### Override Request / Seat Notification Request Forms

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<th>Department</th>
<th>Next Step</th>
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| 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).                                                                                                                                                                                      |
| Biology                                      | Complete the override request/seat notification form:  
https://sc.edu/study/colleges_schools/artsandsciences/biological_sciences/study/undergraduate/undergraduate_courses/index.php                                                                                                                                                  |
| Chemistry                                    | Complete the override request/seat notification form:  
https://forms.office.com/Pages/ResponsePage.aspx?Host=Teams&lang=%7Blocale%7D&groupid=%7BgroupId%7D&tid=%7Btid%7D&teamsTheme=%7Btheme%7D&upn=%7Bupn%7D&id=GUsoqSzXRdKLsrHNI4mYzET29-jOyVBu8yaAo3iDhUM0xNSzcyQkk4R0IKTFVSRFA2WUJONVk3SiQlQCN0PWcu |
| College of Engineering & Computing           | Please email the college with your override request:  
StudentServices@cec.sc.edu                                                                                                                                                                                                                                               |
| Darla Moore Courses                          | 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 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:  
http://artsandsciences.sc.edu/language-placement/placement-exemption-form                                                                                                                                               |
|                                            | If you have studied the language more recently, you are required 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.                                           |
| Honors College Courses                       | 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 | *Override will ONLY be given to students needing classes to graduate in August/December 2020*  
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 in Summer/Fall 2020.  
- COMD – Ms. Teresa Boyett  
- ENHS – Ms. Andrena Mack  
- EPI – Ms. Emily Tedesco  
- EXSC – Dr. Katrina Walsemann  
- PUBH – Dr. Sara Corwin  
- HSPM - TBD |
| 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 Rebecca Boyd at boydrr@mailbox.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/.