

Registration Overrides

Overrides may be obtained for the following registration errors:

Links, Co-requisites Special Approval and Class Standing (Sr. Jr. etc) as well as closed courses (capacity).

- Overrides do not allow you to add after the add/drop period has ended.
- If you know course requires Instructor Permission – obtain override before registration begins and verify it is in ArgoExpress.
- If you need permission to enter a course that requires instructor permission AND the course is closed, you will need **both** the **Instructor Override** and the **Maximum Capacity Override** in order to add the course.
- If granted, you will see both overrides for the CRN on the *Check Your Registration Status* page.
- Overrides DO NOT register you for the class. Instructors DO NOT have the ability to register you for a class. It is YOUR responsibility to add the class after you receive the override.

To request an override, you should do the following.

1. Email the instructor and make a formal override request. Your email must include your name, student ID and the CRN, Dept, Title and Section of the course. You must also clarify which type of override you are requesting (capacity, special approval, etc).
2. The faculty member will review your request and email you back to notify you if your request is approved.
 - a. Please note faculty may review your academic record prior to granting co-requisite or special approval overrides.
3. If approved, you should return to ArgoExpress and add the course via the Add/Drop menu by entering the CRN. You will NOT be able to add the course through the Look Up Classes page.

Registration Error Messages

There may be occasions when a registration request you submit is returned with an error message. Most error messages can be easily understood and will require you to make adjustments to your schedule. A few of the more common errors are explained below. If you encounter an error that you do not understand, you should contact your advisor or the Registrar's Office at registrar@ugf.edu or 406-791-5201.

Error Message	Explanation	Action to Correct Error
Closed Section	Course has reached enrollment limit.	Select another course or section or check with the instructor for a MAXIMUM CAPACITY override. If granted an override, you must add the course from the add/drop worksheet.
Time Conflict	The meeting time of the course you selected overlaps with another class selected.	Select another course or section; if both instructors approve, you can complete a Time Conflict Override form and submit it to the Registrar's Office. Overrides cannot be given for class overlaps of more than 15 minutes.
Level Restriction	You do not have the correct level required for taking the course (i.e. undergraduate attempting to register for a graduate level course).	Select another course appropriate to your enrollment level.
Co-Requisite	The course requested requires enrollment in another specified course and/or section during the same semester.	Select the indicated required course and enter both the course you originally attempted to register for AND the co-requisite course. You MUST list both courses in the CRN blocks before you select SUBMIT or the system will continue to give you an error.
Course Link	The course requested requires enrollment in another specified course and/ or section. You can see the required link in the details for the course.	Select the indicated required course and enter both the course you originally attempted to register for AND the linked course. You MUST list both courses in the CRN blocks before you select SUBMIT or the system will continue to give you an error.
Student Attribute Restriction	The course requested is restricted to a specific group of students.	Select another course.

Permission of Instructor Required	The course instructor must approve your enrollment in the course.	Contact instructor. If granted approval you will be given an INSTRUCTOR override. If granted an override, you must add the course from the add/drop page.
Duplicate Course	You have already registered for this course/section.	Drop the course from your schedule, then attempt to re-add.
Repeat Hours Exceeded	You have repeated a course for the maximum number of credits allowed.	Select another course.
Status (Class standing)	You do not have the appropriate status/class standing as required for the course, such as Senior, Junior, etc.	Select an alternate course or contact the primary instructor to obtain special permission to enroll. If granted approval, you will be given an INSTRUCTOR override and you must add the course to your schedule.
Max Hours Error	UG students may not enroll in more than 18 credits without approval of their advisor and the Business Office.	Students must gain approval from both parties and have notification sent to the Registrar's Office. Once approved, the hours will be adjusted and the student will be notified to add the requested credits to their schedule.
CRN does not exist	The five digit CRN you entered is not recognized by the system.	Check the schedule to get the correct CRN and be sure to enter it correctly.