



This form is for CECS courses ONLY. We cannot grant overrides for courses from other colleges.
If you need to enroll into an MAC, PHY, or CHM course, please contact the College of Sciences
(<https://sciences.ucf.edu/cosas/>).

OVERRIDE PROCESS

- Complete the top portion of the form.
 - Your UCFID is the seven numbers printed on your UCF ID card (NOT your NID).
 - Please provide your official UCF Student Email (NID@ucf.edu).
 - To find lecture/lab information, check the Class Search on myUCF.
- Submit the override form to an advisor in the department which offers the course** along with any necessary information and documentation, including proof of completed prerequisite courses if not posted on your degree audit. See below for department contact information.
- You or your advisor will forward the completed form to CECS Academic Affairs.
 - Printed copies: ENG1 107 during business hours (Monday to Friday, 8 a.m. to 5 p.m.).
 - Digital copies: CECSOverrides@ucf.edu.
- If approved by CECS Academic Affairs, you will be enrolled directly into the course (if there are open seats) or given access to place yourself on the waitlist (if the class is waitlisted).
 - If an error is encountered, you will be contacted via your official UCF Student Email or the phone number you listed on the form.

When possible, please submit the completed override form SIGNED BY THE DEPARTMENT ADVISOR as soon as possible but no later than the first week of classes of the semester.

WHICH DEPARTMENT SIGNS THE OVERRIDE?

Courses with These Prefixes	Additional Specific Courses	Department	Website
CCE, CEG, CES, CGN, CWR, EES, ENV, TTE	EGN 3310, EGN 3331, EGN 3613	Civil, Environmental, and Construction Engineering (CECE)	https://cece.ucf.edu/
CAP, CDA, CEN, CGS, CIS, CNT, COP, COT	ISC 4551	Computer Science (CS)	https://cs.ucf.edu/
EEE, EEL	EGN 3211, EGN 3373, EGN 4060, BME 5572	Electrical and Computer Engineering (ECE)	https://ece.ucf.edu/
EIN, ESI	ISC 4323, STA 3032	Industrial Engineering and Management Systems (IEMS)	https://iems.ucf.edu/
BME, EAS, EGM, EML	EGN 3321, EGN 3343	Mechanical and Aerospace Engineering (MAE)	https://mae.ucf.edu/
EMA	EGN 3365	Materials Science and Engineering (MSE)	https://mse.ucf.edu/

NOTES ABOUT OVERRIDES

- Overrides cannot be used to skip a waitlist. If a class has a waitlist, you must join the waitlist, even if the class is required for your major and you are nearing graduation.
- If you are taking a prerequisite transiently, you will not be able to override into subsequent courses without proof of a final grade from the transient course.



Student's LAST Name: _____ Student's FIRST Name: _____

UCF ID: _____ UCF Student Email: _____ Phone Number: _____

Registration Term/Year: Fall Spring Summer Year: _____

Lecture: _____
Class # (Ex. 15524) Prefix (Ex. EGN) Course # (Ex. 3331) Section # (Ex. 0001)

Lab: _____
Class # Prefix Course # 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 (https://studentaccounts.ucf.edu/wp-content/uploads/sites/6/Student-Financial-Responsibility-Statement-and-Promise-to-Pay.pdf).
I acknowledge that if prerequisite courses are not posted to my degree audit BEFORE the start of the semester, I may be dropped from the above course.

By signing here, I accept the terms of this agreement.

Student Signature _____ Date _____

DEPARTMENT USE ONLY

Status in Major (Engineering Undergraduates Only): Pending Pre-Major Major

____ Career (UGRD taking GRAD course): UCF GPA: _____

____ Career (GRAD taking UGRD course): Enrollment will not be processed until 3PM the Friday before classes begin.

____ Permissions: Overrides consent or permission. Permission Number: _____

____ Requisites: Overrides requisites set up for a class (select at least one of the following reasons).

____ Requisites posted on degree audit, but student is unable to enroll.

____ Requisites have been taken transiently.

Fall Spring Summer Year: _____ Course: _____ Grade: _____

____ Other - Explanation: _____

____ Time Conflict: Memo from both instructors required except for AFR/MSL courses. Extenuating circumstances only.

____ Unit Load: Overrides max credit limit for term.

I have reviewed the student's override request and approve this override.

Advisor Signature _____ Date _____ Advisor Name (printed) _____

ACADEMIC AFFAIRS USE ONLY

Enrolled Permission Comments: _____

Date Received: _____

Date Processed: _____

Processed By: _____