

# Mechanical Engineering Registration Assistance:

If you have any trouble registering for classes, we can help. You must attempt to register for all classes yourself, first. If you are unable to register for a course that you have met all of the prerequisites for, please do the following:

Email the Department at [mario.gutierrez@csus.edu](mailto:mario.gutierrez@csus.edu) including:

1. Your full name
2. Your student ID number
3. The error message that you received when you attempted to add the course. This may differ for each course, so please be specific.
4. The five-digit course call number for all components of the course. Please label each type of section: (Lab/Lecture/Discussion)
5. A good source of contact for you if we have any questions.
6. Proof that you have passed the pre-requisite with a grade of "C-" or better.

**I cannot and will not override the following:**

1. Time conflicts
2. Unit limits
3. Class "swaps"
4. Sections, which are full with no available wait list

Please keep in mind that I can only help with ENGR and ME courses. You will need to talk with the Math, Chem, or Physics Departments for help with their courses.

If you do not provide me with **ALL** of the information above, I cannot process your add request.