

Student Course Request Page

Below is the initial view of the student's page for submitting requests before any options have been selected.

Request a Seat in a Closed Course

Request a Closed Course

The Request a Seat in a Closed Course form is the University's official way for you to request a seat in a course that is at full capacity or if you have received a registration error. The tool allows departments to provide you with an override to register for the course when possible and gauge unmet course demand. Students will receive an email when their request has been completed. You may also review the status of your request on the status page linked below.

Please note:
*Being given an override to a section is at the discretion of the individual department. The academic department cannot guarantee your choice of section will be granted.

_____, please review the information below. If the information displayed is incorrect please contact your advisor to correct it. Please note duplicate requests are not permitted. To check the status of your requests please visit the [Status Page](#)

	Primary Program	Secondary Program
Level:	Undergraduate	-
Academic Class	Freshman	-
Program:	BS Computer Science	-
Department:	School of Computing	-
College:	Engr, Comp, and Appl Sci	-
Campus:	Clemson (Main Campus)	-
Catalog Term:	Fall 2022	-
Expected Graduation Term	Fall 2026	-

I have submitted a change of program for the information above

Semester:*

Please review your [DegreeWorks \(Undergraduate Only\)](#) and specify, is this request for*:


- 3- General Education - Requests for Courses labeled as 'General Education' in Degree Works
- 4- Major Requirement - Requests for courses within the Major section not labeled as GENERAL EDUCATION in DegreeWorks
- 5- Minor Requirement - Requests for courses within the Minor section not labeled as GENERAL EDUCATION in DegreeWorks
- 5- Override Request - Requests to override an error message when trying to register for a course or section

Please select a reason for the request*:

- Schedule restrictions - Time conflicts prevent alternate options
- Instructor Preference
- Theme/Topic Preference - The section/course theme or topic is preferred over other offerings.
- Other - Avoid generic reasons such as "Needed for graduation"

Please provide any clarifications or special considerations for the reason of this request*:

1. Student Information Table – This table displays the student’s current level and program information within Banner. The students are instructed to contact their advisor if any information is incorrect. The optional check box below the table is used to indicate if a change of program has been submitted.

, please review the information below. If the information displayed is incorrect please contact your advisor to correct it. Please note duplicate requests are not permitted. To check the status of your requests please visit the [Status Page](#)

	Primary Program	Secondary Program
Level:	Undergraduate	-
Academic Class	Freshman	-
Program:	BS Computer Science	-
Department:	School of Computing	-
College:	Engr, Comp, and Appl Sci	-
Campus:	Clemson (Main Campus)	-
Catalog Term:	Fall 2022	-
Expected Graduation Term	Fall 2026	-

I have submitted a change of program for the information above

- o The top text also contains a link to the student’s status page.
- o Change of program checkbox is not verified to ensure a change has been submitted

2. Semester and Type selection – In order to select a course or courses for the request, the student must select a semester and a request type to determine the options available. Students are encouraged to check Degree Works to identify the proper type of request. Selecting the wrong type of request may yield unexpected results or not allow for the selection of intended courses.

Semester:*

Please review your [DegreeWorks \(Undergraduate Only\)](#) and specify, is this request for*:

- General Education** - Requests for Courses labeled as 'General Education' in Degree Works
- Major Requirement** - Requests for courses within the Major section not labeled as GENERAL EDUCATION in DegreeWorks
- Minor Requirement** - Requests for courses within the Minor section not labeled as GENERAL EDUCATION in DegreeWorks
- Override Request** - Requests to override an error message when trying to register for a course or section

- o General Education courses appear in Degree Works like the below. These reside within the major, minor or concentration blocks.

GENERAL EDUCATION - Mathematics -
MATH 1060 (4 Cr)

- o Major requirement courses are in the section or block in Degree Works labeled like the below image.

Major in Computer Science - BS

- If a major requires a concentration or emphasis, those course requests would fall under this category.
- o Minor requirement courses are in the section or block in Degree Works labeled like the below image.

