

OVERRIDE AUTHORIZATION

For office use only:

Entered by: _____ Date: _____

Student Notified: Initials: _____ Date: _____

Term: Fall Spring Summer Year: _____

Name: _____ Student ID#: _____
Last First Middle

CRN: _____ Course Num. & Sec.: _____ Course Title: _____ Credits: _____

SELECT THE REASON FOR OVERRIDE: Capacity Time Conflict Course Restriction Prerequisite
PLEASE SEE BACKSIDE FOR EXPLANATION OF REASONS FOR OVERRIDES and OTHER INFORMATION

Student Signature: _____ Phone: _____ Date: _____

BY YOUR SIGNATURE, YOU ARE REQUESTING THE COLLEGE TO ENROLL YOU IN THE REQUESTED COURSE.

Instructor Signature

Date

Department Chair Signature (for prerequisite overrides only)

If the Override is for Capacity, Time Conflict, or Course Restriction – only the Instructor's signature is required for authorization.
If the Override is for Prerequisite – both the Instructor and Department Chair signatures are required.

November 2007

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.

Course Restriction Override – This override lets a student enter a course with special restrictions. For example, enrollment in Irish Literature is restricted to students who go on the winter break trip to Ireland.

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