

# Frequently Asked Questions – FAQs

## FALL 2007

**Why can't I enroll in CHE 129, CHE 131 or CHE 132? The recitation I want is still open, but when I try to enroll, I receive an error message.**

Check your error message carefully. Do you meet all of the course pre- and co-requisites? If so, **try registering for your corequisite MAT course first.** Next, make sure that your section, (both lecture and workshop times) do not conflict with anything on your existing schedule.

### **CHE 129**

- If you are trying to enroll in CHE 129 and you are enrolled in MAT 123, submit your enrollment request for CHE 129 and CHE 130 at the same time. **Please note, if you take CHE 129, you must also take CHE 130, a 0-credit course designed to help you to develop problem-solving skills.**

### **CHE 131**

- If you are trying to enroll in CHE 131 and you are enrolled in MAT 125 or a higher-level MAT course, submit your enrollment request.

### **CHE 132**

- If you are trying to enroll in CHE 132 and you are enrolled in MAT 125 (those who took CHE 124 or CHE 129 and CHE 130), submit your enrollment request.
- If you are trying to enroll in CHE 132, and you are enrolled in MAT 126 or a higher-level MAT course, submit your enrollment request.

**I need/want to take CHE 321 (Organic Chemistry I) but SOLAR says the course is full. What should I do?**

CHE 321 is over subscribed. All of the students who want to take CHE 321 will not be able to take the course. Place yourself on the shortest wait list for the workshop with the hope you will rapidly move up when vacancies occur.

Please also fill out the survey form on the CHE 321 web page (<http://www.ic.sunysb.edu/Class/che321ff/>), so that the instructors may better assess the situation. The form itself may be found at the following web address:

[http://www.ic.sunysb.edu/Class/che321ff/closed\\_course.htm](http://www.ic.sunysb.edu/Class/che321ff/closed_course.htm)

The form is a fillable pdf and may be returned by email to [CHE321@notes.cc.sunysb.edu](mailto:CHE321@notes.cc.sunysb.edu), or by fax to 631-632-7960 or to the Chemistry Dept office, Room 104, Chemistry Building, 11794-3400.

### **What do I do if I took my pre- and/or corequisite chemistry course(s) at another school?**

You need to fill out a Transfer Course Evaluation Form. Take one of the forms in the metal container on the counter in the Main Office (room 104) of the Graduate Chemistry Building, or get one from the Undergraduate Transfer Office on the first floor of the Administration Building. Be sure to attach the course description (unless instructed otherwise) and transcript. Return the form to the Department of Chemistry for review. After the courses are evaluated, Stony Brook equivalents for your pre- and/or corequisite courses will be entered into the system. You should be able to see them at the top of your unofficial transcript, identified as CHE XXX PQ. After that, you should be able to enroll in courses that require pre- and corequisites you have taken at other schools.

### **What do I do if I want to repeat a course?**

If you would like to take a course for the second time, simply submit your enrollment request.

If you would like to take a course for the third time, follow the instructions below:

- Submit a detailed plan to the Department of Chemistry, describing what you will do differently in order to obtain a satisfactory grade. It is not adequate to say, "I will study more, longer or harder." Describe how your plan will be effective. For example, provide us with a schedule of regular study periods and identify exactly what you plan to do during those study periods;
- Fill out an "Undergraduate Permission for Retaking Course(s)" form, which you can download at the following link: <http://ws.cc.stonybrook.edu/registrar/forms.htm>. On the form you will be asked to pick a specific section in which to enroll. It is important to try to pick a section that is open for enrollment, to improve your chances of getting into the course;
- If your plan is approved by the Department of Chemistry, your form will be signed by a Department representative and you will submit it directly to the Office of the Registrar, which will enroll you in the course.