Minor in Psychology

- If the student has added an option minor or concentration, those course requests would fall under this category.
- o Override requests are for courses that the student is unable to register for due to a registration error other than no seat remaining. This is the only option that allows for selecting override errors.

3. General Education Requests – These requests are for courses marked as general education within Degree Works, and the options link to course attributes in Banner. Each of the options for the general education categories below is tied to a single attribute for course filtering.

Semester:*

Please review your [DegreeWorks \(Undergraduate Only\)](#) and specify, is this request for*:

General Education - Requests for Courses labeled as 'General Education' in Degree Works

Major Requirement - Requests for courses within the Major section not labeled as GENERAL EDUCATION in DegreeWorks

Minor Requirement - Requests for courses within the Minor section not labeled as GENERAL EDUCATION in DegreeWorks

Override Request - Requests to override an error message when trying to register for a course or section

General Education Requirement:*

Submitting a General Education request means you agree to accept any available section for the selected courses. You may select up to 3 preferences. If you wish to register for a specific section or instructor, please continue to check availability in iROAR

Select a Gen Ed Requirement Reason*:

Oral Communication

English Composition

Global Challenge

A&H Literature

Math

A&H Non-Lit

Natural Science

Reach Act

Social Science

Please select preferences below:

Preference 1*:

Preference 2*:

Preference 3*:

- Up to 3 course preferences may be selected.
- Preferences are optional, and the request can be submitted without any course selections.

4. Major & Minor Requests – These requests are for courses in the major, minor, concentration or emphasis blocks of Degree Works not labeled as General Education. Course options are for any active courses for the selected semester.

Semester:* Spring 2025 ▾

Please review your [DegreeWorks \(Undergraduate Only\)](#) and specify, is this request for*:

General Education - Requests for Courses labeled as 'General Education' in Degree Works

Major Requirement - Requests for courses within the Major section not labeled as GENERAL EDUCATION in DegreeWorks

Minor Requirement - Requests for courses within the Minor section not labeled as GENERAL EDUCATION in DegreeWorks

Override Request - Requests to override an error message when trying to register for a course or section

Major Requirement:

Submitting a Major requirement request means you will be considered for addition to the requested course but is not a guarantee.

CPSC-Computer Science ▾

1070 ▾

Section*:
Any ▾
100 ▾
200 ▾

CPSC 1071*:
No Change ▾
Any ▾
101 ▾
102 ▾
103 ▾

*Use Ctrl/Command to select multiple sections.

- Subject and course are filtered based on active courses for the selected semester not necessarily offered.
- Sections are filtered on available sections for that semester. For courses without available sections, the Any option will still be displayed.
- Coreq section selections will appear based on Banner setups. This is a 2 way setup Lecture <-> Labs in case the lab is the primary course chosen.

5. Override Requests – These requests are for course requests where the student is receiving an error when attempting to register that is eligible for override. This option should be used when the issue is more than a capacity issue.

Semester:*

Please review your [DegreeWorks \(Undergraduate Only\)](#) and specify, is this request for*:

General Education - Requests for Courses labeled as 'General Education' in Degree Works

Major Requirement - Requests for courses within the Major section not labeled as GENERAL EDUCATION in DegreeWorks

Minor Requirement - Requests for courses within the Minor section not labeled as GENERAL EDUCATION in DegreeWorks

Override Request - Requests to override an error message when trying to register for a course or section

At least one option must be checked

Override Needed:

Please indicate the override(s) needed to complete your course registration. If unsure, reference the error(s) received when registration is attempted (*Multiples may apply*):*

Class Level (FR/SO/JR/SR)

Closed Course

Field of Study

Prerequisite

Repeat

Special Consent

Section*:

*Use Ctrl/Command to select multiple sections.

