



# College of Engineering and Computer Science (CECS)

## Course Override Form (one per class)

**Instructions:** Complete this form to request registration into a course for which you cannot currently register or access to a Wait List.

STUDENT NAME \_\_\_\_\_ PID \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ E-MAIL \_\_\_\_\_@KNIGHTS.UCF.EDU

REGISTRATION TERM/YEAR:  Fall  Spring  Summer Year \_\_\_\_\_

COURSE: \_\_\_\_\_  
 Class Number (Ex: 25638) Prefix (Ex: EGN) Course Number (Ex: 3310) Credits/Hours

LAB: \_\_\_\_\_  
 Class Number (Ex: 25638) Prefix (Ex: EGN) Course Number (Ex: 3310)

**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 accept responsibility for payment of my semester tuition and fees by the published deadline. I understand that if I fail to pay my tuition and fees by the deadline, I will be charged a \$100 Late Payment Fee, my records will be put on hold, my account will be referred to a collection agency, and I may incur other financial consequences.

Students Signature \_\_\_\_\_ Date \_\_\_\_\_

### Department 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 Graduate student registering in an Undergraduate Level course

\_\_\_\_\_ **Class Limit:** Overrides the Enrollment Capacity of a class (*Not available for Wait List courses*)

\_\_\_\_\_ **Permission:** 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/14 hours graduate)

College Approval \_\_\_\_\_

I have reviewed the above request and approve this override.

Department Signature \_\_\_\_\_ Date \_\_\_\_\_

Enrolled  Permission

**OFFICIAL USE ONLY**

COMMENTS:

DATE PROCESSED: \_\_\_\_\_

PROCESSED BY: \_\_\_\_\_