



## Course Override Form

Student ID # _____ CUS ___ CLL ___ Semester/Year _____
Last Name _____ First Name _____
Phone # _____

CRN	Course #	Section	Course Title
_____	_____	_____	_____
_____	_____	_____	_____

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.