

Registration Complications and Override Questions

For answers to questions on registering for or getting into Chemistry courses.

CAPACITY OVERRIDE (all sections are full):

If you are trying to register for a course (or section of a course) that is full for the FALL 2016 semester, follow the link below and look for the seat availability notification on the right hand side of the page.

FALL 2016 Seat Availability Notification List

Or go to http://www.sc.edu/study/colleges_schools/chemistry_and_biochemistry/internal/index.php

Note: Registering with the form ensures that you will be notified when the capacity of a section is increased or a new section is created. You should continue to monitor Self-Service Carolina for seats that might become available when a student drops a course. The chemistry department will not give capacity overrides.

REGISTRATION COMPLICATIONS:

If you are trying to register for CHEM 111/CHEM 111L, CHEM 112/CHEM 112L, CHEM 321/321L or CHEM 322/322L please note the following:

1. You **MUST** register for the lab and the lecture at the very same time. This means that you must select a box for a lecture section and a box for a lab section before submitting your selections. Alternatively, you can enter the CRN numbers for the lab and the lecture at the bottom of the drop/add screen and submit.
2. You must meet ALL of the prerequisites when registering for CHEM courses.
 - a. You must have earned a grade of C or higher in MATH 111, MATH 115, MATH 122 or higher MATH in order to register for either CHEM 111 or CHEM 112.
 - b. If you are registering for CHEM 111 or CHEM 112 and you think you have the MATH prerequisites but still cannot register please pay special attention to #1 above.
3. If you are getting a student attribution error, then you are likely trying to sign up for a section that is reserved for a certain group of students. You may not register for a course whose section includes a letter other than "E". Sections with "M" are reserved for chemistry and or biochemistry majors in addition to several Engineering majors.
4. If you have registration complications and the suggestions above do not correct the problem please see the frequently asked questions below.

NOTE: If you previously took one of the above sequences and passed the lab portion with a "C" or higher, you can register for the lecture without simultaneously registering for the lab. The system will recognize that you have credit for the lab.

§A. Override Questions

§B. Prerequisite Questions

§A. Override Questions

QA1. How do I get an override for a course?

QA2. I really really need this course now. It's a matter of life and death. Can't you make an exception?

QA3. Can I get an override by contacting the instructor?

QA4. Now that I am on the notification list, how long do I have to wait?

QA5. What if I need to get into a particular section of a course? How do I indicate the section that I need?

QA6. I was signed up for the section that I wanted, and now the instructor changed to a different section which is full? How do I get into the section the instructor is teaching now?

QA7. A seat is available, but I can't register until later. Can you reserve a seat for me?

QA8. There are seats in the course, but I get an error when I try to sign up. What do I do?

QA9. I tried to get my name on the notification list, but the course I want is not listed. What do I do?

QA10. How do I get an override for an upper level course if I am a graduating senior?

QA11. I saw some open seats, and I wasn't notified about them. What happened?

QA12. I saw that an override was given for a course that I wanted, but you indicate that doesn't happen. What's up with that?

QA1. How do I get an override for a course? The most common request for an override is a capacity override, an override to get into a course or a section of a course that is full. The Department of Chemistry and Biochemistry does not give capacity overrides for courses. Instead we use a notification list to alert students when we open more seats for a course (whether it is for an existing section or for a new section of a course). To get on the notification list, fill out the seat availability notification form found on the right hand side of the page linked below.

http://www.sc.edu/study/colleges_schools/chemistry_and_biochemistry/internal/index.php

After you and others on the list are alerted of seat openings for a course, the seats become available on a first come first served basis - who ever registers first for an open seat gets it. So it is important to regularly check your email at the address you leave for the notification list. You should also continue to monitor Self-Service Carolina in the event a seat becomes available because a student drops the course.

QA2. I really really need this course now. It's a matter of life and death. Can't you make an exception? No, we will not make exceptions. This would be unfair to the large number of other students who also really really need to get into the course.

QA3. Can I get an override by contacting the instructor? No, instructors cannot give overrides (even if they want to).

QA4. Now that I am on the notification list, how long do I have to wait? You should get an email immediately indicating that your name is on the notification list. After that, the time period will vary greatly. If you put in a request in the spring for FALL registration, we may not create more seats for the course until early August. And it is possible that we will not create more seats for a course at all, especially for requests that are made close to the start of classes. In any event,

you will be notified after we have made our last changes for the semester of the course you requested.

QA5. What if I need to get into a particular section of a course? How do I indicate the section that I need? There is no need to indicate the section you need. We will notify you whenever we create seats for a course including if we create additional seats in the section you happen to need, whatever it is. When we notify you, you should also be sure to check whether there are new sections created of the course you want that will fit into your schedule.

QA6. I was signed up for the section that I wanted, and now the instructor changed to a different section that is full? How do I get into the section the instructor is teaching now? We cannot accommodate this. The instructor that is assigned to a section can change or switch at any time prior to the semester or summer session starting. We try to indicate early on for some of the sections who the instructors will be, but there are a number of reasons that the instructors may need to change. We cannot assign a student to a particular instructor.

QA7. A seat is available, but I can't register until later. Can you reserve a seat for me? No. You can only obtain seats through the registration process and when it is time for you to register.

