

## 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 accept responsibility for payment of my semester tuition and fees by the published deadline. I understand that if I fail to pay my tuition and fees by the deadline, I will be charged a \$100 Late Payment Fee, my records will be put on hold, my account will be referred to a collection agency, and I may incur other financial consequences.**

\_\_\_\_\_  
 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.

\_\_\_\_\_  
 Departmental Signature    Date

<input type="checkbox"/> Enrolled <input type="checkbox"/> Permission	<b>OFFICIAL USE ONLY</b>
Date Processed: _____	Comments
Processed By: _____	