MISSISSIPPI STATE UNIVERSITY™
JAMES WORTH
BAGLEY
COLLEGE OF ENGINEERING

MECHANICAL ENGINEERING

479-1 Hardy Road
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Box 9552

MECHANICAL ENGINEERING
ADVISING

ACADEMIC ADVISING OFFICE

Table of Contents

MEA Advising Staff

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Office Hours

Monday - Friday

8 a.m. - 12 p.m.

Closed from 12 p.m. - 1 p.m. for lunch

1 p.m. - 5 p.m.

Before You Can Register

Academic Advising

Academic advising is a scheduled time to meet with your advisor to discuss your coursework, progress, and address any questions you may have.

- Academic advising is **MANDATORY** before registering for every semester. We won't release students for registration until they have been advised.
- Our goal is to help you succeed and help you graduate on time.
- An academic advisor is a person who assists students in:
  - Making their own decisions.
  - Understanding the opportunities and challenges of college.
  - Gaining accurate information regarding policies, procedures, requirements, curriculum, registration, graduation and deadlines.
  - Creating their Graduation Plan—selecting courses and opportunities that fulfill program requirements and educational, personal and career goals.
  - Obtaining internships, co-ops, and admission to graduate school and employment.
  - Learning campus resources, such as Career Services, tutoring, and Counseling Services.

Before You Can Register

Academic Advising

How to Prepare

- Review the documents sent via email from the Advising Office. Always being familiar with the curriculum and courses will help your advising be more thorough, quick, and easy.
- Fill out the Advising worksheet in the email we have sent you.
- Review and highlight the ME Curriculum sheet.
- Double check your meeting time.
- Come with questions!
- Finally, be patient! Advising is meant to help relieve some of the stress Registration brings.

Questions

- Do you feel that you can give me good guidance in order to reach this goal?
- Is there a guide to help me plan the courses I need to take for my degree? How do I get this curriculum guide?
- Should I get a minor?
- How do I register for my classes?
- When is the drop/add date and how do I do this?
- When can I pre-register for next semester?
- What campus services should I be aware of?
- What's the difference between semester and cumulative GPA?
- When should I schedule another meeting with you?
- I would like to limit my hours to ____ this semester.

Before You Can Register

Plan Ahead

This is **NOT** required, but it is highly recommended. By using the Plan Ahead tool, you will be able to Register for courses much more quickly and easily!

- Plan Ahead is a feature of Banner 9 that allows you to create a schedule ahead of your Registration period.
- When it is time for Registration, your plan can be applied.
- However, only the available classes will be added to your schedule.
- For a detailed step-by-step instruction, click "Before you can Register" at the top of the page.

Transfer Credits

Requesting a Transcript | Office of the Registrar

- If you are a transfer student, be sure to send your transcript to MSU.
- If you are taking an off-campus course, you must send in the transcript from the college the course was taken at.
- You **CANNOT** Register for the courses you need unless MSU has the information necessary, and oftentimes your transcript is the missing piece.
- If you have not yet completed the off-campus course (EX: Taking a course during the Summer at a community college), you **CANNOT** send your transcript in yet because it is not the official transcript. Grades **MUST** be finalized first.

Before You Can Register

Transfer Credits

- BE PROACTIVE!
  - Feel free to communicate with the MEAA Office. Our #1 goal is your success. However, please be patient and respectful.

MSU uses an outside provider called **Parchment**, which can be accessed through myState Banner.

1. Login to Banner/myState using your NETID and password.
2. On the left menu labeled Apps and Services, click Banner.
3. Click Student.
4. Under Academic Records, find Request Official MSU Transcript from Parchment.

