

REGISTRATION OVERRIDE FORM

DATE: _____

Crane School of Music

NOTE: You must first save this form to your hard drive and open it in Adobe Acrobat for the fillable portions to retain what you type into them. Please name your file LASTNAME Override

NOTE: This form is for music courses only. Do not use this form for preregistered courses.

1. Student should complete the first section, then emails the form to the faculty

Student Name:	P#:
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The above student is seeking permission of the instructor to register for the following course:

_____	_____
CRN/Subject/CRS#/Section	Course Title

Instructor's Name	

2. Faculty, please complete the following section, then email the form to Associate Dean David Heuser

DATE: _____ approves override does not approve override.

<u>REQUIRED</u> List all override type(s) that apply for this student.

Common Reasons for Overrides:

- Closed section Student Lacks Prerequisite(s) Major/Minor Restriction Time Conflict*
- Class Restriction (such as junior standing required) Honors Course (for non-Honors Student)
- College Restriction (such as Crane students only) Linked Courses (taking only one of two linked courses)

**Note: Time Conflict approval means you are allowing the student to miss part of YOUR scheduled class time.*