

## Override Authorization

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

<b>STUDENT INFORMATION</b>	<b>Student Name</b>	<b>Student Identification Number</b>
	<b>Academic Career:</b> <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	
	<b>Student Signature</b>	<b>Date</b>

<b>CLASS INFO</b>	<b>Class Number</b> <small>(Ex 1234)</small>	<b>Subject, Catalog Number, &amp; Section</b> (Ex: SOC 101, Sec 1)	<b># of Units</b>	<b>Term &amp; Year:</b>
	<input type="checkbox"/> <b>ADD to wait list if class is full (Permission Number REQUIRED below)</b>			

<b>PERMISSION NUMBER</b>	Students may use permission numbers to enroll on-line, without operator assistance. <b>Additionally, permission numbers are required for enrollment into a class from a Wait List.</b>	
	<b>PERMISSION NUMBER:</b> _____	
	A permission number will override any of the <u>three following class restrictions only</u> : Class Limit, Requisites, and Instructor / Department Consent. A permission number will <b>not</b> 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.

<b>OVERRIDE AUTHORIZATION</b>	<b>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.</b>		
	<input type="checkbox"/> <b>Class Limit</b>	Authorizing Signature / Date <b>(REQUIRED)</b>	Academic Department Stamp <b>(REQUIRED)</b>
	<input type="checkbox"/> <b>Requisites permission numbers are required for enrollment into a class from a Wait List</b>	Authorizing Signature / Date <b>(REQUIRED)</b>	Academic Department Stamp <b>(REQUIRED)</b>
	<input type="checkbox"/> <b>Instructor Consent permission numbers are required for enrollment into a class from a Wait List</b>	Authorizing Signature / Date <b>(REQUIRED)</b>	Academic Department Stamp <b>(REQUIRED)</b>
	<input type="checkbox"/> <b>Department Consent permission # is required for enrollment into a class from a Wait List</b>	Authorizing Signature / Date <b>(REQUIRED)</b>	Academic Department Stamp <b>(REQUIRED)</b>
	<input type="checkbox"/> <b>Time Conflict</b> *NOTE: An instructor authorizing a time conflict override is committing to accommodate the student for the final exam	Authorizing Signature / Date <b>(REQUIRED)</b>	Academic Department Stamp <b>(REQUIRED)</b>
	<input type="checkbox"/> <b>Reserved Seats</b> (for major, minor, cohort, milestones, etc.)	Authorizing Signature / Date <b>(REQUIRED)</b>	Academic Department Stamp <b>(REQUIRED)</b>