Banner Registration Checklist

1. Go to the Registration menu in Banner.
2. Click Registration Checklist, and follow the directions given.
3. You must complete every requirement on the checklist to be able to register for classes.
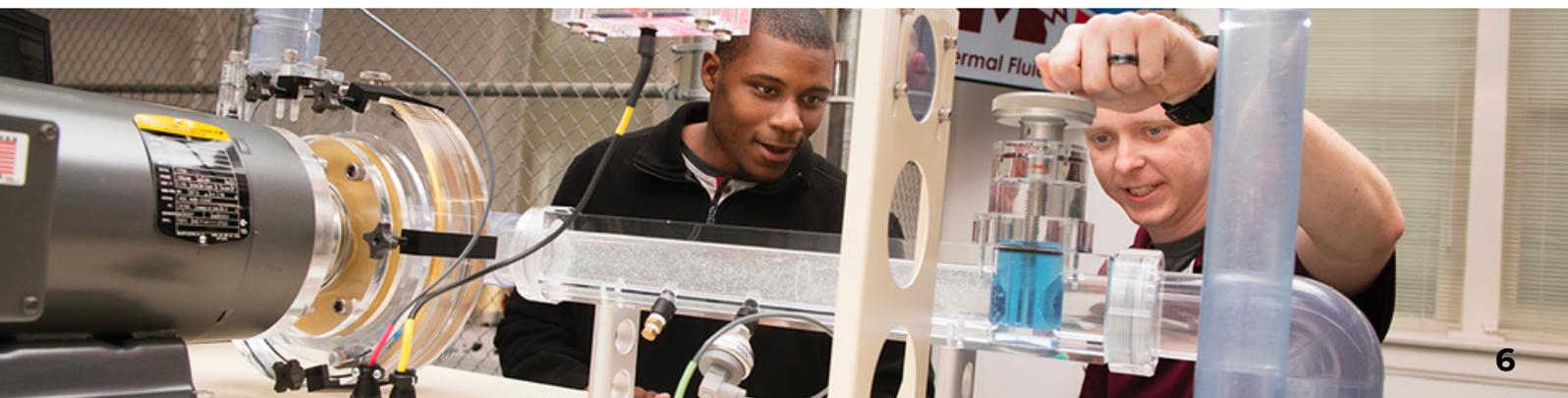
How to Register

If you Planned Ahead in Banner

01 Check your assigned time slot under the **Registration Checklist**. You cannot register until this time.

02 When your registration time is available, you may open the **Registration** menu and in the top left tab, click **PLANS**.

03 Click "Apply Plan"

04 Only the available courses will be added. For example, if the class has become full, it will not be added. If you do not meet the prerequisite, you will receive an error message, and the class will **NOT** be added.

05 Review the documents created in your advising session to see what other courses you should take.

06 Using the process used to make your Plan, add more classes.

07 Make sure to "**Submit**" on the bottom right side.

How to Register

If you Did Not Plan Ahead in Banner

01 Check your assigned time slot under the Registration Checklist. You cannot register until this time.

02 Log into Banner using your NetID and password.

03 Once you're in, go to Banner on the left hand side, then click the **Student** tab.

04 Under the Registration menu, you should see **Banner 9 Register for Classes**, then on the right hand side at the top, it will say **Register for Classes** again.

05 Select the term, then from here you can look up classes by subject and course number.
Subject Ex : MA for Math, ME for Mechanical Engineering
Course Number Ex: 1013, 2053

06 Repeat these steps until you have the courses and amount of hours you need.

Frequently Asked Questions

What are Error Codes?

Error codes are messages given when there needs to be further action taken to register.

