# Student Course Request Page

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

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:*** Select Term ▾
>
> 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:* 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

**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          Please select preferences below:

○ A&H Non-Lit

○ Natural Science     Preference 1*: CPSC 2920  ▾

○ Reach Act       Preference 2*: BIOE 4010  ▾

○ Social Science     Preference 3*: ECAS 3210  ▾

- o Up to 3 course preferences may be selected.
- o 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.



- o Subject and course are filtered based on active courses for the selected semester not necessarily offered.
- o Sections are filtered on available sections for that semester. For courses without available sections, the Any option will still be displayed.
- o 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*:

○ **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

AUE-Automotive Engineering ⌄

8240 ⌄

**Section*:**

| Any |
| 001 |
| 040 |

*Use Ctrl/Command to select multiple sections.*

- o Subject and course are filtered based on active courses for the selected semester not necessarily offered.
- o Sections are filtered on available sections for that semester. For courses without available sections, the Any option will still be displayed.
- o 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:*

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

# 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.



| 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 |

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,