 Office of the Registrar

PO Box 4103

Flagstaff, AZ 86011

928-523-5490

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[Registrar.Enrollment@nau.edu](http://www.nau.edu/registrar)

**Override Authorization**

**Overrides may only be authorized by the College/Department offering the class**

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| **STUDENT**  **INFORMATION** | **Student Name** | **Student Identification Number** |
| **Academic Career**: Undergraduate Graduate | |
| **Student Signature** | **Date** |

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| **CLASS INFO** | **Class Number** (Ex 1234) | **Subject, Catalog Number, & Section** (Ex: SOC 101, Sec 1) | **# of Units** | **Term & Year**: |
|  **ADD to wait list if class is full (Permission Number REQUIRED below)** | | | |

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| **PERMISSION**  **NUMBER** | Students may use permission numbers to enroll on-line, without operator assistance. **Additionally, permission numbers are required for enrollment into a class from a Wait List.**  **PERMISSION NUMBER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  A permission number will override any of the three following class restrictions only: Class Limit, Requisites, and Instructor / Department Consent. A permission number will **not** override a Time Conflict or Unit Load.  Undergraduates enrolling in graduate classes should **NOT** be given permission numbers; they should instead submit the “Override Form - Audit/ Class Links/ Out of Career” with appropriate signatures and department stamps. |

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| **OVERRIDE**  **AUTHORIZATION** | **You MUST have a signature AND a stamp for each category of override BEFORE turning it in to the Registrar’s Office to be processed. Any signatures without an accompanying stamp will be returned to obtain a department stamp.** | | |
| **Class Limit** | Authorizing Signature / Date **(REQUIRED)** | Academic Department Stamp **(REQUIRED)** |
| **Requisites permission numbers are required for enrollment into a class from a Wait List** | Authorizing Signature / Date **(REQUIRED)** | Academic Department Stamp **(REQUIRED)** |
| **Instructor Consent permission numbers are required for enrollment into a class from a Wait List** | Authorizing Signature / Date **(REQUIRED)** | Academic Department Stamp **(REQUIRED)** |
| **Department Consent permission # is required for enrollment into a class from a Wait List** | Authorizing Signature / Date **(REQUIRED)** | Academic Department Stamp **(REQUIRED)** |
| **Time Conflict**  **\*NOTE:** An instructor authorizing a time conflict override is committing to accommodate the student for the final exam | Authorizing Signature / Date **(REQUIRED)** | Academic Department Stamp **(REQUIRED)** |
| **Reserved Seats** (for major, minor, cohort, milestones, etc.) | Authorizing Signature / Date **(REQUIRED)** | Academic Department Stamp **(REQUIRED)** |