**OVERRIDE/EXCEPTION FORM INSTRUCTIONS**

The overrides and exceptions noted on this form are described below. Department or Dean’s **approval** and dates are required where indicated on the other side of the form.

**What to do**

Below is a list of Registration Errors which may prevent you from registering on your own for a course. If you have received more than one of these errors for a course, you will need approval related to all the errors.

**Complete** and **save** this [**Override Form**](http://typo3.creighton.edu/fileadmin/user/Registrar/docs/forms/Override.PDF).

* Fill out the appropriate section(s) of the form; save it on your computer.
* Email the form to the appropriate department for approval.
* Ask the department to FORWARD the approved form to the Registrar's Office.
* NOTE: WHILE CREIGHTON OBSERVES COVID-19 RESTRICTIONS, WE WILL ACCEPT FORMS EMAILED TO [REGISTRAR@CREIGHTON.EDU](mailto:Registrar@creighton.edu), BUT THEY MUST BE EMAILED BY THE DEPARTMENT OR DEAN'S OFFICE ONLY!
* Registrar's Office staff will register you for the course.

**□ Prerequisite/Co-requisite/Test Score/Field of Study/College/Program/Classification**

* Many courses have restrictions such as required prerequisites, co-requisites or test scores; enrollment in a specific major, program, school; or student classification. A department may choose to override a restriction using this form. This does not, however, guarantee a seat will be available in the class.

**□ Closed Courses**

* If a class shows no seats remaining, you may request department approval to register for it.

**□ Consent of Instructor/Department Required**

* You must receive department approval to register for a course with this restriction.

**□ Time Conflict**

* In some situations, your class times may overlap. If both/all departments approve, the Registrar’s office will register you for those courses.

**□ Other Course Exceptions**

* If you would like to take more than 18 credit hours in a semester, you need your **College Dean’s** approval. If you are also an Honors student, you need the approval of the director of the Honors program.
* Other course exceptions are rare but may be possible. Contact the course Department with questions.

**ONLINE OVERRIDE OPTIONS**

Some departments offer online overrides/exceptions. For a list of participating departments, visit [www.creighton.edu/registrar/registration/courseoverrides/](http://www.creighton.edu/registrar/registration/courseoverrides/).

**OVERRRIDE/EXCEPTIONS FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| ID | Last, First, MI. | College/School | Class |
| **Net ID** | **LAST NAME, FIRST NAME, MI** | **COLLEGE/SCHOOL** | **CLASS** |

|  |  |
| --- | --- |
|  | **PREREQUISITE/COREQUISITE/TEST SCORE/FIELD OF STUDY/COLLEGE/PROGRAM/CLASSIFICATION ERROR** |

**Register the student for an available seat in the course:**

**CRN COURSE SUB/NO. SEC. TITLE DEPT./DEAN APPROVAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CRN | SUB/# | Sec. | Title | Dept/Dean |

|  |  |
| --- | --- |
| **DATE:** | MM/DD/YYYY |

|  |  |
| --- | --- |
|  | **CLOSED COURSE** |

**Register the student and oversubscribe the course:**

**CRN COURSE SUB/NO. SEC. TITLE DEPT./DEAN APPROVAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CRN | SUB/# | Sec. | Title | Dept/Dean |

|  |  |
| --- | --- |
| **DATE:** | MM/DD/YYYY |

|  |  |
| --- | --- |
|  | **CONSENT OF INSTRUCTOR/DEPARTMENT REQUIRED** |

**The student has the consent of the Instructor/Department to enroll in the course:**

**CRN COURSE SUB/NO. SEC. INSTRUCTOR APPROVAL DEPT./DEAN APPROVAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CRN | SUB/# | Sec. | Instructor Approval | Dept/Dean |

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title:** Course Title |  | **DATE:** | MM/DD/YYYY |

|  |  |
| --- | --- |
|  | **TIME CONFLICT** |

**Enroll the student in these courses which conflict in time:**

|  |  |  |  |
| --- | --- | --- | --- |
| **CRN** | **COURSE SUB/NO.** | **SEC.** | **DEPT./DEAN APPROVAL** |
| CRN | SUB/# | Sec. | Dept/Dean |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CRN** | **COURSE SUB/NO.** | **SEC.** | **DEPT./DEAN APPROVAL** |  |  |
| CRN | SUB/# | Sec. | Dept/Dean | **DATE:** | MM/DD/YYYY |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **OTHER COURSE EXCEPTIONS** | | | | |
| **CRN** | | **COURSE SUB/NO.** | **SEC.** | **If receiving special credit exceptions, enter credit below:** | **DEPT. APPROVAL:** Dept. | |
| CRN | | SUB/# | Sec. | # of cr | **DEAN APPROVAL:** Dean | |

|  |  |  |
| --- | --- | --- |
| **Specify Exception If Other Than Credit:** | Enter exception here. | **DATE:** MM/DD/YYYY |