



TARLETON
STATE UNIVERSITY
 Member of The Texas A&M University System

Registration Override Form

IMPORTANT: THIS FORM WILL BE USED AFTER LATE REGISTRATION ENDS OR MAY BE USED IN LIEU OF A SYSTEM OVERRIDE BUT WILL NOT BE ACCEPTED AFTER THE CENSUS DATE.

Note: This is NOT a Course Drop Request Form. This should only be used for modifications to course schedules. If a student needs to drop a course without adding a course, the Course Drop Request Form must be submitted.

Date: _____ Student Name: _____

UID: _____ Phone Number: _____

List the courses to be added or dropped:

Action (Add/Drop)	CRN	Subject	Course Number	Section	Class Length in Weeks	Instructor/Department Head Signature* (Required for courses being added)

Reason for override (check all which may apply): After Late Registration Classification Prereqs
 Time Conflict Capacity Duplicate Other: _____

Please explain why you are requesting late registration (if applicable): _____

Student Acknowledgement (If applicable): I am requesting to add a class(es) or change a section(s) AFTER registration has closed. In doing so, I acknowledge I may be placed at a disadvantage with my course work by enrolling in this class(es) after it has begun. I further acknowledge enrolling in the course at this time may result in consequences including, but not limited to, missed quizzes or other in class assignments, homework or reading assignments which may not be made up and unexcused absences where work may or may not be made up. I understand this action may affect my tuition and fees and agree to pay any additional amount. A \$25 late registration fee will be applied.

By signing below, I grant permission for the above changes to be made to my schedule.

Student Signature: _____

Advisor Signature: _____

Dean Signature: (required **only** after the late registration period has ended) _____

*Instructor/Department Head: By signing this schedule change form and allowing the student to enroll in your course after late registration, you are agreeing to assist the student by creating a set of notes for make-up work or in any other manner as needed to assist the student in getting caught up for days missed thus far in the semester. Allowing a student to enroll in a class after late registration is usually not in the best interests of the student and you will be certain to assist the student in any way possible so as to prevent the student from beginning the course at a disadvantage.

Return to the Office of the Registrar
In Person: Tarleton Center-Texan Services
Fax: 254-968-9389
Email: registrar@tarleton.edu

Updated 01/17

<u>Registrar's Office Use</u>
Processed by: _____
Date: _____