

## 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:

Form Last

Date Processed: \_\_\_\_\_

Updated

Processed By: \_\_\_\_\_

3/16/2018