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 <u>Status Page</u>

	Primary Program	Secondary Program
Level:	Undergraduate	-
Academic Class	Freshman	-
Program:	BS Computer Science	
Department:	School of Computing	
College:	Engr, Comp, and Appl Sci	8
Campus:	Clemson (Main Campus)	
Catalog Term:	Fall 2022	
Expected Graduation Term	Fall 2026	3

I have submitted a change of program for the information above

Semester:* Select Term V

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

O 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.*

O Schedule restrictions - Time conflicts prevent alternate options

O Instructor Preference

O 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:"

Submit Request

6

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.

The second se	Primary Program	Secondary Program
Level:	Undergraduate	-
Academic Class	Freshman	-
Program:	BS Computer Science	<u>.</u>
Department:	School of Computing	<i>6</i>
College:	Engr, Comp, and Appl Sci	a
Campus:	Clemson (Main Campus)	-
Catalog Term:	Fall 2022	u
cted Graduation Term	Fall 2026	<i>6</i>

 $\hfill\square$ I have submitted a change of program for the information above

• 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

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:*	Select Term 🗸	
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Please review your DegreeWorks (Undergraduate Only) and specify, is this request for*:

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

- O Major Requirement Requests for courses within the Major section not labeled as GENERAL EDUCATION in DegreeWorks
- O 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 courses appear in Degree Works like the below. These reside within the major, minor or concentration blocks.

GENERAL EDUCATION - Mathematics -MATH 1060 (4 Cr)

 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.
- 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.
- 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:* Spring 2025 ✔		
Please review your DegreeWor	rks (Undergraduate Only) and specify, is thi	s request for*:
General Education - Requ	lests for Courses labeled as 'General Educi	ation' in Degree Works
O Major Requirement - Requ	uests for courses within the Major section n	ot labeled as GENERAL EDUCATION in DegreeWorks
O Minor Requirement - Requirem	uests for courses within the Minor section n	ot labeled as GENERAL EDUCATION in DegreeWorks
Override Request - Reque	ests to override an error message when tryi	ng to register for a course or section
General Education Requirem	ent:*	
Submitting a General Educati preferences. If you wish to re- Select a Gen Ed Requirement Oral Communication	ion request means you agree to accept any gister for a specific section or instructor, ple Reason*:	available section for the selected courses. You may select up to 3 ase continue to check availability in iROAR
C English Composition		
Global Challenge		
O A&H Literature		
Math	Please select preferences below:	
○ A&H Non-Lit ○ Natural Science	Preference 1*: CPSC 2920 V	
O Reach Act	Preference 2*: BIOE 4010 V	
○ Social Science	Preference 3*: ECAS 3210]

• Up to 3 course preferences may be selected.

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• 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 V
Please review your DegreeWorks (Undergraduate Only) and specify, is this request for*:
O 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
O 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*: CPSC 1071*: Any No Change
100 Any 200 101
102
*Use Ctri/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:* Spring	2025 🗸
Please review your	DegreeWorks (Undergraduate Only) and specify, is this request for*:
O General Educa	tion - Requests for Courses labeled as 'General Education' in Degree Works
O Major Requirer	nent - Requests for courses within the Major section not labeled as GENERAL EDUCATION in DegreeWorks
O Minor Require	nent - Requests for courses within the Minor section not labeled as GENERAL EDUCATION in DegreeWorks
Override Requ	est - 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 th attempted (Multipl	e override(s) needed to complete your course registration. If unsure, reference the error(s) received when registration is es may apply):*
Class Level (FR	/SO/JR/SR)
Closed Course	
Field of Study	
Prerequisite	
Repeat	
Special Consen	
AUE-Automotive E	ngineering V
8240 🗸	
Section*:	
Any 🔺	
040 -	
*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.



