Course Override Form

Student ID #_______________________________ CUS ___ CLL ___ Semester/Year________________

Last Name_______________________________ First Name_______________________________

Phone #__________________________________________

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course #</th>
<th>Section</th>
<th>Course Title</th>
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Reason for Override: ____________________________________________________________

>Advisor Signature ___________________________________________ Date:__________

>Additional Approval from Department Offering the course for the following:

[ ] Seminar ___________________________________________ Date:__________

[ ] Major restriction ___________________________________________ Date:__________

[ ] Pre/Co requisite ___________________________________________ Date:__________

[ ] Closed Class ___________________________________________ Date:__________

>Additional Approval from Appropriate Dean required for:

[ ] Time Conflict ___________________________________________ Date:__________

[ ] Max credit hrs exceeded___________________________ Date:__________

[ ] College restriction ___________________________________________ Date:__________

>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).

Contact Your Advisor for:

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

REPEATING COURSE - you are trying to register for a course you have already taken. Contact your Advisor for written approval to retake the class.

Contact the Department Offering the Course for:

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

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

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.

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.

Contact the appropriate Dean for:

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.

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.

Other:

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.

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.