

# Office of the University Registrar Fact Sheet

## Students Repeating Courses

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### A. GENERAL

Beginning with scheduling courses for the 2012 spring semester, the Office of the University Registrar (OUR) fully implemented interactively preventing students from scheduling courses in which they have previously earned credit, or in which they are currently registered.

***NOTE: For the purposes of this fact sheet, “satisfactory grades” are defined as grades of A, B, C, P and S.***

### B. THE RULES

The following are specifics regarding the rules we will use to determine if students can schedule courses.

1. The interactive edits regarding repeating courses pertain to only undergraduate students.
2. The edits involve courses numbered below 5000 and 5000- level ARCH and LA courses.
3. We do not check for courses on the ADM database that have not rolled to the SRR database. We hope to implement this enhancement in the future.
4. Unless courses can be repeated for credit, courses that students have completed with satisfactory grades cannot be added to students' schedules.
5. If courses can be repeated for credit, the courses can be added to students' schedules until they reach the maximum number of times the courses can be repeated.
6. If students are currently registered in courses, we will not permit them to schedule the courses for future terms.
7. If a student has scheduled a course for a semester or term, the edits will not allow the student to schedule the course for a subsequent semester or term. For example, if it is March and a student has scheduled a course for the summer term, the edits will not allow the student to schedule the course for the fall semester.
8. The rules apply to cross-listed courses.

9. The rules apply to related courses (e.g., ENGL 1001 and 1004).
10. The rules apply to courses with former numbers (e.g., ECON 2000 and ECON 2020).
11. If students have partial transfer credit for LSU courses, we will permit the students to schedule the course.
12. If students have declared academic bankruptcy, we will permit them to schedule courses that were “bankrupted.”

C. MYLSU , USRQ AND UCUR EDITS REGARDING STUDENTS WHO ATTEMPT TO SCHEDULE COURSES IN WHICH THEY HAVE PREVIOUSLY EARNED CREDIT OR ARE CURRENTLY REGISTERED

1. myLSU – Course Scheduling

If students attempt to schedule courses in which they have previously earned satisfactory grades, the following message will display “*Students may not schedule duplicate or related courses in which they have earned grades of A, B, C, P or S, or courses in which they are currently registered. If you have questions regarding this policy, please contact your academic dean’s office.*”

If students attempt to schedule a course in which they are currently registered for a future term or semester, the same message as above will display.

2. myLSU – Online Waitlisting

If students attempt to waitlist courses in which they have previously earned satisfactory grades, the following message will display “*Students may not waitlist duplicate or related courses in which they have earned grades of A, B, C, P or S, or courses in which they are currently registered. If you have questions regarding this policy, please contact your academic dean’s office.*”

If students attempt to waitlist courses in which they are currently registered, the following message will display “*Students may not waitlist duplicate or related courses in which they are currently registered. If you have questions regarding this policy, please contact your academic dean’s office.*”

3. USRQ Screen

When staff members attempt to add duplicate or related courses to students’ schedules, the edit message “NOT PERMITTED TO ADD DUPLICATE/ RELATED COURSE” will display. If the staff members want to intentionally add the courses to the students’ schedules, the staff members will need to use the override function. *The staff members, however, must use the new “D” Reason Code when adding the courses.* Using the override function with the D Reason Code will not also override prerequisite checking.

**NOTES:**

- ***Only staff in the deans' offices and the OUR will be able to override courses onto students' schedules using the D Reason Code. Staff in the academic departments will not be able to override courses using this code.***
  
- ***Using the D Reason Code, Staff in the deans' offices will be able to override any course onto students' schedules, except if the courses do not "pass" other normal edits (e.g., credit hour maxes, permission of department courses, etc.).***

4. UCUR Screen

When personnel in OUR attempt to add duplicate or related courses, via the UCUR Screen, the edit message "NOT PERMITTED TO ADD DUPLICATE/RELATED COURSE" will display. This is a "soft edit." If OUR staff members want to intentionally add the courses to the students' schedules, the staff members will need to press the enter key a second time.