• 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.

erm	Subject	Course Number	Reque	at Type	Gen Ed Category		Ranking	Status												
Select Term	▼ Select Subject ▼	Select Course ¥	All	v	All	*	Any 🗸	Open		~										
Display Requ	icst																			
Select	Name	Course Number	Section								R	ason					^	Registered Sections	Program	Requ
	Cameron E	AAH 3050 ANTH 3010 JUST 4130	Any	I do need it fo	r graduation but I wa	is cance	lied for nonp	payment and	this is my	/ last semes	er and I ne	ed a global cf	nallenge cours	se The three c	ourses selected have a	section that will fit in my sch	edule.		BA-MTHS-G	General
	Gamble.	AGED 4800 CPSC 2920 GLCH 1550	Any																BS-CPSC-F	General
	Smith_F	COMM 1500 COMM 2500	Any																BA-MLED-E	General
	Smith. Financia	ANTH 2010 SOC 2010 SOC 2020	Any																BA-MLED-E	General
	Smith. F	PRTM 2220	Any	dgtsgsr															BA-MLED-E	Override
	Smith.	YDP 3000	002																BA-MLED-E	Minor Re
	Smith. F	ANTH 3010 AGED 4160 ASL 3500	Any																BA-MLED-E	General
4																				*
14 4	Page 1 of 1 P	10 V PW Pa	ige																RU	icords. 7

• 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)

View Cou	urse Requests													
View Co	urse Reque	ests												
Term	Subject	Course Number	Request Type		Gen Ed Category	Ran	king	Status						
Select Term 🗸	Select Subject V	Select Course 🗸	All	~	All 🗸	Any	•	Open	~					
Display Requests														
No Reques	ts found				Email Select	ed Shu	onto	Soloot All Stur	Anntava	Denv	Auniting Foodback	0.000	-	Delete
					Email Select		ento	Select All Stor	end Approve	U U U U	Awarding Teedback	open		June

• 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.

· Any · Open ·	Select Course 🗸 🛛 All	Select Subject 🗸	Select Term 🗸
	Select Course V All	Select Subject V	Select Term V
		· · · ·	

- 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
- o 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 Students	Select All Students	Approve	Deny	Awaiting Feedback	Open	Delete

- 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.
- o 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.

Spring 2025 V	Subject Select Subject	Course Number Select Course	Request Type Major Requirement V	Gen Ed Category	Ranking Status	~						
	_											
Display Requests												
Select	Name	Course Number	Section	Reason	Registered Sections	Program	Request Type	Override Category	Hours Registered	Hours CPoS	Date Submitted	d Waitlist
	Gamble	ART 3110	001			BS-CPSC-F	Major Requirement		10		12/20/2024	N
	Gamble	ENGL 3100	001			BS-CPSC-F	Major Requirement		10		12/20/2024	Ν
	Gamble	GEOL 1010	Any	Testing registered section	ons 002	BS-CPSC-F	Major Requirement		10		01/22/2025	Ν
	Smith:////////////////////////////////////	CPSC 4910	100			BA-MLED-E	Major Requirement		16		01/13/2025	N
	Smith: 11111111111111111	SPAN 2010	001			BA-MLED-E	Major Requirement		16		01/13/2025	N
H 4 Pa	age 1 of 1 ▶ ▶ 10 ✔ P	er Page									Rec	cords: 5
tudont Pogu	oct Information										1	
equest Status	s: Open								A	ttribute	Course	e Sectio
equest Term:	202501								Academic Cla	ass	0	0
xpected Grad	luation Term: 202608											
umulative GP	A: 3.88											1
Course	A: 3.88 W/L Hours Instructor	Meeting					Choose the over processing.	ride(s) and applicable sections for	Campus		0	0
Course Course CPSC 2810 001	A: 3.88 W/L Hours Instructor 3 Jacob M Sorbe	Meeting r 11:00am-12:15pm TF	t.				Choose the overs processing	ride(s) and applicable sections for Sections	Campus		0	0
Course Course CPSC 2810 001 CPSC 2920 100 CPSC 2921 103	A: 3.88 W/L Hours Instructor J 3 Jacob M Sorbe 3 Mitch Shue 3 0 Mitch Shue	Meeting r11:00am-12:15pm TF 11:15am-12:05pm M 1:25pm-2:15pm M	R W				Choose the over processing 001 - 002 -	ridels) and applicable sections for Sections	Campus Capacity-Dor cap	n't exceed roor	0 m 0	0
Course Course CPSC 2810 001 CPSC 2920 100 CPSC 2921 103 GEOL 1010 000	W/L Hours Instructor 1 3 Jacob M Sorbe 0 3 Mitch Shue 3 0 Mitch Shue 2 3 Alan B Coulsor 1 3 Line D Coulsor	Meeting r11:00am-12:15pm TR 11:15am-12:05pm M 1:25pm-2:15pm TR 11:00am-12:15pm TR	z W				Choose the overn processing. 001 [002 [003] 004 [ride(s) and applicable sections for ⁽	Campus Capacity-Dor cap	n't exceed roor	0 m 0	0
Course Course CPSC 2810 001 CPSC 2920 100 CPSC 2921 103 GEOL 1010 003 GEOL 1030 009	A: 3.88 Instructor W/L Hours Instructor 1 3 Jacob M Sorbe 0 3 Mitch Shue 3 Olich Shue Mitch Shue 2 3 Alan B Coulsor 9 1 Alan B Coulsor	Meeting r11:00am-12:15pm TF 11:15am-12:05pm M 11:25pm-2:15pm TF 11:00am-12:15pm TF 14:20pm-6:15pm T	R R				Crocos the overn processing 001 002 003 003 004 000 003 004 0000 000	roots) and applicable sections for <u>Sections</u>	Campus Capacity-Dor cap Cohort	n't exceed roor	m 0	0 0 0
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• 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.

