

Override Request / Seat Notification Request Forms

Department	Next Step
Biology	Complete the override request/seat notification form: https://sc.edu/study/colleges_schools/artsandsciences/biological_sciences/study/undergraduate/undergraduate_courses/index.php
Computer Science and Engineering	Complete the override request form: https://cse.sc.edu/undergraduate/forms/override-request
"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
Foreign Language Placement – Placement Test Exemption Request	<p>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</p> <p>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.</p>
Honors College Courses	Click here to view additional information regarding override requests for Honors College courses: http://www.sc.edu/study/colleges_schools/honors_college/internal/academic_advising/override_policy/index.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

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/>.

University Advising Center
University of South Carolina

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Please direct any revisions/additions to the University Advising Center