

# Override Request / Seat Notification Request Forms

Department	Next Step
College of Arts & Sciences	For credit hour overrides: please email <a href="mailto:casdsa@mailbox.sc.edu">casdsa@mailbox.sc.edu</a> 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: Dora Stryffeler – <a href="mailto:dstryffe@sc.edu">dstryffe@sc.edu</a> Rushondra James - <a href="mailto:jamesrj@mailbox.sc.edu">jamesrj@mailbox.sc.edu</a>
College of Hospitality, Retail & Sport Management	For an override into RETL, HRTM, and HRSM courses please complete for override form: <a href="https://www.sc.edu/study/colleges_schools/hrsm/internal/registration/override/index.php">https://www.sc.edu/study/colleges_schools/hrsm/internal/registration/override/index.php</a>  For an override into SPTC courses please email Jessica Harris at <a href="mailto:jlharris@mailbox.sc.edu">jlharris@mailbox.sc.edu</a>
Biology	Complete the override request/seat notification form: <a href="https://sc.edu/study/colleges_schools/artsandsciences/biological_sciences/study/undergraduate/undergraduate_courses/index.php">https://sc.edu/study/colleges_schools/artsandsciences/biological_sciences/study/undergraduate/undergraduate_courses/index.php</a>
Chemistry	Complete the override request/seat notification form: <a href="https://forms.office.com/Pages/ResponsePage.aspx?Host=Teams&amp;lang=%7Blocale%7D&amp;groupId=%7BgroupId%7D&amp;tid=%7Btid%7D&amp;teamsTheme=%7Btheme%7D&amp;upn=%7Bupn%7D&amp;id=GUsgSzXRDkKLSrHNI4mYzET29-j0QyVBux8yaAo3iDhUM0xNSzkyQkk4R0IKTFVSRFA2WUJONV3SiQIQCN0PWcu">https://forms.office.com/Pages/ResponsePage.aspx?Host=Teams&amp;lang=%7Blocale%7D&amp;groupId=%7BgroupId%7D&amp;tid=%7Btid%7D&amp;teamsTheme=%7Btheme%7D&amp;upn=%7Bupn%7D&amp;id=GUsgSzXRDkKLSrHNI4mYzET29-j0QyVBux8yaAo3iDhUM0xNSzkyQkk4R0IKTFVSRFA2WUJONV3SiQIQCN0PWcu</a>
College of Engineering & Computing	Please complete the request for an override into Computing courses: <a href="https://cse.sc.edu/undergraduate/forms/override-request">https://cse.sc.edu/undergraduate/forms/override-request</a> For an override into any other courses within the College of Engineering & Computing please email <a href="mailto:StudentServices@cec.sc.edu">StudentServices@cec.sc.edu</a>
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 <a href="mailto:undergrad@moore.sc.edu">undergrad@moore.sc.edu</a> .
Foreign Language Courses	For an override into language courses complete the DLLC Course Override Form: <a href="https://sc.edu/study/colleges_schools/artsandsciences/dllc/study/placement/override.php">https://sc.edu/study/colleges_schools/artsandsciences/dllc/study/placement/override.php</a>
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: <a href="https://sc.edu/study/colleges_schools/artsandsciences/dllc/study/placement/exemption.php">https://sc.edu/study/colleges_schools/artsandsciences/dllc/study/placement/exemption.php</a>  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 <a href="http://artsandsciences.sc.edu/dllc/placement/registration.html">http://artsandsciences.sc.edu/dllc/placement/registration.html</a> to take the exam on one of our scheduled testing dates.
History	Please email Tyler McNamara at <a href="mailto:mcnamart@mailbox.sc.edu">mcnamart@mailbox.sc.edu</a> or Jay Pou at <a href="mailto:pouj@sc.edu">pouj@sc.edu</a> regarding course override inquiries.

<b>Honors College Courses</b>	For general student services needs contact their office at 803-777-8102 or email SCHC at <a href="mailto:register@schc.sc.edu">register@schc.sc.edu</a> Please contact the following email for advising related questions and concerns: <a href="mailto:schcadvising@mailbox.sc.edu">schcadvising@mailbox.sc.edu</a> Click here to view additional information regarding override requests for Honors College courses: <a href="https://www.sc.edu/study/colleges_schools/honors_college/internal/forms/override.php">https://www.sc.edu/study/colleges_schools/honors_college/internal/forms/override.php</a>
<b>Math</b>	Click here for override and placement test information: <a href="https://sc.edu/study/colleges_schools/artsandsciences/mathematics/study/overrides/index.php">https://sc.edu/study/colleges_schools/artsandsciences/mathematics/study/overrides/index.php</a>
<b>Music</b>	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 <a href="mailto:mzeigler@mozart.sc.edu">mzeigler@mozart.sc.edu</a> 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.
<b>Physics and Astronomy</b>	Complete the request to be added to the appropriate laboratory waitlist: <a href="https://sc.edu/study/colleges_schools/artsandsciences/physics_and_astronomy/my_physics/200_level_laboratories/index.php">https://sc.edu/study/colleges_schools/artsandsciences/physics_and_astronomy/my_physics/200_level_laboratories/index.php</a>
<b>Psychology</b>	Please contact Connie Outen at <a href="mailto:couten@email.sc.edu">couten@email.sc.edu</a> or 803-777-7674 for an override into a Psychology course.
<b>Arnold School of Public Health</b>	*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"> <li>• COMD – Ms. Teresa Boyett <a href="mailto:tboyett@mailbox.sc.edu">tboyett@mailbox.sc.edu</a></li> <li>• ENHS – Ms. Andrena Mack <a href="mailto:armack@mailbox.sc.edu">armack@mailbox.sc.edu</a></li> <li>• EPID – Ms. Emily Tedesco <a href="mailto:TEDESCEL@mailbox.sc.edu">TEDESCEL@mailbox.sc.edu</a></li> <li>• EXSC – Dr. Katrina Walsemann <a href="mailto:hartleya@mailbox.sc.edu">hartleya@mailbox.sc.edu</a></li> <li>• HPEB – Dr. Casey Giraudy <a href="mailto:goldston@mailbox.sc.edu">goldston@mailbox.sc.edu</a></li> <li>• HSPM – Ms. Teresa Singleton-Lee <a href="mailto:SINGLE229@mailbox.sc.edu">SINGLE229@mailbox.sc.edu</a></li> <li>• PUBH – Dr. Sara Corwin <a href="mailto:corwins@sc.edu">corwins@sc.edu</a></li> </ul>
<b>SVAD courses</b>	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 <a href="mailto:boydrr@mailbox.sc.edu">boydrr@mailbox.sc.edu</a>
<b>“Y” Section Courses / On Your Time Initiatives Courses</b>	Click here to view additional information regarding override requests into On Your Time Initiatives (Y section) closed courses: <a href="https://www.sc.edu/about/offices_and_divisions/on_your_time/faculty_toolbox/forms/index.php">https://www.sc.edu/about/offices_and_divisions/on_your_time/faculty_toolbox/forms/index.php</a>

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/>.