

## Procedure For Pre- and Co-requisite Overrides

*\*\*\* Note: In order to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), students must email from their UNM Account, including full name and ID number. By law, no information contained in educational records can be communicated via non-UNM accounts once students are admitted. For information on FERPA and confidentiality, please visit <http://ed.gov/policy/gen/guid/fpco/ferpa/students.html>. 10/30/2019 \*\*\**

### Pre-requisites

Most Chemistry courses have pre-requisite requirements to inform and protect students about their readiness for the course and maximize their chance to succeed in the course they register. Any student who does not meet the pre-requisite requirements must contact instructors directly for permission to enter classes for which they are unable to register. The Chemistry Advisor cannot evaluate transcripts, course work, or pre-requisite requirements.

### Co-requisites

Some Chemistry courses, typically labs, have co-requisite requirements. Course instructors can examine a student's circumstances to determine whether a co-req override can be granted. Because a delay in completing co-req courses can slow down a student's progress in the program and therefore delay the student's graduation, the acceptable circumstances are limited to situations where students do not need the co-req courses to progress or the co-requisite course has been taken at another institution. Students should contact the instructor of the course for which they intend to register, not the instructor of the co-req course, for the co-req override. It is the student's responsibility to submit supporting documents such as transcripts and course syllabus to the instructor for review. The instructor should respond within 3 business days of complete submission and place the override on the student's record if warranted. If an override is not warranted, the instructor should communicate this to the student within 3 business days.

### Steps for Students:

- Students need email each instructor from their UNM email address with their full name, 9 digit UNM ID #, requested CRN, and attached transcripts (in English).
  - o CRNs and instructor names can be found at <http://schedule.unm.edu/>
  - o Instructor email addresses can be found at <http://directory.unm.edu/>
  - o If an instructor is not listed for a course on the schedule or their email cannot be found in the directory, please email the request to [chemistry@unm.edu](mailto:chemistry@unm.edu)
  - o Course descriptions and pre-requisites can be found in the most recent catalog (currently <http://catalog.unm.edu/catalogs/2021-2022/> )
- Instructors may request additional information or to meet with students in person prior to registration, if the transcript alone is not enough to determine pre-requisite requirements.
- If an override is granted, students are still responsible for registering/enrolling themselves in the course via LoboWeb: <http://my.unm.edu/home>
- Students should attend classes from the first day and communicate with their instructors as to whether this class is truly a good fit.