- Subject and course are filtered based on active courses for the selected semester not necessarily offered.
- Sections are filtered on available sections for that semester. For courses without available sections, the Any option will still be displayed.
- Coreq section selections will appear based on Banner setups. This is a 2 way setup Lecture <-> Labs in case the lab is the primary course chosen.

6. Reason selection – This section is to provide metrics for request reasoning and still allow free text for additional explanation. This will hopefully encourage more meaningful data for the reason of submissions.

Please select a reason for the request:*

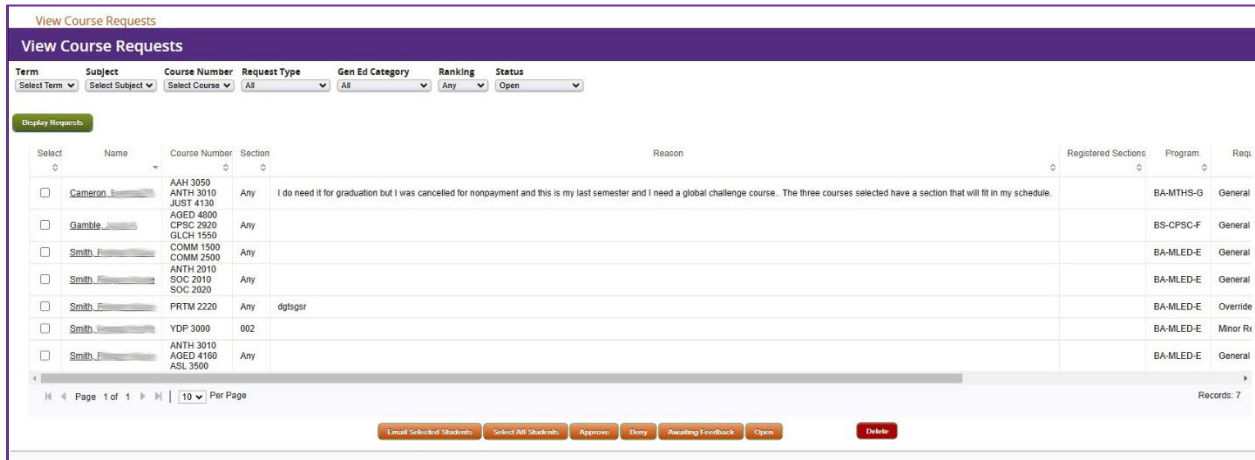
- Schedule restrictions** - Time conflicts prevent alternate options
- Instructor Preference**
- Theme\Topic Preference** - The section/course theme or topic is preferred over other offerings.
- Other** - Avoid generic reasons such as "Needed for graduation"

Please provide any clarifications or special considerations for the reason of this request:*

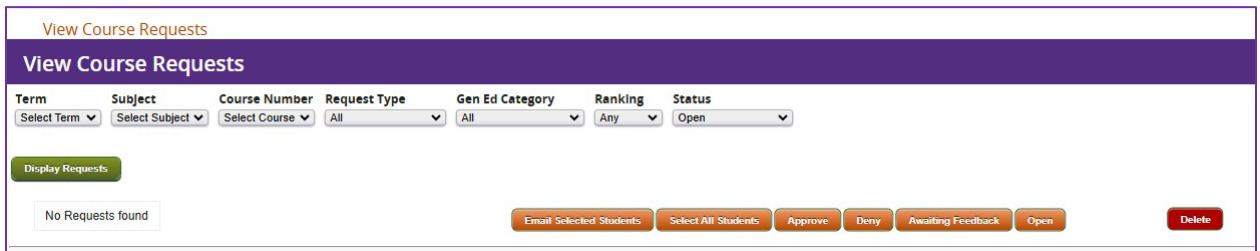
- The Other option is the only one that requires a typed response.

