Course Override Form (One per Class)

Instructions: Complete this form to request registration into a course for which you cannot currently register or access a Wait List.

Student's LAST Name: __________________________ Student's FIRST Name: __________________________

UCF ID: __________ E-mail Address: _________________@knights.ucf.edu Phone Number: _________________

Registration Term/Year:  ☐ Fall  ☐ Spring  ☐ Summer  Year: _________________

Course:

Class Number (Ex. 25678) __________ Prefix __________ Course Number __________ Section # __________ Credit Hours __________

Lab:

Class Number (Ex. 25678) __________ Prefix __________ Course Number __________ Section # __________

Does this course currently have a Wait List?  ☐ Yes  ☐ No

I authorize CECS staff to register me for the listed course if approved by CECS. I have read the Student Financial Responsibility Statement and Promise to Pay documents found on the Student Accounts website (https://studentaccounts.ucf.edu/wp-content/uploads/sites/6/Student-Financial-Responsibility-Statement-and-Promise-to-Pay.pdf) or which were provided by my advising office. I further understand that said document includes course enrollment facilitated by a university representative. By signing here, I accept the terms of this agreement.

Student's Signature __________________________ Date __________

Department, please initial category for which student is requesting override:

For undergraduate Engineering majors list their status in the major:  ☐ Pending  ☐ Pre-Major  ☐ Major

Career: Undergraduate student registering in a graduate level course or a graduate student registering for an undergraduate level course (Graduate student overrides will not be registered for undergraduate level courses until 3 PM, the Friday preceding the beginning of a term.)

Class Limit: Overrides the enrollment capacity of a class (This option is not available for Wait List courses)

Permissions: Overrides consent or permission

Requisites: Overrides requisites set up for a class (select one of the following reasons)

☐ Requisites on degree audit/schedule, but student is unable to enroll

☐ Requisites have been taken transient

☐ Fall  ☐ Spring  ☐ Summer  Year: ________ Course: __________ Grade: ________

☐ Other – Explanation: __________________________

Time Conflict: Overrides scheduling time conflicts

Unit Load: Overrides max hour limit for term load (17 hours undergraduate or 12 hours graduate students)

College Approval ______

I have reviewed the above request and approve this override.

Department Signature __________________________ Date __________

☐ Enrolled  ☐ Permission  OFFICE USE ONLY

Date Received: __________________________ Comments: __________________________

Date Processed: __________________________ Form Last Updated 3/16/2018

Processed By: __________________________