

Class Permit/Override and/or Late Enrolment in a Class

This form is intended only for students who register using PAWS. Consult with your College if you do not register using PAWS.

Note: If the following statements are true then go directly to your College (you do not need to use this form):

- I wish to exceed my maximum credit unit limit
- I wish to repeat a class for which I already have credit

STUDENT INFORMATION (Please Print)

Last Name		First Name		Middle Initial	College	
Student Number		Tel:	E-mail		Are you currently enrolled in a Masters or Ph.D. program	
					Yes No	

REQUEST (Check all that apply)

Note: Having a permission or override granted does not mean you are automatically registered in the class. You must still register in the class after the permission is granted (See **Step 4**)

Override of a class limit (Students must register in PAWS for a class that is full by adding the CRN to the **Add Class Worksheet** and click on **Submit Changes**)

Override of a class restriction (e.g. the class is only open to a particular college, major, program, or level)

Override of a time conflict

Lecture/Lab exemption

Adding a class after the add/drop deadline (\$35 late addition fee charged per class)*

Changing sections after the add/drop deadline (\$35 late addition fee charged per class)*

* Students are responsible for arranging special accommodation with their instructor for final examination conflicts that result from registering in a class after the add/drop deadline.

CLASS FOR WHICH ABOVE ACTION IS TO BE TAKEN: (all fields need to be completed)

Course Reference Number (CRN)	Subject	Number	Section	Credit Units	Term	Lab/Tutorials

Step 1: Have the Instructor of the class sign and date below

Instructor's Name	Instructor's Signature	Date (mm/dd/yyyy)
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Step 2: Have the Department Head sign and date below

Department Head or Designate's Name	Department Head or Designate's Signature	Date (mm/dd/yyyy)
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Step 3: Take this form to the Departmental Office to have the correct permission(s) or override(s) placed on your record in the system (verify after in PAWS under "Check your Registration Status" for the correct term)

Departmental use only: Initial each permission entered into system and date.

PERMISS	RESTRICT	LIMIT	TIME	LINK	REPEAT	DUPLICATES	DATE (mm/dd/yyyy)
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Step 4: Is today's date on or before the last day to add or drop classes for the term?

- **Yes**, it is on or before the last day to add or drop classes for the Term



Register yourself in PAWS!

- **No**, it is after the last day to add or drop classes for the Term



Come to Student Central with this completed form to be registered in the class

DECLARATION

I understand that I am responsible for all fees assessed due to the above.

Student's Signature	Date
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FOR OFFICE USE ONLY

Entered by
Date