



## Student Registration Permission Override

**STUDENT INFORMATION:**

**Student ID:** @ \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Name:** Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

**Edinboro Email Address:** \_\_\_\_\_

**Term:** (Check One):  Fall 20\_\_  Wintersession 20\_\_  Spring 20\_\_  Summer 20\_\_ Session \_\_\_\_

**COURSE INFORMATION:** Permission will be considered ***only*** for the course (CRN specific) below. If approved, the student must add the course on S.C.O.T.S. during the “Add” period.

CRN	Subject	Course No.	Section	Course Title	Instructor's Name
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**SIGNATURES OF APPROVAL:**

Check all that apply	Permission granted to:	Permission granted by: (Approval Signature/Date required)
	Override Pre-Requisite (PRE REQ) <b><i>Both signatures are required</i></b>	Instructor: <b><u>and</u></b> Department Chair:
	Override Co-Requisite (CO-REQ) <b><i>Both signatures are required</i></b>	Instructor: <b><u>and</u></b> Department Chair:
	Override Section Capacity (CAPACITY) <b><i>Both signatures are required</i></b>	Instructor: <b><u>and</u></b> Department Chair:
	Special Approval to Enroll (SPEC APPVL)	Individual specified on SCOTS:
	Permit Class Time Conflict (TIME)	Instructor:
	Override Class Status (Sr, Jr, So, Fr) (CLASS)	Instructor:
	Ignore Student's Major (MAJOR)	Department Chair:
	Permit Repeat Limit Exception (REPEAT)	Department Chair:

**INSTRUCTIONS:**

- Complete entire form legibly to insure accuracy.
- One form must be completed for each course (specific CRN) for which the student is requesting a permission override. Multiple overrides for the same CRN should be listed on the same form.
- The student must obtain the written approval of the individual indicated above.
- Once the approval has been received, the student must take the form to the academic department of the course for the permission to be entered.
- The student is responsible for scheduling the course listed on this form during the ‘Add’ period. Approval to enroll does not imply the student is automatically scheduled in the course.

**Direct Questions to: Office of Records and Registration, Edinboro University, Hamilton Hall, 210 Glasgow Road, Edinboro, PA 16444, Fax: 814.732.2130, Phone: 814.732.5555**