

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	OFFICIAL USE ONLY
Date Processed: _____	Comments
Processed By: _____	