Staff & Faculty Admin Page

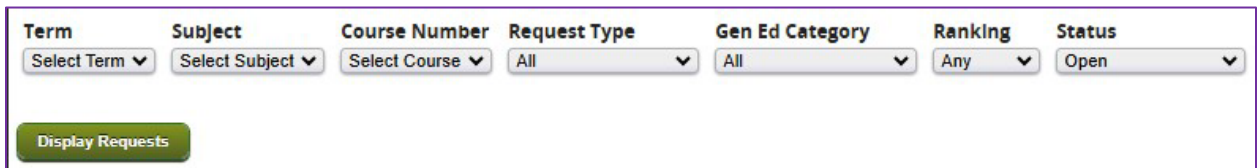
Below is a screenshot of the staff and faculty admin page with a default view of open requests for courses belonging to the assigned college(s) within Banner. The default filter is applied automatically whenever the page is initially loaded or after refreshing the page.



- Request Table – This table is the main focus of the page listing requests based on default or applied filters. The column can be rearranged but not resized at this time. If the user does not have any open requests within their assignments the initial view will state “No Requests found.” (Shown below)



- Filter Options – The filter options are a series of drop down lists at the top of the page and do have some rules that apply to the combinations allowed. Once the preferred filters have been chosen, click on Display Requests to apply the selected options. Once a manual filter is applied the default filter is overridden until the next refresh or new visit. Guidelines for filtering is listed below the image.



- Every filter option is a single select.
- Term and Status are required for all filter combinations.
 - Term only lists terms listed in the request table.
- Ranking only applies to Gen Ed requests
- Combination options (Might not be all-inclusive)
 - Term + Request Type + Status
 - Term + Gen Ed Category + Status

- Term + Status
 - Term + Subject + Course Number + Status (Does not work with Gen Ed requests)
 - Term + Request Type + Subject + Course Number + Status (Will work with Gen Ed's)
 - Term + Request Type + Subject + Course Number + Ranking + Status
- Action Buttons – These buttons are used for updating request status and contacting students. The status updates take effect immediately and can be set at any time. There are no rules in the app currently governing these.



- Email Selected Student – Opens an email message with all selected students' email addresses in the BCC field. This button does not change the status of the request.
 - Default email subject: Course Request Follow-up
 - Does not unselect requests. Allows for updating same requests to Awaiting Feedback after email is sent.
- Select All Students – Select all visible requests based on the active filter.
- Approve – Sets the selected request(s) to Approved and opens email window to email student(s).
 - Email subject:
 - Single select – Approved: {Type} – {Category} (Ex. Approved: General Education – REACH Act)
 - Multi-Select – Course Request Approved
- Deny – Sets the selected request(s) to Denied and opens email window to email student(s).
 - Email subject:
 - Single select – Denied: {Type} – {Category} (Ex. Approved: General Education – REACH Act)
 - Multi-Select – Course Request Denied
- Awaiting Feedback – Sets the selected request(s) to Awaiting Feedback.
- Open – Sets the selected request(s) to Open.
- Delete – Sets the selected request(s) to Deleted. This status does not appear on the student's status page and should only be used when the request is administratively canceled and NOT for denials.

- Single Request Selection – When selecting a single request, the lower portion of the screen will be populated with additional student details, including schedule. If the request type is not Gen Ed, the option to insert overrides is provided.

View Course Requests

Term: Spring 2025 | Subject: Select Subject | Course Number: Select Course | Request Type: Major Requirement | Gen Ed Category: All | Ranking: Any | Status: Open

Display Requests

Select	Name	Course Number	Section	Reason	Registered Sections	Program	Request Type	Override Category	Hours Registered	Hours CPoS	Date Submitted	Waitlist
<input type="checkbox"/>	Gamble	ART 3110	001			BS-CPSC-F	Major Requirement		10		12/20/2024	N
<input type="checkbox"/>	Gamble	ENGL 3100	001			BS-CPSC-F	Major Requirement		10		12/20/2024	N
<input checked="" type="checkbox"/>	Gamble	GEOL 1010	Any	Testing registered sections	002	BS-CPSC-F	Major Requirement		10		01/22/2025	N
<input type="checkbox"/>	Smth	CPSC 4910	100			BA-MLED-E	Major Requirement		16		01/13/2025	N
<input type="checkbox"/>	Smth	SPAN 2010	001			BA-MLED-E	Major Requirement		16		01/13/2025	N

