

If you wish to see me regarding the Chairperson duties listed below, please contact Lisa Curley (Secretary, Curley11@southernct.edu) in the Chemistry Office (203-392-6260) to make an appointment. Walk-in appointments will not be entertained under any circumstances. E-mail messages will be forwarded to Lisa Curley unless an appointment is not necessary so please include appropriate contact information, and student ID information as noted below.

The different types of issues are described below along with the appropriate paperwork you will need to bring with you to the meeting.

Please note that course enrollments are limited in section size due to safe laboratory practices and will not be exceeded under any circumstances. If a section is listed as “closed” on the Banner system you will not be permitted to enroll beyond that limit.

1. New Chemistry Majors

If you wish to declare a major in chemistry please make an appointment. If you are a new student no paperwork is necessary for the meeting. I will review the program goals and courses and assign you an academic advisor who will guide you through your undergraduate degree program of choice.

If you have attended SCSU and have waited to declare your major it would be helpful if you obtain a print out of your most recent transcript and make an appointment. This information will be necessary before I assign your academic advisor.

If you are a student who is transferring to SCSU and want to be a chemistry major you will need to bring transcripts from your previous institutions and any information regarding courses that have transferred from the prior institutions, to the meeting. If there are any issues with the transfer credit you will need to supply syllabi (lecture and lab), textbook information, any exams, etc from course work. This is especially important as course equivalency from universities/colleges that are out-of-state are evaluated on an individual basis. Please make an appointment and once the evaluation is complete I will assign you an academic advisor.

2. Transfer Credits for Chemistry Courses

Please make an appointment. If there are any issues with the transfer credits you received for chemistry courses from another institution you attended, you will need to supply syllabi (lecture and lab), textbook information, any exams, etc from course work. This is especially important as course equivalency from universities/colleges that are out-of-state are evaluated on an individual basis.

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, fill out the course numbers etc for that institution and SCSU and have it signed by me before you take the course. The course must be approved as equivalent to a specific course at SCSU.

3. Banner Enrolment Issues

If you need permission to enroll for a course that indicates "instructor's permission" is required on Banner, you will need to approach the faculty member listed as the lecturer for that course to receive permission.

If you have a "time conflict" on Banner you need to get override permission from the faculty member listed as the lecturer of the course for which the time conflict exists.

If you need permission to enroll in a course and there is a pre-requisite issue you will need to show evidence that you have completed the pre-requisite or if it is a summer session course, evidence that you have enrolled in the pre-requisite course. If this is the case, please e-mail me your student ID number for SCSU, a telephone number where you can be reached, and the course you wish to enroll for. No appointment is necessary!

4. Grade Appeals / Issues with Faculty Members

The Department of Chemistry embraces the fact that student's have rights. If there are issues within the classroom your first contact should be with the faculty member for the course or laboratory to attempt to resolve the issues. If the issue is not resolved the next person to be contacted is a coordinator assigned to the course. If the issue relates to CHE 101 or other non-majors courses please contact Dr. Jeffrey Webb. If the issue relates to CHE 120, CHE 121, or CHE 125 please contact Dr. Adiel Coca. For all other issues please make an appointment with Lisa Curley to see me. If your complaint relates

to grade appeals please be sure to bring copies of the graded materials or evidence of a palpable discrepancy in the grading as defined by University policy with you to the meeting.