WEB ADVISOR REGISTRATION OVERRIDE
--- this is not a drop-add form ---

Bring this form to the Registrar’s Office during Registration

Instructor’s signature does not guarantee a student a seat in the course, it simply gets the student’s name on the waitlist or roster.

Instructions to Students and Faculty:
- Check the appropriate box below for the override approval request, complete all information within the block, and obtain the required signature(s).
- All information within the individual permission box must be completed before the request can be processed.
- Instructor consent, or overrides of prerequisites & registration restrictions can be made by the instructor by e-mail to registrar@grinnell.edu or via Student Planning on the Faculty tab.
- Overrides below do not register a student for a closed course, you will be added to the waitlist if the course is closed.
- This form does not waive any deadlines. Students are responsible for meeting all registration deadlines; late submissions will not be accepted.

Printed Student Name: __________________________________________ ID # ______________ Registration Term_______________________
Major(s): ________________________________________________________________________ Class Year ____________________________

Student Signature: ________________________________________________________________ Date _________________________________

☐ CO-REQUISITE: add without the required co-requisite course or lab
☐ Allow registration in this Course ________________________________ Section #
☐ Waive this co-req Course ________________________________
Instructor (Print Last Name and Sign)

☐ RETAKE OVERRIDE: add a course that you have previously received a D or F in or that you have received transfer, AP, IB or A-Level credit for and agree to replace the credits. No instructor signature required.
Course ________________________________ Section #: ______________
Instructor (Print Last Name and Sign)

☐ TIME CONFLICT: add this course which meets at the same time as a course for which you are already registered. Requires signature of both instructors.
Course 1 ________________________________ Section #: ______________
Course 2 ________________________________ Section #: ______________
Instructor 1 (Print Last Name and Sign) _______________________________________
Instructor 2 (Print Last Name and Sign) _______________________________________

☐ INSTRUCTOR CONSENT: add this course waiving the prerequisite(s) or restrictions.
Course ________________________________ Section #: ______________
Instructor (Print Last Name and Sign) _______________________________________

☐ RETAKE OVERRIDE: add a language course for which you have received a higher placement from the language department.
Course ________________________________ Section #: ______________
Instructor (Print Last Name and Sign) _______________________________________

☐ RETAKE OVERRIDE: add without the required co-requisite course or lab

☐ TIME CONFLICT: add this course which meets at the same time as a course for which you are already registered. Requires signature of both instructors.
Course 1 ________________________________ Section #: ______________
Course 2 ________________________________ Section #: ______________
Instructor 1 (Print Last Name and Sign) _______________________________________
Instructor 2 (Print Last Name and Sign) _______________________________________

☐ INSTRUCTOR CONSENT: add this course waiving the prerequisite(s) or restrictions.
Course ________________________________ Section #: ______________
Instructor (Print Last Name and Sign) _______________________________________

☐ RETAKE OVERRIDE: add a language course for which you have received a higher placement from the language department.
Course ________________________________ Section #: ______________
Instructor (Print Last Name and Sign) _______________________________________

Adviser’s Signature _____________________________________________________________
(Required for any course to be added)

FOR ADMINISTRATIVE USE ONLY: Date Processed: ____________________

April 2014