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Email Selected Students
Select All Students
Approve
Deny
Requesting Feedback
Open
Delete

Student Request Information

Request Status: Open
 CID:
 Request Term: 202501
 Expected Graduation Term: 202608
 Cumulative GPA: 3.88

Course	W/L	Hours	Instructor	Meeting
CPSC 2810 001	3		Jacob M Sorber	11:00am-12:15pm TR
CPSC 2920 100	3		Mitch Shue	11:15am-12:05pm MW
CPSC 2921 103	0		Mitch Shue	1:25pm-2:15pm M
GEOL 1010 002	3		Alan B Coulson	11:00am-12:15pm TR
GEOL 1030 009	1		Alan B Coulson	4:20pm-6:15pm T

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
all-day							
6am							
7am							
8am							
9am							
10am							
11am		CPSC 2810 100 - 1512R	CPSC 3810 00 GEOL 1010 002 - 1081R	CPSC 2920 100 - 1512R	CPSC 2810 00 GEOL 1010 002 - 1081R		
12pm							
1pm		CPSC 2921 103 - 1708T					
2pm							
3pm							
4pm			GEOL 1030 009 - 1083D				
5pm							

Choose the overrides and applicable sections for processing:

Sections

001

002

003

004

005

006

Process

Attribute	Course	Section
Academic Class	<input type="checkbox"/>	<input type="checkbox"/>
Campus	<input type="checkbox"/>	<input type="checkbox"/>
Capacity-Don't exceed room cap	<input type="checkbox"/>	<input type="checkbox"/>
Cohort	<input type="checkbox"/>	<input type="checkbox"/>
College	<input type="checkbox"/>	<input type="checkbox"/>
Corequisite	<input type="checkbox"/>	<input type="checkbox"/>
Degree	<input type="checkbox"/>	<input type="checkbox"/>
Department	<input type="checkbox"/>	<input type="checkbox"/>
Duplicate Course	<input type="checkbox"/>	<input type="checkbox"/>
Field of Study	<input type="checkbox"/>	<input type="checkbox"/>
Prerequisite	<input type="checkbox"/>	<input type="checkbox"/>
Program	<input type="checkbox"/>	<input type="checkbox"/>

- o Additional student information – Additional student information relevant to processing requests, including the current schedule. This data is pulled from Banner at the time of selection and can be refreshed by toggling selection.

Student Request Information
 Request Status: Open
 CID: C [REDACTED]
 Request Term: 202501
 Expected Graduation Term: 202608
 Cumulative GPA: 3.88

Course	W/L	Hours	Instructor	Meeting
CPSC 2810 001	3		Jacob M Sorber	11:00am-12:15pm TR
CPSC 2920 100	3		Mitch Shue	11:15am-12:05pm MW
CPSC 2921 103	0		Mitch Shue	1:25pm-2:15pm M
GEOL 1010 002	3		Alan B Coulson	11:00am-12:15pm TR
GEOL 1030 009	1		Alan B Coulson	4:20pm-6:15pm T

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
all-day							
6am							
7am							
8am							
9am							
10am							
11am		CPSC 2920 100 - 15129	CPSC 2810 00 GEOL 1010 002 - 10818	CPSC 2920 100 - 15129	CPSC 2810 00 GEOL 1010 002 - 10818		
12pm							
1pm		CPSC 2921 103 - 17057					
2pm							
3pm							
4pm			GEOL 1030 009 - 10830				
5pm							
6pm							
7pm							
8pm							
9pm							

- Override Selection – Table of available override options in Banner. These can be applied at a course or section level. If the section option is selected, at least one section number must be chosen from the section(s) list in order to apply the selected override(s).