Error Code	Message displayed	Explanation of Error	What do I need to do?
1203	You are registered in another section of the course.	Student cannot register in more than 1 section of the same course.	Carefully check your schedule carefully to ensure you are not enrolled in the course. Drop the course from your schedule.
1204	Class not added due to a time conflict.	Time conflict with anotherclass in student's schedule.	Carefully check your schedule to make sure that you are notcurrently enrolled in a course at the same time.
1224	Class not added due to a class restriction.	Class has a classification restriction. See department for override.	You are receiving this message due to classification hours. **https://www.uaac.msstate.edu/faq/how-many-hours-do-i-have-have-completed-be-sophomore-junior-senior/** Check to ensure that you meet the requirements for the course. Contact the department and ask for a "Classification Override."
1240	Class not added – No seats available.	No seats are available in class. See department for an override.	If the class is full, ask the department if they will grant a "Class Capacity Override." Some departments may offer a waitlist, if so, please submit your request in Banner. Keep in mind that some departments may not grant this request.
9216	Class not added –maximum credit hours for part of term exceeded.	There is a limit of classes that a student can add in a term. Students with an MSU Cumulative GPA between 2.00 and 2.99 may take 19 hours.	Students with an MSU Cumulative GPA of 3.00 to 4.00 may, with the approval of their adviser, department head and dean take up to 24 hours. These limits do not include ensemble or developmental courses, but they do include courses taken by independent study. Students desiring to take more than 19 hours should complete the Request for Waiver of Overload Policy and submit it to their adviser.
9223	Class not added due toa Distance campusrestriction.	Some courses are offered through the Distance campus. Distance courses may incur extra fees/tuition.	Please refer to **https://www.controller.msstate.edu/accountservices/tuition/** for more information.
9230	Repeat count limitedfor course has beenexceeded.	Can repeat a certain number of times.	If you are repeating a course, then you will have to contact the department and ask for a "Repeat Override." AOP 12.36 states that overrides will not be granted if a student is attempting to pre-register to repeat a course in which they are currently enrolled and have not received an official final grade.
9262	Class not added due to an attribute restriction	Some courses are marked with attribute	Carefully check the section to ensure that you are not trying to sign up for course that you don't have a special attribute, i.e., Honors, H01
9265	Class not added due to a test score orprerequisiterestriction.	Class has a prerequisite restriction.	See your advisor. Carefully check to ensure that you meet the prerequisiterequirement; oftentimes, you are currently enrolled in theprerequisite course. If so, contact the department, and let them know you are currently enrolled in the prerequisitecourse and need a "Prerequisite Override".
1500	Please review your Registration Checklist for <*TERM*> for items not yet completed.	You must complete your Registration checklist toregister for classes.	Please be sure to review and complete the items on your Registration Checklist, or you will not be able to register for classes.

Frequently Asked Questions

What are Off-Campus Courses?

Off-Campus courses are non-MSU courses that students can take and transfer to MSU for credit.

PLANNING TO TAKE COURSES OFF-CAMPUS (NON-MSU) THIS SUMMER? IF SO, HERE'S A STEP BY-STEP GUIDE:

Step 1 : You must fill out the Off-Campus Request Form. Once completed, you will email it to **mepaperwork@bagley.msstate.edu** for processing. Use the Off-Campus Request Process to help you fill out the form.

If you cannot sign the form, **ATTACH** and **EMAIL** the form to **mepaperwork@bagley.msstate.edu**, and **STATE** that you like to enroll in the courses listed in the document (EX : I would like to take MA 1713 at EMCC). We will use this in place of your signature.

Please allow 4-5 business days for processing. You will receive a confirmation email from the MEAA Office once it has been processed. You will also receive an email from Dr. Green if the courses have been approved. Once you complete the course(s) and grades have been finalized, send your transcript to MSU.

✅YOU ARE GOOD TO GO!✅

Frequently Asked Questions

What are Off-Campus Courses?

STEPS TWO THROUGH FOUR WILL BE DONE WHEN YOU HAVE COMPLETED THE SUMMER COURSE

Step 2 : Once you have completed the prerequisite courses, you **MUST** contact the respective department and request a prerequisite override.

Step 3 : Once you have received your final grade, you will **FIRST** complete the **OVERRIDE FORM** or **EMAIL** the respective department. **DO NOT REQUEST** an override until you can provide proof of your final grade.

Step 4 : Next, you will email your unofficial transcript or screenshot of your final grade to the email address associated with the respective department.

Override Request Forms

OVERRIDE FORMS AND EMAIL ADDRESSES CAN BE FOUND ON THE COURSE OVERRIDE DOCUMENT.

Frequently Asked Questions

What are Off-Campus Courses?

For example, if you would like to take EM 2413 in the Fall and have completed the prerequisite requirements for this course (Physics I and Calculus II) over the Summer, you will FIRST complete the **OVERRIDE REQUEST FORM**.