QA8. There are seats in the course, but I get an error when I try to sign up. What do I do? There are several possibilities, but most likely you do not meet the prerequisites for the course you are trying to get into. Please see the separate section for FAQ's on “§B. Prerequisite Questions” below.

If you meet the prerequisites, then you may be trying to sign up for a course that is restricted to students in the Opportunities Scholars' Program (section numbers beginning with “T”) or restricted to students in the South Carolina Honors College (section numbers beginning with “H”). If you are getting a student attribution error, then you are likely trying to sign up for one of these classes and are not eligible. Enrollment in these courses is not handled by the Department of Chemistry and Biochemistry but rather by the individual programs involved.

QA9. How do I get an override for an upper level course if I am a graduating senior? This is done the same way. Fill out the notification list indicated in the first question above. The only difference is that we may give you an override into the requested course and contact you directly. Note that an override does not register you for the course; you will still need to do that yourself.

QA11. I saw some open seats, and I wasn't notified about them. What happened? We only notify students for courses when we create seats in them. There are other reasons seats can become available. In particular, if a student drops a section, which is out of our control, a seat will become available, but we will not know and will not notify you.

QA12. I saw that an override was given for a course that I wanted, but you indicate that doesn't happen. What's up with that? Looks can be deceiving. Sometimes caps (the number of seats available in a course) are lowered (for example, to help us balance enrollments in different sections). This will cause an appearance that overrides were given. Also, enrollments in courses taught through the South Carolina Honors College or the Opportunities Scholars' Program are not handled through The Department of Chemistry and Biochemistry even though they may be chemistry courses. We do not control how registration is handled for these, and overrides for students in these programs may occur for these courses.

§B. Prerequisite Questions

QB1. How do I know what the prerequisites are for a course I want?

QB2. I know the material that is required for the course I want to take. Can't you let me just sign up for the course I want to take without my having to fulfill the requirements?

QB3. I am registered in the prerequisite course now and haven't finished it yet. How do I get in the course I want for the next term?

QB4. I am going to take the prerequisite course this summer. Can I get an override to register for the course I want in the fall before I finish the course this summer?

QB5. I have taken the prerequisite course elsewhere, but it isn't showing up on my record yet. Can I get an override until it does?

QB1. How do I know what the prerequisites are for a course I want? Be prepared for some inconsistencies depending on where you look for these prerequisites. We suggest looking at the prerequisites listed in the undergraduate bulletin at <http://bulletin.sc.edu> using the link to “Course Descriptions”. Selecting the course you want will give you the current prerequisites for that course. In some cases, this will refer to a Mathematics Placement Test (MPT) at <https://assess.math.sc.edu>. The type of placement test needed and the score that is required for the course you want is explained in the link there to the “[Guide to the MPT](#)”.

QB2. I know the material that is required for the course I want to take. Can't you let me just sign up for the course I want to take without my having to fulfill the requirements? No, we cannot.

QB3. I am registered in the required course now and haven't finished it yet. How do I get in the course I want for the next term? The system will let you register for courses if you are currently taking the required course at USC at the time you register. If you do not get the required grade in the course you are taking, you should drop the course you registered for. Otherwise, be prepared to be dropped from the course by the department sometime prior to the start of the term you are taking the course.

QB4. I am going to take the required course this summer. Can I get an override to register for the course I want in the fall before I finish the course this summer? If you are going to take the required course at USC in the summer, register for the summer course first and go to the previous question. If you are going to take the required course elsewhere, there are some things you need to know.

Part I. Go to the undergraduate bulletin at <http://bulletin.sc.edu> and read the link “Admissions Policies and Procedures” and, in particular, the “Applicability” section under “Transfer Admission” at this link. Important information there includes you cannot take a course for transfer credit if you were “previously enrolled in an equivalent course at this university, unless the student was enrolled full time at least one year at the transfer institution.”

Assuming you are eligible to take the required course elsewhere, there is a list of courses from other institutions and how they transfer at

<http://registrar.sc.edu/html/TransferWork/transfertable.stm> but note that these are constantly changing. To make sure that the course you want to take at another institution transfers the way you intend it to transfer, you should complete the Special Enrollment/Transient Request (AS-30) form <http://registrar.sc.edu/pdf/SPT.pdf> and get all the appropriate signatures including your

academic advisor and your academic dean. Make a copy of this form for yourself and turn in the original form to the registrar's office.

Part II. Chemistry Department Part. Take the copy you made of your completed Special Enrollment/Transient Request (AS-30) form above with signatures to **Renee McGinnis** (mcginnir@mailbox.sc.edu) in GSRC 113, together with proof that you have registered for the summer course indicated on the form. She will provide you with a temporary prerequisite override.

QB5. I have taken the required course elsewhere, but it isn't showing up on my record yet. Can I get an override until it does? This can happen if you have taken a course outside the USC system, including AP Calculus or IB Mathematics (higher level). It is up to you and not the Mathematics Department or the Chemistry Department to make sure that the Admissions Office receives the courses you have taken so that you can register for the courses you want. Note that there are certain instances when courses will not transfer. For example, USC policy does not allow you to get credit for a course from outside the USC system if you have already attempted the course inside the USC system. The answer to the question though is, “Yes.” See Renee McGinnis and she will give you a temporary override for the course you want to take. If it is within 14 days of the first day of class, you should immediately provide the proof required, as indicated in the agreement on this form, that you have taken the required course elsewhere and received the required grade.
