



Name: _____ OSU ID: _____ Major: _____
Last, First

CRN CRN CRN Subject Course # Term Year

Academic Advisor approval: _____ Date: _____

Type of Override Requested (check all that apply):

<input type="checkbox"/>	SAPR	It's the 2 nd week of the term and I'm registering late
<input type="checkbox"/>	DEPT	Departmental approval is required
<input type="checkbox"/>	CAP	The course is currently full
<input type="checkbox"/>	PREQ	I have not taken the required prerequisite (or the system doesn't recognize my prerequisite)
<input type="checkbox"/>	CLA	I do not have the correct class standing to register (FR/SO/JR/SR)
<input type="checkbox"/>	COL	I am not in the College of Forestry
<input type="checkbox"/>	FOS	My major isn't automatically allowed in the class
<input type="checkbox"/>	CAM	I am not a student on the campus where the course is offered
<input type="checkbox"/>	LKL	Remove the linked lab requirement
<input type="checkbox"/>	LKR	Remove the linked recitation requirement
<input type="checkbox"/>	LEV	My level (undergrad, grad, post-bacc, INTO, non-degree) isn't automatically allowed in the class
<input type="checkbox"/>	TIM	I have a time conflict between two courses AND I have approval from both instructors (below)

Time Conflict Class A		Time Conflict Class B	
CRN: _____	Course: _____	CRN: _____	Course: _____
Resolution: _____		Resolution: _____	
Instructor signature: _____		Instructor Signature: _____	
Date: _____		Date: _____	

Student Signature: _____ Date: _____

Instructor Signature (if required): _____ Date: _____

INSTRUCTIONS:

Students – Your signature on this form certifies that the boxes were checked off prior to obtaining the instructor's approval. You are responsible for making arrangements with your instructor for any course material (exams, etc.) impacted by this override.

1. Complete the form, and get COF Academic Advisor approval
2. Obtain instructor signature, if required
3. Submit signed form to your Academic Advisor

Submitting this form **does NOT register you** for the course. Your advisor will process the override which allows you to register if there are no financial or academic holds on your student account. You must still register for the class!

Instructors – Sign only if you approve all conditions requested. Your signature indicates your willingness to allow this student into your class, lab, and/or recitation.

Advisors ____ Banner ____ NOLIJ