DO NOT REQUEST an override until you can provide proof of your final grade.

Next, you will email your unofficial transcript or screenshot of your final grade to **override@ae.msstate.edu**.

Remember that this process is not just for EM classes but for Math, Physics, ME, ECE, etc. You must submit proof if you complete a prerequisite course over the summer.

Refer to the **Course Override website** for contact information on how to submit your requests, as you may have to submit a form or send an email.

Frequently Asked Questions

What is a Waitlist?

A feature in Banner 9 that allows students to **REQUEST** a class capacity override for a full class.

All ME courses have the waitlist feature EXCEPT for classes with a linked Lecture and Lab (ME 2113 and ME 3103). You MUST submit a request using the ME OVERRIDE FORM.

MUST USE WAITLIST FOR THE CLASSES LISTED BELOW

ME 1111	ME 3113	ME 3313	ME 3403	ME 4643
ME 3423	ME3513	ME 3523	ME 3613	ME 4433
ME 4111	ME 4301	ME 4333	ME 4401	ME 4403

REMINDER

Verify that all other override requests have been processed prior to enrolling in the waitlist. Before you are permitted to join, all other override requests **MUST** be granted.

DO NOT EMAIL YOUR ADVISOR OR REQUEST A CAPACITY OVERRIDE FOR WAITLIST CLASSES.

Frequently Asked Questions

What is a Waitlist?

To join a Starkville campus College of Engineering course, you must follow the waitlist instructions.

- If a seat becomes available, then the first student on the waitlist will receive an email from MSU's Registrar's Office stating the student can add the course within 24 hours. This time limit will be shortened during the first week of class.
- This process is handled automatically by Banner 9 registration. You will not need to contact the instructor, advisors, department, or college office about a waitlist.
- A student may be enrolled in one section on the waitlist for the other section of the same course. After receiving a notification to add the waitlisted section, the student must first drop the original section before adding the new one.

Contact information to request overrides

Please click this link for contact info :
Course Override Link.

Frequently Asked Questions

How do I join a waitlist?

You can join a waitlist in the registration portal in Banner.

How to join a waitlist

1. Enter registration as NORMAL.
2. Find the class you are wanting to join the waitlist for.
3. Add as normal.
   a. If the class is eligible for waitlist, after pressing SUBMIT the student will receive an error code. (Closed – 0 on waitlist)
   b. The dropdown menu should display a WAITLIST option.
4. Click the waitlist.
5. Click SUBMIT.

YOU ARE NOW ON THE WAITLIST. Classes are capacity only, meaning you must WAIT. You cannot be forced into the class by anyone.

How to view your status on the Waitlist

1. Go to schedule details in Banner registration.
2. Under the class, there should be a detail named Waitlist Position.
   a. The words are small, so be sure to read thoroughly.
3. This information tells you which place in line you are.

Frequently Asked Questions

Which courses can I waitlist for?

ME 1111	ME 3113	ME 3313	ME 3403	ME 4643
ME 3423	ME3513	ME 3523	ME 3613	ME 4443
ME 4111	ME 4301	ME 4333	ME 4401	ME 4403

I'm having trouble with GE 3513.

Certain departments, like General Engineering, require certain sections to be restricted to specific majors. These small sections are detailed with this information. You are allowed into the course but only sections designated for Mechanical Engineering Students.

How to Find the Right Section
1. Enter registration through Banner.
2. Click the class title, which is underlined.
3. In the left menu, click Restrictions.
4. Scroll down to reveal the Major requirement for the selected section.

If the section is full, join the waitlist. Further waitlist information is posted on the infographic you previously utilized.

2 0

Frequently Asked Questions

What is a Course Override?

Overrides are given to students in order to register for classes that have restrictions.

REMINDERS

- **Depending on the error given, you may need MULTIPLE overrides.**
- **[UNDERGRADUATE COURSE GRADE FORGIVENESS and REPEATING A COURSE](#)**

How to request an [Override](#) (Official Bagley Engineering Statement)

It is important to know that only the department that teaches the course has the authority to grant an override.

