

Closed Class Override Card

The purpose of this card is to request enrollment in a course that is closed and/or unavailable.

Closed class overrides may be approved by the faculty, the program director, the department chair or other administrator through the 100% refund date for the course. After that time, only the faculty may authorize an override. Return this card to any Admissions and Registration Office within two days of the date signed. This form will not be processed if any information is altered.

Term

Student ID Number

Student Name (Last, First)

Student Signature

Date Signed

Course Number

Course Instructor (Print Name/Signature)

Department

Date Signed

Authorized Administrator (Print Name/Signature)

Title

Department

Date Signed

Course Number

Course Instructor (Print Name/Signature)

Department

Date Signed

Authorized Administrator (Print Name/Signature)

Title

Department

Date Signed

For Office Use Only

Processed by (Print Name)

Processed by (Signature)

Campus/Location

Date Signed