



Office of the Registrar
 Waterloo, Ontario, Canada N2L 3G1
 519-888-4567, ext. 35378
 Fax: 519-746-2882
 www.registrar.uwaterloo.ca

Course Override Form

Instructions

1. Complete the required class information.
2. Obtain approval signatures.
3. Submit the form to the Office of the Registrar.

Note: Use an additional form if you have more than one class change.

Please print clearly.

UW Student ID Number	Surname	Given Name(s)												
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td> </tr> </table>													Faculty/Plan	Email
Student's Signature	Term	Date												
<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring Year _____														

Class Enrollment Information *see definitions*

	Primary Meet Class No. (4 char)	Subject	Catalog Number	Primary Meet Section No. (3 char)	Class Number for Related 1 (4 char)	Related 1 Section Number (3 char)	Class Number for Related 2 (4 char)	Related 2 Section Number (3 char)	Enrollment Session (Reg/DEd)	(1) Grading Basis (e.g., AUD, NGP, XTR)	(2) Requirement Designation (e.g., XTRA)
Add											
Drop											

Overrides Authorized by Instructor *see definitions*
 All boxes must include either a "✓" for yes or an "X" for no.

<input type="checkbox"/> Override Class Limit	<input type="checkbox"/> Override Requisites
<input type="checkbox"/> Override Permission	<input type="checkbox"/> Override Time Conflicts
<input type="checkbox"/> Override Reserve Cap	

Overrides Authorized by Department *see definitions*
 All boxes must include either a "✓" for yes or an "X" for no.

<input type="checkbox"/> Override Action Date	<input type="checkbox"/> Override Service Indicators
<input type="checkbox"/> Override Career	<input type="checkbox"/> Override Unit load
<input type="checkbox"/> Override Grading Basis	<input type="checkbox"/> Eligible to enroll while on work term; units allowed _____

see definitions before signing

Print Instructor Name Instructor Signature UW Extension Date **Print** Departmental Approval Name Approval Signature UW Extension Date

Notes

Instructions for Overrides Authorized by Instructors

Override Type	Explanation
Override Class Limit	Allows enrollment in a class that is full.
Override Reserve Cap	Allows enrollment in a class where the reserve cap is full.
Override Permission	Allows enrollment in a course that requires instructor or department approval if space permits.
Override Requisites	Allows enrollment in a class where prerequisites, corequisites, and/or antirequisites have not been met.
Override Time Conflicts	Allows enrollment of classes that have overlapping meet times.

Instructions for Overrides Authorized by Departments

Override Type	Explanation
Override Action Date	Allows enrollment action to be backdated.
Override Career	Allows enrollment of a course outside of a student's career. Required for undergraduate students who want to take a graduate course.
Override Grading Basis	Allows grading basis choice outside of established defaults. For instance, in (1), insert AUD for audit courses, NGP for no grade point average, XTR for courses that are extra to the degree requirements.
Override Service Indicators	Allows a student to enroll by overriding negative service indicators.
Override Unit Load	Allows enrollment over the maximum or under the minimum units allowed for a student's program.
Requirement Designation	Allows a course to be designated on the student record in a special category for academic evaluation. For instance, in (2), insert XTRA to exclude from courses required for a degree.