

Harding University Department of Art & Design

Course Override Approval Form

Office Use Only:	
Entered by _____	Date _____

Read instructions carefully — incomplete information will delay registration.

Filling out this form does *not* guarantee an override. This information is needed prior to a decision to grant overrides.

If you have already attempted to register for class but were blocked, *be sure to note the exact reason(s) for the block.* (e.g. class full, prerequisite, schedule conflict, etc.) The online registration system displays the reason.

Override Steps:

- Fill out this form completely and legibly.
- Present this form to the course professor or Dept. Chairperson for approval.
- Present approval to the Art Dept. secretary for override.
- You will be contacted by email when the override is entered and ready. Check your email frequently for notification.
- Register for your course quickly after the override is entered — *overrides expire at midnight.*

Today's Date	I understand that this override will expire at midnight of the day it is issued. It is my responsibility to register before it expires. Expired overrides might <i>not</i> be re-granted if a class is filled. Student signature:
Student Name	
H-number	
Phone	
Email	

CRN#	Department	Course#	Reason (full, pre-req, etc.)	Approved By
	Art & Des			
	Art & Des			

Registration Override Form.doc