

Closed Class and Override Requests

USE ONLY YOUR UTC EMAIL TO COMMUNICATE WITH CORRECT PERSON BELOW:

Chemistry (CHEM)

Dr. Santiago (Chemistry Interim Head) Manuel-Santiago@utc.edu and Dr. Lee (Chemistry Associate Head) John-Lee@utc.edu deal with closed class, overrides, and scheduling issues for all CHEM courses.

Physics (PHYS) Astronomy (ASTR) General Science (GNSC)

Dr. Hamblen (Physics Associate Head) Joshua-Hamblen deals with closed class, overrides, and scheduling issues for all PHYS, ASTR, and GNSC courses.

Send an email that must include:

1. Your Name
2. UTC student ID (all caps)
3. CRN (course registry number for class that needs an override- must include CRN number)
4. Name of course
5. Reason you need the class or why you need override to allow you to register

For example: Banner system will not let you register for a class and reports that you do not have prerequisite. Be sure to **include** in email any error message you get when you try to register.

Banner software may cause you to be unable initially to register for classes for which you do have pre- and co-requisites. However, first check the online catalog course description to be sure you do have prerequisites done with the minimum grade or are enrolled in corequisite.

If you are trying to get into a joint lab and lecture, sign up for the lab first or put yourself on lab waiting list. Once you are off the waitlist and registered for the lab, then try to register for the lecture. As places open, folks at the top of a waitlist will receive a message to their UTC email with a time limit to register or lose the spot. Therefore, if on a waitlist you will need to check your email daily if you are expecting a place to open. Also you should be aware that sometimes spots open up as folks drop classes or are dropped for nonpayment.

We are limited as to how many people we can accommodate in classes and labs. *Unfortunately, because of limited resources, being a student at UTC is no guarantee that you can get the classes that you want. In general, the later you register relative to other students, the less chance that course openings will be available.*