Request Statu	is: Open						
ID: C							
Request Term	1: 202501						
xpected Gra	duation Term	: 202608					
umulative G	PA: 3.88			1			
Course	W/L Hours	Instructor	Meeting				
CPSC 2810 00)1 3	Jacob M Sorber	11:00am-12:15pm TF	2			
PSC 2920 10	00 3	Mitch Shue	11:15am-12:05pm M	W			
CPSC 2921 10	03 0	Mitch Shue	1:25pm-2:15pm M				
GEOL 1010 00	02 3	Alan B Coulson	11:00am-12:15pm TF	2			
GEOL 1030 00	09 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	CP5C 2920 100 - 15129	CPSC 2810 00 GEOL 1010 002 - 10818		
12pm							
tom							
ipin		CPSC 2921 103 - 17057					
2pm							
Зрт							
4pm							
5000			GEOL 1030 009 - 10830				
-5.0							
6pm							
7pm							
Rom							
ohiii							

• 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).

	Attribute	Course	Section
	Academic Class	0	0
Choose the override(s) and applicable sections for processing.	Campus	0	0
<u>Sections</u> 001 002 003 004 004 004 004 004 004 004 004 004	Capacity-Don't exceed room cap	0	0
005 006 006 006 006 006 006 006	Cohort	0	0
Process	College	0	0
	Corequisite	0	0
	Degree	0	0
	Department	0	0
	Duplicate Course	0	0
	Field of Study	0	0
	Prerequisite	0	0
	Program	0	0
	Repeat Course	0	0
	Repeat Hours	0	0
	Repeat Limit	0	0
	Special Approval	0	0
	Student Attribute	0	0
	Time Conflict	0	0

• 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.

m Subj ring 2025 🗸 Selv	oject lect Subject	Course Number	Request Type Major Requirement V	Gen Ed Category Rani All 🗸 Any	V Open	*						
splay Requests Select	Name	Course Number	Section 0	Reason 0	Registered Sections	Program	Request Type	Override Category	Hours Registered	Hours CPoS	Date Submitted	Wattist
	Gamble,	ART 3110	001			BS-CPSC-F	Major Requirement		10		12/20/2024	N
	Gamble,	ENGL 3100	001			BS-CPSC-F	Major Requirement		10		12/20/2024	N
	Gamble,	GEOL 1010	Any	Testing registered sections	002	BS-CPSC-F	Major Requirement		10		01/22/2025	N
	Smith_F	CPSC 4910	100			BA-MLED-E	Major Requirement		16		01/13/2025	N
	Smith_Financial	SPAN 2010	001			BA-MLED-E	Major Requirement		16		01/13/2025	N
	tot t h hill the P	er Pane									Rec	ords: 5

<u>Student Status Page</u>

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			
	Override Request	ENGL 3490	Any	Testing QA submissions	Closed Course, Prerequisite	01/29/2025 03:06 PM	Open	N			
	Minor Requirement	SPAN 1020	005			01/29/2025 03:05 PM	Approved	N			
	Major Requirement	AS 1100	002			01/29/2025 03:05 PM	Open	N			
	General Education	AGED 4800 CPSC 2920 GLCH 1550				01/29/2025 03:05 PM	Canceled	N			
Cancel So	Cancel Selected Respect(;) Create New Request										

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,