

Dear Students,

Below is information related to becoming a new chemistry major/minor, jobs/internships, transfer credits, registration permission, and grade appeals.

### **1. New Chemistry Majors**

You can declare chemistry as your major or minor through your Banner account. After doing this, please send an email to the Department Chairperson to request a meeting to be introduced to the program.

### **2. Jobs and Internships**

Please register with Career and Professional Development to receive emails about Chemistry/STEM job and internship opportunities. Also check emails from the office of STEM-IL and postings around the Chemistry Department regarding jobs/internships.

### **3. Transfer Credits for Chemistry Courses**

If there are any issues with the transfer credits you received for chemistry courses from another institution, you should email the Chairperson. It is very helpful and in some cases necessary to supply course syllabi (lecture and lab) and other course material such as exams. This is especially important for courses taken at out-of-state universities/colleges.

If you are a student at SCSU and want to take a course elsewhere and transfer it to SCSU you will need to get the appropriate form from the registrar's office and then bring the filled out form to the Chemistry Secretary. The Secretary will notify you when the form has been signed by the Chairperson. At this point you can sign up for the course.

### **4. Banner Enrolment Issues**

E-mail the course instructor(s) (not the Chairperson) for any course enrollment issues or permissions needed. Please include your student ID number. If you have a "time conflict", you will need override permission from both course instructors where the time conflict exists. If you need permission to enroll in a course and are not a SCSU student, you should provide evidence that you have completed the pre-requisite course(s) or are enrolled in the pre-requisite course(s) to receive a pre-requisite override.

**Please note** that courses with labs are limited in section size due to safe laboratory practices and will not be exceeded under any circumstances.

### **5. Grade Appeals / Issues with Faculty Members**

The Department of Chemistry embraces the fact that students have rights. If there are issues within the classroom or lab you should first contact the lecturer and/or lab instructor to attempt to resolve the issue. If this attempt fails, you should email the Chairperson stating the issue and providing any relevant documents. If your complaint relates to grade appeals, please provide graded materials or evidence of a palpable injustice.