

# Office of the Registrar Add and Override Approval

**E-Mail:** registration@wayne.edu

If you receive an error when trying to register for a class, you may need prior approval.

1. Complete the **Courses to Add** table below with the course information.
2. Obtain the instructor’s signature.
3. Contact the academic department offering the course (e.g. Psychology) for the appropriate override. A confirmation email will be sent to your WSU email account when the override is entered. Course AUDITs and PASS/NO PASS transactions must be manually registered by Registration Services.
	* **1st Week of Classes** - students must register themselves via Academica
	* **2nd Week of Classes** - students must register themselves on Academica AFTER the Academic Department enters the appropriate override code (LA).
	* **3rd Week of classes and beyond** - LATE registration transactions must be manually registered by Registration Services. Forward the confirmation email with your WSU ID and the CRN(s) to registration@wayne.edu for processing.

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| --- | --- | --- | --- |
| **ID** | **Last Name** | **First Name** | **Term/Year** |
| **Signature X** | **Date** |

**Academic Department Use**

* Enter the appropriate override code on SFASRPO
* Instruct the student to register via Academica

**Situation** Class (Rank Restriction) Closed or full class

Co-requisite requirement College Restriction Degree Program

Written consent needed Duplicate Courses Allowed Second Week Add Permit Undergrad in Grad Class Major Restriction

Pre-requisite met Program Restriction Repeat class limit/hours

Time conflict

**Override Code** CLASS CLOSE COREQ COLL DEGREE

DEPT DUPL LA LEVEL MAJOR

PREREQ PROGRAM REPEAT

TIME

**Academic Department Use**

* Enter the appropriate override code on SFASRPO
* With these overrides, this form needs to be manually processed by the Records and Registration Office

**Situation Override Code**

Student Auditing a Class AUDIT Register/Add Late (3rd week and beyond) LATE

Pass/No Pass grading option PASS

# Courses to Add

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CRN** | **Subject** | **Course #** | **Section #** | **Credit Hours** | **Instructor’s Signature** |
| 54610 | PSY | 3350 | 001 | 3 | Professor Sample |
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Check the Schedule of Classes website (www.classschedule.wayne.edu) for deadline and tuition cancellation dates.

Office of the Registrar November 2016