UCF College of Engineering & Computer Science

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 have read the Student Financial Responsibility Statement and Promise to Pay documents found on the Student Accounts website (https://studentaccounts.ucf.edu/wp-content/uploads/sites/6/Student-Financial-Responsibility-Statement-and-Promise-to-Pay.pdf) or which were provided by my advising office. I further understand that said document includes course enrollment facilitated by a university representative. By signing here, I accept the terms of this agreement.

_____
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.

_____
Department Signature Date

❒ Enrolled ❒ Permission

OFFICE USE ONLY

Date Received: _____

Comments:

Date Processed: _____

Processed By: _____

Form Last Updated 3/16/2018