

College of Science and Technology - Course Override Form

Student Information

Student ID		email	
Name			
	First	Middle	Last

Term Information

Year:		Term:	Fall	Spring	Summer
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Course Information		Override Code (please initial)		Waived / conflicting / linked courses
CRN		<input type="checkbox"/> Capacity	<input type="checkbox"/> Pre/Co Req	
Subject		<input type="checkbox"/> Class	<input type="checkbox"/> Time	
Number		<input type="checkbox"/> Major	<input type="checkbox"/> Link	
Hours		<input type="checkbox"/> Spec Appr		
CRN		<input type="checkbox"/> Capacity	<input type="checkbox"/> Pre/Co Req	
Subject		<input type="checkbox"/> Class	<input type="checkbox"/> Time	
Number		<input type="checkbox"/> Major	<input type="checkbox"/> Link	
Hours		<input type="checkbox"/> Spec Appr		
CRN		<input type="checkbox"/> Capacity	<input type="checkbox"/> Pre/Co Req	
Subject		<input type="checkbox"/> Class	<input type="checkbox"/> Time	
Number		<input type="checkbox"/> Major	<input type="checkbox"/> Link	
Hours		<input type="checkbox"/> Spec Appr		
CRN		<input type="checkbox"/> Capacity	<input type="checkbox"/> Pre/Co Req	
Subject		<input type="checkbox"/> Class	<input type="checkbox"/> Time	
Number		<input type="checkbox"/> Major	<input type="checkbox"/> Link	
Hours		<input type="checkbox"/> Spec Appr		

Signatures

Instructor		Date	
Dean / Chair		Date	

For Office Use

Entered by		Date	
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College of Science and Technology Course Override Procedure

- Fill in student information (use F numbers not social security numbers)
- Enter student email address (just in case we need to contact them for some reason, this is not likely).
- Enter year and check the appropriate term.
- Enter Course CRN, Subject, and number, up to four courses can be entered – more than 4, get another form.
- Initial appropriate overrides as appropriate (see below). We are asking for initials because students have “added” check marks in the past.
- If using the “electronic” version, just check the appropriate box

Override Code	Action
Capacity	Enable registration for a course that is full
Class	Enable registration for a course with class restrictions (e.g. restricted to seniors)
Major	Enable registration for a course that is restricted by major (e.g. Education)
Spec Appr	Special Approval - enable registration for a course that requires instructor approval
Pre/Co Req	Waive a prerequisite or co-requisite requirement – please list the waived course(s) Pre/co-requisites are attached to the lecture section, so it is not necessary to enter lab section information if you are ONLY waiving pre/co-requisites.
Time	Enable registration in courses that have a time conflict – please list the conflicting course
Link	Enable registration for a course that is linked to another course – please list the linked course
Overriding duplicate enrollment and level restrictions require a different form which must be sent to the registrar.	

- NOTES:
 - Listing the waived / conflicting / linked courses is not required, but it will help us track overrides, identify errors in banner and ultimately reduced the need for overrides.
 - Banner will only allow registration for the overrides that are entered. For example, you may override a pre-requisite for your course, but if the course is full the student will not be able to register unless you override that restriction as well.
- Sign and date then either:
 - Give the form to your chair (or Dean) or take it to either office
 - If using the “electronic” version, type your name and email to your chair.
 - Have the student take the form to either office
 - Forms will be processed within 24 hours
- Completed forms will be kept in the office until the start of the following semester.
- **INFORM** the student that they should wait 24 hours and then register for the course. Even though restrictions have been overridden **STUDENTS MUST STILL REGISTER.**