

WEBADVISOR UNDERGRADUATE REGISTRATION OVERRIDE

--- this is not a drop-add form ---

Bring this form to the University Registrar's Office in Early-Fielding when your registration window is open.

Instructions to Students and Faculty:

- Check the appropriate box below for the override approval request, complete all information within the block, and obtain the required signature(s).
- All information within the individual permission box **must** be completed before the request can be processed.
- **Instructor consent, or overrides of prerequisites and registration restrictions** should be made by the instructor online in WebAdvisor.
- **Overrides below do not register a student for a closed course**, unless the closed course box is also checked and signed.
- **This form does not waive any deadlines.** Students are responsible for meeting all registration deadlines; late submissions will not be accepted.

Printed Student Name: _____ ID # _____ Registration Term _____

Major(s): _____ Class Year _____

Student Signature: _____ Date _____

CLOSED COURSE: add this course, above the course capacity

Course # _____ Section #: _____

Instructor (Print Last Name and Initial) _____

Dept/Program Head (Print Last Name, then Initial) _____

CO- REQUISITE: add or waive course, if it is open, without the required co-requisite course or lab

Allow registration in this Course # _____ Section # _____

Waive this co-req Course # _____

Dept/Program Head (Print Last Name, then Initial) _____

RETAKE OVERRIDE: add a course, if it is open, despite having registered for it more times than allowed by faculty policy

Course # _____ Section #: _____

Instructor (Print Last Name, then Initial) _____

AND

Dept/Program Head (Print Last Name, then Initial) _____

TIME CONFLICT: add this course, if it is open, which meets at the same time as a course for which you are already registered

Course # _____ Section #: _____

Instructor (Print Last Name, then Initial) _____

INSTRUCTOR CONSENT: add this course, if it is open, overriding the prerequisite(s) or class year or major Reg Restrictions

Course # _____ Section #: _____

Instructor (Print Last Name, then Initial) _____

FOR ADMINISTRATIVE USE ONLY:

Copy Made: _____

Date Processed: _____

Dec 2011