tech email. It is recommended that students check their gatech email (including junk/spam folders) a minimum of 3 times a day.

**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 MSCS 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 MSCS 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 Summer 2021 when should I apply to graduate?
A: Our departmental deadline was March 15, 2021. Students can still apply for Summer 2021 graduation after the March 15 departmental deadline, as long as it is **BEFORE** the Institutes Summer 2021 OAG deadline. Please view the academic calendar (https://registrar.gatech.edu/calendar) for Institute deadlines. However, if you apply after March 15, your advisor cannot guarantee that they will be able to complete your degree audit before Summer 2021 Phase I registration begins. If your advisor is unable to complete your degree audit, they cannot confirm that you will be on track to graduate in Summer 2021. You should only apply for graduation IF you are certain that you will graduate in the term that you are applying for. Requests to inactivate an OAG are not guaranteed as they require the departments and the Institutes approval.

Q: I am graduating in Fall 2021 when should I apply to graduate?
A: The MSCS advisors will be sending out information regarding Fall 2021 graduation in April. The deadline to apply for Fall 2021 graduation is June 1. Please be on the lookout for this communication in your gatech email (please make sure you are checking your junk/spam folders). You should only apply for graduation IF you are certain that you will graduate in the term that you are applying for.

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: I am graduating in Summer 2021 and I need “X” class(es) to complete my degree requirements. What should I do?
A: If you have applied to graduate, your MSCS advisor will review your degree audit https://registrar.gatech.edu/info/degree-audit and make exceptions/updates as needed prior to the end of summer registration. If we determine that you are still lacking a specialization course we will try to help you get the course. However, if you need a free elective, you will need to choose a free elective, as we cannot issue you a permit and/or help you get into a free elective course.

Q: I am graduating in Fall 2021 and I need “X” class(es) to complete my degree requirements. What should I do?
A: We will send an email in April regarding Fall 2021 graduation. Please continue to monitor your gatech email (including junk/spam folders) for this communication. If you apply to graduate, your MSCS advisor will review your degree audit https://registrar.gatech.edu/info/degree-audit (prior to Phase II in August) and make exceptions/updates as needed. If we determine that you are still lacking a specialization course we will try to help you get the course (in Phase II). However, if you need a free elective, you will need to choose a free elective, as we cannot issue you a permit and/or help you get into a free elective course. If your Degree Works record indicates that you are registered for your remaining specialization courses you will NOT be given course priority during Phase II registration. This means that if you make any adjustments to your schedule to try and replace specialization courses that you are currently registered for with specialization courses that you “want” we cannot assist you with this request. Also if you drop a course that previously fulfilled your specialization requirements we cannot assist you with getting a new course.

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/MSCS 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 a MSCS Atlanta campus student. Can I take an “online” class?
A: No, students cannot mix campuses. Meaning, Atlanta campus students cannot take “online” classes. "Online" and "Remote" are NOT the same. 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: I am a MSCS Atlanta campus student. Can I take a “remote” class?
A: Yes, the remote attribute is the method Atlanta Campus students will choose to take remote classwork this Summer. "Remote" is the distance learning method that refers to Atlanta students who will be taking classes remotely. When you are searching for classes, choose:

1. **Campus: Georgia Tech Atlanta**
2. **Attribute Type**: to view course delivery options (remote, etc). All courses for the Summer semester have an assigned course attribute which indicates how content will be delivered: https://registrar.gatech.edu/info/course-delivery-methods-summer-2021. Please visit this link for instructions on how to view course attributes in Oscar: https://registrar.gatech.edu/info/registration-videos.
Q: Can I take a 4000-level course and/or a non-CS/CSE course?
A: Please review the MSCS program rules on our website: https://www.cc.gatech.edu/future/masters/mscs. If an undergraduate level course has a cross-listed/equivalent graduate level course, the graduate student needs 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 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 MSCS degree requirements. Please refer to the course equivalency chart: https://www.cc.gatech.edu/equivalent-courses

Q: Can I contact my MSCS advisor for a course permit?
A: The MSCS advisors ONLY issue the following permits: CS 7000, and duplicate permits for CS 8803 and CS 8001. Please refer to the Summer/Fall 2021 section of the graduate “regdates” webpage https://www.cc.gatech.edu/student-registration-dates-information-graduate for instructions on how to submit a CS 7000 form via DocuSign. Please see the Registration Error section of this document for instructions on how to submit a duplicate course permit.

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. Please note, all courses applied to the M.S. CS degree must be taken for letter grade, other than thesis hours.

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 (this is NOT your MSCS advisor) 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: What happens if I need a full-time (12 hours) schedule and I am not able to make one?
A: If you are experiencing difficulty making a full-time schedule, you must explore every option available. This includes taking courses outside of the ones you “want”. The MSCS degree requires specialization and “free elective” hours. Please be patient and open and flexible to taking courses that are available. Keep in mind, that there will be a Fall 2021 Phase II registration in August.

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:
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, last name that begins with A-L.
- Judy Reese jreese@cc.gatech.edu: Interim MSCS Atlanta campus advisor, last name that begins with M-Z
- Students from GTL (GT Lorraine) or TUM (Technical University of Munich) student: Dimetra Harris Dimetra Diggs Harris
- IC programs: Tina Charest tina.charest@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

Please include your GTID number (using the following format xx1-23-4567) in all communications.

Best of luck with the remainder of your semester!