

# REGISTRATION OVERRIDE REQUEST

## For English Courses Only

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ SEMESTER (of class requested): \_\_\_\_\_

NAME: \_\_\_\_\_ A#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE #: (\_\_\_\_) \_\_\_\_\_

CLASS RANK: (Freshman: 0-32 hrs) \_\_\_\_\_ (Sophomore: 33-64 hrs) \_\_\_\_\_ (Junior: 65-96 hrs) \_\_\_\_\_ (Senior: 97 + hrs) \_\_\_\_\_

MAJOR: \_\_\_\_\_ MAJOR 2: \_\_\_\_\_ MINOR: \_\_\_\_\_ MINOR 2: \_\_\_\_\_ MASTERS PROGRAM: \_\_\_\_\_

### COURSE FOR WHICH YOU ARE REQUESTING OVERRIDE PERMISSION TO REGISTER:

(CRN) \_\_\_\_\_ (Course & Section #) \_\_\_\_\_ (Title) \_\_\_\_\_

DID YOU ATTEMPT TO PRE-REGISTER FOR THIS COURSE? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Why not? \_\_\_\_\_

WERE YOU WAITLISTED? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Why not? \_\_\_\_\_

\*Students who are waitlisted will be given priority over students who are not waitlisted. NOTE: There is NO WAY to change the order of the waitlist.

### IF YOU RECEIVED A BANNER ERROR WHILE ATTEMPTING TO REGISTER FOR THIS CLASS, SELECT BELOW::

✓ Code	Description	Brief Explanation of Your Situation:
CLASS	Class Restriction Error	_____
CO REQ	Co-Requisites Error	_____
DUPLICATES	Duplicate Course Error	_____
LEVEL	Level Restriction	_____
MAJOR	Major Restriction	_____
PRE REQ	Pre-Requisite Error	_____
SPEC APPR	Requires Special Approval from Department	_____
TIME	Time Conflict	_____
N/A	Other issue (explain):	_____

HAVE YOU APPLIED FOR GRADUATION? Yes: \_\_\_\_\_ No: \_\_\_\_\_

\*Students who have applied for graduation will be given priority in capacity override situations.

DO YOU HAVE A PLAN OF STUDY (POS) ON FILE? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Why not? \_\_\_\_\_

\*A POS is necessary for graduation. Once you have one, you do not need a registration access code.

HAVE YOU CONSULTED WITH YOUR ADVISOR? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Why not? \_\_\_\_\_

DO YOU HAVE ANY TRANSFER CREDIT THAT MAY NOT HAVE GONE THROUGH (YET)? Yes: \_\_\_\_\_ No: \_\_\_\_\_

\*If yes, you will need to provide an unofficial transcript or other proof to be admitted to courses for which these are prerequisites.

WHY IS IT NECESSARY THAT YOU BE ADMITTED TO THIS CLASS? \_\_\_\_\_

\*If you need this to graduate next term, you will be asked to furnish a degree audit.

Please complete this form to the best of your ability and return it to the English Office (MH 222) or email it to [eh@uah.edu](mailto:eh@uah.edu).