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?](#)). Below is a trouble shooting guide.

If you are having trouble registering for a **cross-listed course**, follow the instructions below for the given situation.

**Situation I:** The 5xxx course is full and the 4xxx section is full.

1. In this case all you can do is join the wait list for the 5xxx course.

**Situation II:** Both the 5xxx course is and the 4xxx section have an open seat, but when you try to register for the 5xxx course you get a "level restriction" error.

   1. Register for the 4xxx section immediately.
   2. Typically the "level restriction" indicates the Grad. School has not received your Early Entry Form for this particular course.
      a. If you have not submitted the EE Form, do so immediately. See [How does “double counting” work in the Early Entry Program?](#).
      b. If you did submit the EE Form, contact the Graduate Student Support Specialist for additional help.
   3. After resolving the "level restriction" error in step #2 and if the 5xxx still has an open seat, then **simultaneously** drop the 4xxx section and add the 5xxx section.
      a. If the 5xxx is unfortunately now full, then you will have to follow the instructions in Situation III (below).

**Situation III:** The 5xxx course is full and the 4xxx section has an open seat.

1. Register for the 4xxx section.
2. Email the professor who is teaching the cross-listed course and CC 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 CS department will be able to add another seat to 5xxx. (Note, the CS department cannot do this for ITIS courses).

   Note, there are university policies that may prevent this, such as [fire codes](#) that limit capacity of rooms seating, etc.

3. The **CS MS Program Director** will inquire whether your 4xxx seat can be converted into a 5xxx and will get back to you.

4. If the **CS MS Program Director** (or other faculty member) replies that the seat **can** be converted, you will also receive specific further instructions in the email.

   **Note:** Most of the time this solution will be possible.

5. If the **CS MS Program Director** (or other faculty member) replies that the seat **cannot** be converted, then do the following:
   a. Stay registered in the 4xxx level course.
   b. Inform the professor of your situation so that she can make sure you perform any extra course work required for the 5000 level students.
   c. Submit a [petition](http://gpetition.uncc.edu) (gpetition.uncc.edu)
      i. Select the type "Course Substitution"
      ii. Select the 4xxx course you registered for.
      iii. 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/5xxx 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.

      The **CS Program Director** will approve this petition after confirming with the professor that you performed any extra work required for 5000 level students.

   **Note:** It may take up to week for the petition to move through the system.