Choose the override(s) and applicable sections for processing.

Sections

001

002

003

004

005

006

Attribute	Course	Section
Academic Class	<input type="radio"/>	<input type="radio"/>
Campus	<input type="radio"/>	<input type="radio"/>
Capacity-Don't exceed room cap	<input type="radio"/>	<input type="radio"/>
Cohort	<input type="radio"/>	<input type="radio"/>
College	<input type="radio"/>	<input type="radio"/>
Corequisite	<input type="radio"/>	<input type="radio"/>
Degree	<input type="radio"/>	<input type="radio"/>
Department	<input type="radio"/>	<input type="radio"/>
Duplicate Course	<input type="radio"/>	<input type="radio"/>
Field of Study	<input type="radio"/>	<input type="radio"/>
Prerequisite	<input type="radio"/>	<input type="radio"/>
Program	<input type="radio"/>	<input type="radio"/>
Repeat Course	<input type="radio"/>	<input type="radio"/>
Repeat Hours	<input type="radio"/>	<input type="radio"/>
Repeat Limit	<input type="radio"/>	<input type="radio"/>
Special Approval	<input type="radio"/>	<input type="radio"/>
Student Attribute	<input type="radio"/>	<input type="radio"/>
Time Conflict	<input type="radio"/>	<input type="radio"/>

- Multi-Select Request Selection – When selecting multiple requests, the lower portion of the screen will not populate and any action button clicked will apply to all selected records.

View Course Requests

Term: Spring 2025 | Subject: Select Subject | Course Number: Select Course | Request Type: Major Requirement | Gen Ed Category: All | Ranking: Any | Status: Open

Display Requests

Select	Name	Course Number	Section	Reason	Registered Sections	Program	Request Type	Override Category	Hours Registered	Hours CPoS	Date Submitted	Weight
<input type="checkbox"/>	Gamble	ART 3110	001			BS-CPSC-F	Major Requirement		10		12/28/2024	N
<input type="checkbox"/>	Gamble	ENGL 3100	001			BS-CPSC-F	Major Requirement		10		12/28/2024	N
<input checked="" type="checkbox"/>	Gamble	GEOG 1010	Any	Testing registered sections	002	BS-CPSC-F	Major Requirement		10		01/22/2025	N
<input type="checkbox"/>	Smith	CPSC 4910	100			BA-MLED-E	Major Requirement		16		01/13/2025	N
<input checked="" type="checkbox"/>	Smith	SPAN 2010	001			BA-MLED-E	Major Requirement		16		01/13/2025	N

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Student Status Page

Below is a screenshot of the student status page which will display any current or future term requests. The page is displayed upon the submission of a request. Past term requests will not be displayed to prevent list from growing too large and confusing.

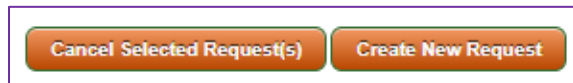
*Reminder requests marked as deleted will also not be displayed.

Student Requests

Student's Submitted Requests

Select	Request Type	Requested Course(s)	Requested Section(s)	Reason	Override Category	Submit Date	Request Status	Waitlisted
<input type="checkbox"/>	Override Request	ENGL 3490	Any	Testing QA submissions	Closed Course, Prerequisite	01/29/2025 03:06 PM	Open	N
<input type="checkbox"/>	Minor Requirement	SPAN 1020	005			01/29/2025 03:05 PM	Approved	N
<input type="checkbox"/>	Major Requirement	AS 1100	002			01/29/2025 03:05 PM	Open	N
<input type="checkbox"/>	General Education	AGED 4800 CPSC 2920 GLCH 1550				01/29/2025 03:05 PM	Canceled	N

From this page students have two actions available.



- Cancel Selected Request(s) – This option updates the request status to canceled and refreshes the page to reflect the update. It does not generate any communications
- Create New Request – This option takes the student back to the request page to enter a new request,