Early Entry Program: Problems registering for 5xxx Sections

Generally, you must register for the graduate section of any course in order for the course to count towards your CS MS Degree (see How does "double counting" work in the Early Entry Program?). However, below is a trouble shooting strategy.

If you try to register for cross-listed course, i.e. 4xxx/5xxx, and the 5xxx course is full and only the 4xxx section has a available seat do all the following:

1. If possible get on the wait-list for the 5xxx course
2. Register for the 4xxx
3. Email the professor who is teaching the cross-listed course and CC both nrbanks@uncc.edu, cs-ms-director@uncc.edu.
   Explain that you are in the Early Entry program, why you are trying to register for the 5xxx section, and why you are unable to so.
   Sometimes, the professor and the department will be able to add another seat to 5xxx. However, there are university policies that may prevent this, such as fire codes that limit capacity of rooms seating, etc. But you should make the request.
4. During the first week of classes, attend the cross-listed section. Wait to see if a student in the 5xxx course drops and you can then switch to the 5xxx section.
5. After, you tried all the above, (and you have documented the above effort), then do the following:
   a. Submit a gpetition (gpetition.uncc.edu)
   b. Select the type "Course Substitution"
   c. Select the 4xxx course you registered for.
   d. In the "Justification", copy, paste and modify the xxx text in following message:

      I am enrolled in the Early Entry program. To double count course 4xxx I need to enrolled the 5000 section. However, it is full and I can only enroll in the 4000 section. I have followed the instructions at the FAQ Early Entry Program: Problems registering for 5xxx Sections but was still unable to enroll in the 5000 section. Therefore, I request a course substitution such that this 4000 course will count also as the 5000 toward my CS MS program.

      I have informed the professor that I am doing this and I will perform any extra course work the professor requires for the 5000 level students.

   e. The CS Program Director will approve this petition at that point in time.