

**Instructions for Submitting Documentation to
Support Your Online Permit Request
Please Read Carefully**

The Department of Chemistry **strictly** enforces the pre-requisites for their courses. If OASIS cannot recognize that you completed the pre/co-requisites for the course, it will prevent you from registering. If you have **completed** the pre/co-requisites for the course and are receiving registration errors, then you must request pre/co-requisite permits. **You must have a print out of your final grade in the pre-requisite courses you have completed.** The Chemistry pre-requisite list can be found here: [Chemistry Pre-Requisite List](#)

This procedure is designed for students who must submit supporting documentation to our office in order to receive a pre/co-requisite permit for chemistry courses.

1. Submit your request using the online permit request form and put a note in the comments section that you will be sending documentation.
2. Print the permit request confirmation email you receive.
3. **Submit the printed email and documentation to CHE 205 (or fax to 813.974.3203) to avoid delays.**

DO NOT depend on the official transcripts submitted to admissions since they may not be processed fast enough to enable your immediate registration.

If you DO NOT have Out-of-state or Private School Transfer Credit, skip to the instructions for your particular situation.

1) Out-of-state or Private School Transfer Credit:

In addition to the rules below, you will need to have your Out-of-state or Private School prerequisite courses approved by the appropriate department.

- Before requesting a permit you must have your Chemistry courses evaluated. Please bring to CHE 205 or fax to 813.974.3203 a completed course evaluation request with attached course description or syllabus (preferred) for each chemistry course you are transferring to USF. The course evaluation request form is available in our main office in CHE 205 or on the [Chemistry Permit Web Page](#)
- Once your courses have been properly evaluated you may submit a permit request online. Please note in the comments section of the online permit request form, that you have recently had your courses evaluated. This will speed up the permit process for you. Preliminary permits will NOT be granted!

If you have out-of-state or private school transfer biology credit, please see the Department of Biology website for more information: <http://biology.usf.edu/ug/>

2) First semester Transfer Students – Errors because transfer courses are not fully entered into the USF system

- Complete the online permit request, print your email confirmation and attach a copy of your unofficial transcripts – Please submit all previous coursework; including the current semester registration (can be unofficial).

DO NOT depend on the official transcripts submitted to admissions since they may not be processed fast enough to enable your immediate registration.

3) USF students taking prerequisite at another school – Errors because the USF registration system cannot access another school's registration or transfer credit not yet in USF system.

- Complete the online permit request, print your email confirmation and attach a copy of your FINAL GRADE for the pre-requisite courses. This can be an official grade report or transcript. **THE CHEMISTRY DEPARTMENT DOES NOT GIVE PRELIMINARY PERMITS!**

4) Florida Public Transient Students taking courses at USF – Errors because the USF registration system does not have a copy of your home school's records

- Complete the online permit request and attach a copy of your cross-enrollment, transient or consortium agreement form. Make sure this form includes your advisor signature and college/university stamp. You must also submit a copy of your **final grade** for the pre-requisite courses.

5) Non-degree Seeking Students who have completed coursework at a Public FL State School – Errors because the USF registration system does not have access to any of your previous coursework EVEN if you took courses at USF

- Complete the online permit request, print your email confirmation and attach a copy of your unofficial transcripts. Please underline, highlight, or mark the prerequisite courses you completed with C or better. Permits will be granted late in registration to ensure that our current students have opportunity to register for our classes first.

6) Non-degree Seeking Students who have NOT completed coursework at a Public FL State School – Errors because USF registration system does not have access to any of your previous coursework

- Before requesting a permit you must have your Chemistry courses evaluated. Please bring to CHE 205 or fax to 813.974.3203 a completed course evaluation request with attached course description or syllabus (preferred) for each chemistry course you are transferring to USF. The course evaluation request form is available in our main office in CHE 205 or on the [Chemistry Permit Web Page](#).
- Once your courses have been properly evaluated you may submit a permit request online. Please note in the comment section of the online permit request form, that you have recently had your courses evaluated. This will speed up the permit process for you. Preliminary permits will NOT be granted!