

SAMPLE OF COMPLETED OVERRIDE FORM

MME Dept. Course Override Form

NOTE: PROCESSING THIS OVERRIDE FORM DOES NOT REGISTER YOU FOR THE CLASS. YOU MUST GO ONLINE AND REGISTER YOURSELF ONCE OFFICE MANAGER HAS ENTERED IT.

Semester/Year Fall 2013

Student Joe Student Tech ID (8 digit#) 00001234

If seeking major-only (19) or prerequisite override (58), get major advisor's signature:

Advisor's Signature _____

If seeking permission only (12), class full (13), time conflict (22), or late add (03), get the instructor's signature:

Instructor's Signature _____

Override codes

Major only (19) Permission (12) Class full (13) Time conflict (22) Late add (03) Prereq. (58)

Course ID number: 000111 Course number: MME 210 Section number: 01 Override code: 03

Date override entered _____ (*office manager will fill this field*)

Please note: The six-digit course ID number can be found on the online registration listing of our courses. Also, you must enter the appropriate override code on the form before presenting it for approval. Please see the list of override codes above, or if you are attempting to register and are getting an error code, that error code will indicate which override you need.