

Override Request / Seat Notification Request Forms

Department	Next Step
College of Arts & Sciences	For credit hour overrides: please email casdsa@mailbox.sc.edu For course overrides: please contact the major department (some are listed below).
College of Information & Communications	Please contact the following people for override request for courses in the College of Information & Communications: Rebecca Boyd – boydrr@mailbox.sc.edu
College of Hospitality, Retail & Sport Management	For an override into RETL, HRTM, and HRSM courses please complete for override form: https://www.sc.edu/study/colleges_schools/hrsm/internal/registration/override/index.php For an override into SPTE courses please email Jessica Harris at jlharris@mailbox.sc.edu
Biology	Complete the override request/seat notification form: https://sc.edu/study/colleges_schools/artsandsciences/biological_sciences/study/undergraduate/undergraduate_courses/index.php
College of Engineering & Computing	Please complete the request for an override into Computing courses: https://cse.sc.edu/undergraduate/forms/override-request For an override into any other courses within the College of Engineering & Computing please email StudentServices@cec.sc.edu
Darla Moore School of Business	For Darla Moore students requesting an override into a DMSB course please email your assigned academic advisor. For non-Darla Moore students requesting an override into a DMSB course please email undergrad@moore.sc.edu .
Foreign Language Courses	For an override into language courses complete the DLLC Course Override Form: https://sc.edu/study/colleges_schools/artsandsciences/dllc/study/placement/override.php
Foreign Language Placement – Placement Test Exemption Request	If you have either never studied the language, or if your study of the language was many years ago, please complete the Form to Request Exemption from the Foreign Language Placement Exam. Once approved and processed, you will receive a placement score of ZERO (0) which will allow you to register for the introductory-level course. You can access the form here: https://sc.edu/study/colleges_schools/artsandsciences/dllc/study/placement/exemption.php If you have studied the language more recently, you are <u>required</u> to take the placement exam in order to receive a placement score. Please register via our placement website at http://artsandsciences.sc.edu/dllc/placement/registration.html to take the exam on one of our scheduled testing dates.
History	Please email Tyler McNamara at mcnamart@mailbox.sc.edu regarding course override inquiries.
Honors College Courses	For general student services needs contact their office at 803-777-8102 or email SCHC at register@schc.sc.edu Please contact the following email for advising related questions and concerns: schcadvising@mailbox.sc.edu Click here to view additional information regarding override requests for Honors College courses: https://www.sc.edu/study/colleges_schools/honors_college/internal/forms/override.php

Math	Click here for override and placement test information: https://sc.edu/study/colleges_schools/artsandsciences/mathematics/study/overrides/index.php
Music	To be considered for a course override for a Music course, any non-Music major student needs to contact Margee Ziegler, Student Services Coordinator, at mzeigler@mozart.sc.edu to be put on a waiting list (I.E. MUSC 115 and MUSC 117). This is to ensure that majors are given first preference to register for major-required courses. Margee will then contact students on the waitlist when the course is opened to non- majors in the order they are signed up.
Physics and Astronomy	Complete the request to be added to the appropriate laboratory waitlist: https://sc.edu/study/colleges_schools/artsandsciences/physics_and_astronomy/my_physics/200_level_laboratories/index.php
Psychology	Please contact Connie Outen at couten@email.sc.edu or 803-777-7674 for an override into a Psychology course.
Arnold School of Public Health	*Overrides will be given only to students graduating in the current semester* Please email an override request to the corresponding contact for the course you are requesting an override. Make sure to include your USC ID, Course subject and number, Course CRN, Course section number, and an email from your academic advisor confirming you need the course to graduate. <ul style="list-style-type: none"> • COMD – Ms. Teresa Boyett tboyett@mailbox.sc.edu • ENHS – Ms. Andrena Mack armack@mailbox.sc.edu • EPID – Ms. Emily Writer TEDESCEL@mailbox.sc.edu • EXSC – Mr. Brenn Hartley hartleya@mailbox.sc.edu • HPEB – Dr. Edena Guimaraes EDENAG@mailbox.sc.edu • HSPM – Ms. Sharon Gary garysv@mailbox.sc.edu • PUBH – Dr. Bridget Miller bridget_miller@sc.edu
SVAD courses	Please email the professor of the section you want to be in for any ARTS, ARTE, ARTH, MART or FAMS courses. If the section does not have a professor listed, please email svad@sc.edu
“Y” Section Courses / On Your Time Initiatives Courses	Click here to view additional information regarding override requests into On Your Time Initiatives (Y section) closed courses: https://www.sc.edu/about/offices_and_divisions/on_your_time/faculty_toolbox/forms/index.php

Advisors should always consider a classroom’s capacity before providing overrides into courses, if the advisor is able to provide the override.

Legal Room Capacity can be found at <https://my.sc.edu/codes/room/>.