What to do if you need Chemistry but currently do not have it on your schedule:

1. **Complete the Chemistry Reserved Seating Survey.** Remember that this is NOT a waitlist. You must complete the steps below to have a good chance of getting into Chemistry.

2. **Frequently check your ASU Email!** If open seats in your major are announced and you have completed the Chemistry Reserved Seating Survey, then you will receive an email about limited availability of open seats.

3. **Keep searching! Check for open seats every day.** You never know if a seat might open up in your major.

4. **Be strategic.** Good times to search:
   a. Just after bills are due. Since schedules are dropped for non-payment, someone else’s misfortune might be your good fortune. See calendar for specific dates.
   b. The week before school starts.
   c. Drop/Add Week: the first 5 days of the semester.

5. **If the semester starts and you do not have CHE on your schedule, then select a LECTURE that fits with your schedule and attend it.** You want to do this so that if/when you are able to enroll in a LAB (and Lecture), you are not behind in the lecture.

   **Please introduce yourself to the professor and explain that you are hoping to add their class if you can get into a LAB but that in the meantime you don’t want to fall behind in lecture.**

   **NOTE:** There is no guarantee that you will be able to add that specific LECTURE section, but some knowledge is better than being a week behind.

6. **Remember LABS do NOT meet the first week of the semester.** You won’t be behind in this course if you add it later in the week, even on the last day of Drop/Add.

7. During Drop/Add week, if you see an OPEN LAB SEAT try to register for it (don’t forget to add a lecture to the system while trying to add the lab—see How to Register for Chemistry).

   **If the LAB gives you a “Reserved Seating Error” message while trying to add a lab, then please visit the Chemistry Dept.—417 Garwood Hall (formerly CAP Building), 525 Rivers Street—and request a permit into that lab. DO THIS ASAP and during normal business hours.**

   **NOTE:** Additional seats to a lab (and/or lecture) cannot be added due to fire code regulations. Therefore, if the open seat is taken before you can get a permit for it, the CHE Dept. can’t just open up another seat for you.

8. The CHE Dept. is awesome and will do what they can to help you, but at the end of the day, **your schedule is your responsibility.**

9. **PATIENCE, FLEXIBILITY, & PERSISTENCE do work** in this situation.