



# OVERRIDES & MANUAL REGISTRATION FORM

[Student, please complete and obtain appropriate approval(s).  
 Final approving authority will enroll student, initial and date form,  
 and send copy to Admissions and Advising Center.]

**Student Name:** \_\_\_\_\_  
(Last) (First) (MI)

**Student ID Number:** \_\_\_\_\_ **Semester/Year:** \_\_\_\_\_

CLASS INFORMATION				REASON FOR OVERRIDE (Please sign in the correct location so it is clear as to what you are authorizing.)						
Class Number (example: 52689)	Subject (example: ENG 111)	Section Number (example: 01)	Course Title (example: College Composition)	Prerequisites [Dean signature Required.]	Dual Credit or Dual Enrollment (Counselor signature Required.)	More than 18 Credits (VP ISS <u>or</u> Dean of Student Services signature required.)	Third Enrollment (VP ISS <u>or</u> Dean of Student Services signature required.)	Honors Course Enrollment (Instructor signature required.)	Class Limit (Division Dean must sign.)	

**\*\*Faculty and staff, please sign in correct area(s) to avoid processing delays\*\***

**Comments by Person Approving Override:** \_\_\_\_\_