For example, if you are trying to register for EM 2413, only the Aerospace department can grant an override.

Frequently Asked Questions

What is a Course Override?

Examples of overrides include:

- Prerequisite - You may not currently meet prerequisite requirements
- Class Capacity - Course is at capacity limits (within room max capacities)
- Repeat Limit & Hours - You've already taken the course and passed, but you're planning on retaking it
- Major or College - You are not currently enrolled in the Major or Academic College for that course
- Student Classification - You are not classified as the required level, such as Junior standing

Email Requirements

If you need to request an override for a course, please email the appropriate contact within the department/college. Your email must include

- First name, Last name
- 9-digit MSU ID number
- NetID
- Override requested (Ex : Capacity, prerequisite, repeat, etc.)
- Course Number and Section (Ex : MA 1713-02)
- Course Title
- The Semester you plan to take the course (Ex : Fall 2024)
- Explanation (if needed)

Frequently Asked Questions

What is a Course Override?

Email Example

- First Name, Last Name
- 9-digit MSU ID (999-999-999)
- NetID
- Override Requested (Ex: Capacity, prerequisite, repeat, etc.)
- Course: MA 1713-02 - Cal 1
- Semester (and Term if summer): Fall 2024
- Reason: "I need a prerequisite override because I took English Comp I at a local college."

Once an override has been placed on your record, you must register for the course online in the same way that you register for any other course.

PLEASE KEEP IN MIND THAT NOT ALL OVERRIDE REQUESTS CAN BE GRANTED.

Frequently Asked Questions

What are Repeat Overrides?

A repeat override is necessary if you have passed the course by University standards but NOT by program requirements. (Ex : A "D" is passing but your program requires a "C" or higher for the course.)

Both normal Overrides and repeat Overrides are done the same way. To learn how to initiate an Override, go to "What is an **Override**?"

I know I'm going to fail a class, but I want to go ahead and add the class for a seat.

AOP 12.20

You cannot do this, as it is against policy.
Please click the link above to read the policy. Scroll to Repeating a Course.

Frequently Asked Questions

How do I send my transcript to MSU?

Transfer Credits

Requesting a Transcript | Office of the Registrar

- If you are a transfer student, be sure to send your transcript to MSU.
- If you are taking an off-campus course, you must send in the transcript from the college the course was taken at.

MSU uses an outside provider called Parchment, which can be accessed through myState Banner.

1. Login to Banner/myState using your NETID and password.
2. On the left menu labeled Apps and Services, click Banner.
3. Click Student.
4. Under Academic Records, find Request Official MSU Transcript from Parchment.
5. Here, there is a link to Parchment and detailed instructions from the Registrar's Office.

Frequently Asked Questions

What should my email look like?

Example email for requesting Engineering Overrides

Subject: Prerequisite Override Request for **[INSERT COURSE NAME HERE], [INSERT YOUR FIRST NAME, LAST NAME]**

To Whom It May Concern:
 I recently completed the **[INSERT DEPARTMENT NAME]** Engineering Override form for **[INSERT COURSE NAME HERE]** on **[INSERT DATE YOU SUBMITTED YOUR FORM]**. Attached is my **[SCREENSHOT OF FINAL GRADE OR UNOFFICIAL TRANSCRIPT]**, showing that I have completed the prerequisite requirements for **[INSERT COURSE NAME]**. Please let me know if you have any questions. I appreciate your consideration regarding this request.

Thank you,

YOUR NAME
NET ID
CELL NUMBER THAT YOU CAN BE REACHED IN CASE YOU NEED TO BE CONTACTED

Frequently Asked Questions

What should my email look like?

Example email for requesting Prerequisite Overrides for courses taken Off-Campus or at MSU

Subject: Prerequisite Override Request for **[INSERT COURSE NAME HERE], [INSERT YOUR FIRST NAME, LAST NAME]**

To Whom It May Concern:
 I would like to request a Prerequisite override for **[INSERT COURSE, SECTION NUMBER, TERM]** (i.e., PH 2223- 01, Fall Semester)
Attached is my **[SCREENSHOT OF FINAL GRADE OR UNOFFICIAL TRANSCRIPT]**, showing that I have completed the prerequisite requirements for **[INSERT COURSE NAME]**.
Please let me know if you have any questions. I appreciate your consideration regarding this request.

