
The purpose of this form is for students to request Department Chair or Student Success Specialist approval for registration overrides in special situations.

Student and Course Information

Student Name _____ Student ID _____ Date _____

Course and Section number you need to add _____ Year/Term _____

Student Signature _____ Email or Cell _____

Department Chair Approval Request

The department chair will enter approval of student's request via MyWheelock. The student will then register via MyWheelock for the course. Department Chair/Program Director: Retain this form for your records. Do not return to Registrar.

Pre-requisite Override What pre-requisite do you wish to override? _____

Reason _____

Co-requisite Override What co-requisite do you wish to override? _____

Reason _____

Enroll in a Full Course

Reason _____

Department Chair Approval _____ **Date** _____

Retain this form for your records. Do not return to Registrar.

Student Success Specialist Approval Request

The student should submit this form to Academic Advising on the 1st floor of Activities West. If the request is approved, the advisor will add the course to your schedule. Advisor: retain this form for your records. Do not return to Registrar.

Permission to Exceed Credit Limit How many credits do you wish to take? _____

*Limit is 16 credits during First Year, 20 credits for other undergraduate students. All undergraduate students have a 16 credit limit in practicum semesters. If you wish to exceed this during a practicum, fill out the Request for Credit Overload during a Practicum form. **Please note that any credits above the limit will be charged on a per-credit basis.*

Reason _____

Register for a Repeat Course

Students must submit a Request for Continuance form and be granted approval from the Scholastic Review Board in order to repeat professional courses, including Human Growth and Development.

Reason _____

Student Success Specialist Approval _____ **Date** _____

Retain this form for your records. Do not return to Registrar.