

## Override Authorization – add course to schedule

Semester (Check One):  Fall 20 \_\_\_\_  Spring 20 \_\_\_\_  Summer 20 \_\_\_\_

NAME \_\_\_\_\_ STUDENT ID# \_\_\_\_\_  
Last First MI

CRN: \_\_\_\_\_ Course Number / Section: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credits: \_\_\_\_\_

**REASON(S) FOR THE OVERRIDE:** (check all that apply)

Capacity  Time Conflict  Campus Restriction  Prerequisite  Late Add  Instructor Permission

Credit Limit Restriction – Academic Standing (Overload Form required to register for more than 18 credits)

*\*Override to credit limit restriction requires approval of the Academic Advisor in addition to those below.*

Total credits being requested, over current restriction: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

### Explanation

Please explain why you are requesting an override, and attach documentation to support your request (if needed).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**By your signature, you are requesting the University to enroll you in the requested course.**

Signature – Division Chair Signature, \*Instructor (time conflict only)

Date

#### EXPLANATIONS OF REASONS FOR OVERRIDES

Capacity Override – This override lets a student enter a course after the course's enrollment has reached its capacity.

\*Time Conflict Override – This override lets a student enter a course with class hours that conflict with the class hours of another course in which they are enrolled, by no more than 15 minutes. For this override – signatures from both instructors are required. Please document rationale or agreed upon schedule (in explanation area of form) to meet required contact minutes.

Course Restriction Override – This override lets a student enter a course with special restrictions. For example, Consent of Instructor/Division Chair/Registrar, or to override enrollment into a course that has already been successfully completed.

Co/Prerequisite Override – This override allows a student to enter a course for which the proper co-requisite or prerequisite documentation does not display in the database, and therefore prohibits registration into the course.

Late Add Override – This override allows a student to enter a course if a course has already met and the deadline for adding online has passed.

Instructor Permission – This override is used when there is a course restriction requiring instructor permission to register for the course.

Credit Limit Restriction – This override is used when a registration is limited due to academic probation or suspension. This override will only allow a student to register for up to 18 credits. To enroll in more than 18 credits, a separate Overload Form is required to be completed and submitted to the Registrar's Office.

#### Registrar's Office Use Only

Entered By: \_\_\_\_\_ Date: \_\_\_\_\_ Notified By: \_\_\_\_\_ Date: \_\_\_\_\_