Thank you,

YOUR NAME
NET ID
CELL NUMBER THAT YOU CAN BE REACHED IN CASE YOU NEED TO BE CONTACTED

Frequently Asked Questions

What should my email look like?

Reminders :

Please remember that you are responsible for ensuring that an official copy of your transcript is sent to and received by the Mississippi State University Registrar as soon as you complete the coursework.

Failure of the MSU Registrar to receive an official copy of your transcript in a timely manner may prevent you from graduating and/or can cause difficulty with registration for future semesters.

Frequently Asked Questions

I need this course to graduate. What do I do?

Graduating

Part of our job at the MEAA Office is tracking our students who are close to graduating. Our top priority is student success, and we will make every effort to ensure that you graduate on time. We appreciate your patience during this process.

How to be proactive

- Check emails
- Join waitlists when needed
- Request overrides when needed
- Maintain respectful communication with your advisors.

Frequently Asked Questions

What college do I need an override from?

Check the course you are taking! This information is available in Banner. (Ex. ME 2133)

Frequently Asked Courses

Chemistry CH - College of Arts and Sciences
choverrides@chemistry.msstate.edu

Math MA - College of Arts and Sciences
Capacity Overrides - **override@math.msstate.edu**
All Other Overrides - **office@math.msstate.edu** OR call the main office at 662.325.3414

Physics PH - College of Arts and Sciences
Tracy Wilcox - **tld25@msstate.edu**
Dr. Torsten Clay - **rtc29@msstate.edu**

Aerospace EM - BCoE
Aerospace Engineering Override Form

Mechanical ME - BCoE
Mechanical Engineering Override Form

Frequently Asked Questions

I am getting a restriction error when I am trying to online class.

What are online courses? **https://www.online.msstate.edu/faq**

Online courses also require you to request an override from the department of the course you are attempting to add.

Ex : If you are attempting to add an EM (Aerospace) class, you must contact the Aerospace department!

You may enroll in online education courses; however, tuition is charged per credit hour and may exceed the full term maximum. Online courses do not fit into the tuition cap. An instructional support fee and additional fees may also apply. Be sure to consult your academic advisor prior to registering for any online education course.

Online courses require different permissions and incur different costs.

Course Codes
- Meridian Campus - 202
- Online Education - 501 or 502

Online Education Tuition Information

The following graphic breaks down tuition PER CREDIT HOUR. Most courses are 3 hour courses, which is roughly an average of $1,500 PER COURSE.

Frequently Asked Questions

I am getting a restriction error when I am trying to online class.

Undergraduate Students	Per Credit Hour Cost			
	Fall Semester 2023	Winter Session[1] 2023	Spring Semester 2024	Summer Semester[1] 2024
Tuition & Required Fees	$402.75	$402.75	$402.75	$402.75
Instructional Support Fee	$25.00	$25.00	$25.00	$25.00
Other Online Fees	See Here for Online Fees*	See Here for Online Fees*	See Here for Online Fees*	See Here for Online Fees*
Undergraduate Online Education Tuition & Required Fees ONLY	$427.75	$427.75	$427.75	$427.75

How to view the Course Cost
1. Open Registration in Banner.
2. Select the course you are considering.
3. On the left menu, click costs.
4. If the course has an extra cost, it will be indicated here.

Frequently Asked Questions

Can I take more than 18 hours?

Petitions, Requests, and Appeals

Overload Policy Form

Yes, but you have to meet certain GPA criteria to exceed 18 hours. Click the link for more information, and scroll down to the Waiver of Overload Policy.

Please keep in mind that we **DO NOT** encourage students to take an overload. Experience has shown that those who try to get ahead by taking heavier loads generally do not get ahead and their grades suffer in addition.

What electives can I take?

Approved Core Electives

There is a set of approved core electives for ME students. Please click the link above to view the list.