



Course Override Form

Semester _____	Year _____	Student ID # _____	Date _____	CUS ____	CLL ____
Last Name _____		First Name _____			
Phone # _____					

>Advisor Approval

CRN	Course #	Sect	Advisor Signature	Date
_____	_____	_____	_____	____/____/____
_____	_____	_____	_____	____/____/____

Override and Reason: _____

>Department/Course Instructor Approval- (seminars, other permissions, major restrictions, pre/co-requisites)

CRN	Course #	Sect	Department/Instructor Signature	Date
_____	_____	_____	_____	____/____/____
_____	_____	_____	_____	____/____/____

Override and Reason: _____

>Dean Approval – contact appropriate College Dean (time conflicts, closed class, maximum hours exceeded, college restrictions)

CRN	Course #	Sect	Dean Signature	Date
_____	_____	_____	_____	____/____/____
_____	_____	_____	_____	____/____/____

Override and Reason: _____

>Student Signature _____ Date _____

GUIDE TO WEB REGISTRATION ERROR MESSAGES

Note: Some of the error messages below may require written approval using a “Course Override Form” available in Registrar or CLL office. To complete the registration process, bring approved forms to the Registrar’s Office (CUS students) or CLL Office (CLL students).

CLOSED SECTION – the section is full. Register for another section or course.

DUPLICATE COURSE – you have attempted to register for the same course twice. Check your CRNS.

LECTURE / LAB MISMATCH – you have registered for a lab, or lecture section without the correct corresponding lecture, or lab section. Use the “Add Class” area to add BOTH lecture and lab sections simultaneously; or the correct combination for a lecture and lab course.

MAJOR RESTRICTION – the course you have tried to register for is restricted by major. **Contact the department offering the course for further information.**

OVER MAXIMUM CREDIT LOAD – undergraduates may take up to 20 credits; the Dean of your College must approve a credit overload. In Fall & Spring, students charged Comprehensive Tuition will be billed per credit charges for credits over 18.

PRE-REQUISITE/CO-REQUISITE REQUIRED – you have tried to register for a course that has a pre-requisite/co-requisite you have not taken. Check the college catalog or the course schedule for pre-requisites for a given course. **Contact the department offering the course for further information. Some students granted transfer credit as a pre-requisite might need Advisor’s approval: CUS – Department Advisor; CLL – Counselor/Advisor.**

REPEATING COURSE: SEE ADVISOR – you are trying to register for a course you have already taken; **contact your Advisor for written approval to retake the class.**

INSTRUCTOR/DEPARTMENT PERMISSION REQUIRED – you need to seek written approval from the course Instructor or Department offering the course in order to register for it.

TIME CONFLICT – course times overlap; check your CRNS and the course schedule; register for a different section or course that does not conflict **or contact the appropriate College Dean.**

HELPFUL HINTS

Five attempts to login will disable your pin#. If this occurs, immediately use the “Forgot Pin” button and the “question-reset pin feature” to re-set your pin. If the login problem continues contact the Help Desk directly at x1234.