## What do I do if I want to get into a lab course?

**PLEASE NOTE: IF YOU HAVE SUCCESSFULLY ENROLLED IN A LAB COURSE, YOU MUST ATTEND THE FIRST LECTURE AND LAB OR YOU MAY BE DEREGISTERED.**

### **CHE 133 and CHE 134**

Before and until the start date of classes, these courses employ a SOLAR waiting list. Once classes have started, whether or not you are on the SOLAR waitlist, if the course is full, **you must go to the mandatory first lab lecture, for a general introduction to the course.** You must *also* report to Dr. Mohammad Akhtar in room 319 of the Old Chemistry Building at the start time of the Laboratory session (not lab lecture) on the first day of the lab section in which you would like to enroll. Students who are on the SOLAR waiting list will be given top priority for adding the course. Other students will be added if additional openings develop. If you have U2-U4 student status, please bring documentation that shows that status. It will raise your priority for admission to the course.

**IMPORTANT TO NOTE: Students who are enrolled but do not attend the check-in on the first day of lab will be deregistered. The vacated seats will then be made available to other students who would like be added into that section, based on seniority.**

**Since the off-semester sequence is not offered, why can't I take CHE 134 before CHE 133?**

Familiarity with the following concepts and techniques from CHE 133 is assumed in CHE 134:

- Titration: use of buret, transfer pipet, end points, indicators, etc.;
- Visible-UV spectroscopy: use of spectronic 20, Beer's Law, absorbance, percent transmittance, quantitative dilutions;
- Synthesis: percent yields, crystallization, gravity filtration, vacuum filtration;
- Analytical balance: weighing by difference;
- pH Meter: use of pH meter, calibration, maintenance of glass electrode;
- IR spectroscopy: use of IR for determining presence of organic groups;
- Melting points: use of melting points for purity verification, mixed melting points;
- Accuracy and Precision: averages, average deviations, percent deviation

**There is no waiting list on SOLAR for CHE 327, CHE 383 or CHE 384.**

However, there is usually much activity on SOLAR during the open enrollment period. The enrollment often changes. If you monitor it closely, you may be able to find a seat if another student drops the course. If you still cannot register by the time classes begin, you must go to the first lab lecture, which is mandatory, for a general introduction to the course. You must also attend the first day of the lab

section you would like to join, with a registration request form, which can be downloaded from the course website FAQ page <http://moya.ic.sunysb.edu/Class/orgolab/faqpage.htm>.

**IMPORTANT TO NOTE: Students who are enrolled but do not attend the check-in on the first day of lab will be deregistered. The vacated seats will then be made available to other students who would like be added into that section, based on seniority (note that we consider post-graduate students at the same academic level as seniors). Check the Undergraduate Organic Laboratories website (<http://moya.ic.sunysb.edu/Class/orgolab>) for more course information.**

#### **What do I do if I have a time conflict?**

You must fill out a time conflict form. You can take a copy from the counter in the Main Office (room 104), or get one at the Office of the Registrar. Please read the form carefully and follow the instructions. When the form is complete and you have obtained all necessary signatures, submit it to the Registrar.

#### **How do I declare and/or change my major?**

Fill out a “Major/Minor Declaration Form.” There are copies in the plastic container on the counter in the Main Office (room 104), or you can get one at the Office of the Registrar. Have your form signed by the appropriate departmental advisor. Submit the form to the Office of the Registrar.

#### **How do I declare a chemistry minor?**

Follow the instructions above for declaration of the chemistry major.

#### **How can I register for a research course (CHE 487 or CHE 495-496)?**

You need to fill out an “Advanced Course Permission Request Form” and have it signed by the instructor with whom you intend to work. After the instructor has signed the form, submit it to someone in the Department of Chemistry’s Main Office. You will be notified that you have received permission to register through SOLAR

Note: Copies of the form are available in the plastic container on the counter in the Main Office (room 104). Copies of a list of instructors and their areas of research are also available in the same container.

## **How can I register to be an undergraduate TA?**

You need to fill out an “Undergraduate Teaching Practicum Permission Request Form” and have it signed by the appropriate coordinator for general or organic chemistry courses. After the instructor has signed the form, submit it to someone in the Department of Chemistry’s Main Office. You will be notified that you have received permission to register in CHE 475, CHE 476, or CHE 477, as appropriate, through SOLAR.

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