**Management Information Systems Department**

**Override Request**

* *CAPACITY OVERRIDES ARE NOT GIVEN; PLEASE PUT YOURSELF ON THE WAIT LIST*
* *YOU MUST ENROLL YOURSELF IN BANNER FOR CLASSES AFTER THE OVERRIDE IS ENTERED.*
* *OVERRIDES ARE NORMALLY ENTERED WITHIN 1-2 BUSINESS DAYS AFTER APPROVAL*
* *AT END OF THE SEMESTER, YOU MUST PRESENT EVIDENCE TO THE CHAIR THAT YOU MEET THE CONDITION(S).*
* DELIVER TO RVAC449 OR RVAC463 (FACULTY WORKROOM DEPT SECRETARY MAILBOX)

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| **Completed by Student** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Student ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **CCSU-Email address:**    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Semester Requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Course** | **Grade** | **Course** | **Grade** | **Course** | **Grade** | | AC 211 |  | ENG 110 |  | MIS 201 |  | | AC 212 |  | MATH 123 |  |  |  | | ECON 200 |  | MC 207 |  |  |  | | ECON 201 |  | STAT 200 |  |  |  | | **GPA** | |  | |  |  | |  |  |   SELECT ONE: \_\_\_MIS MAJOR \_\_\_\_MIS PRE-MAJOR \_\_\_ MIS MINOR \_\_\_ BUSINESS MINOR WITH MIS SPEC.  Indicate below which courses you are seeking permission for override **(Example MIS410)**   |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  |   List all pre-requisite courses you are currently registered for this semester**. (Example MIS361)**   |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  |   Why do you need permission for an override?   |  | | --- | |  | |
| **Advisor** | Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_  Select one: \_\_\_\_\_ Recommend \_\_\_\_\_ Not Recommend |
| **MIS Chair** | |  |  | | --- | --- | |  | **Approved to remove registration restrictions with conditions.** | |  | **Not Approved.** *Seek advice from your faculty advisor and bring your appeal to the chair if necessary.* | |
| **OFFICE** | **Initial when done**  **\_\_\_\_\_ If approved, the override entered**  **\_\_\_\_\_ Student notified if this request is not approved – may appeal to chair** |

05/2018 - revision