**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** |

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| **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**  |  |  |  |
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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)**

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List all pre-requisite courses you are currently registered for this semester**. (Example MIS361)**

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Why do you need permission for an override?

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| **Advisor** | Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_Select one: \_\_\_\_\_ Recommend \_\_\_\_\_ Not Recommend |
| **MIS Chair** |

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|  | **Approved to remove registration restrictions with conditions.**  |
|  | **Not Approved.** *Seek advice from your faculty advisor and bring your appeal to the chair if necessary.* |

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| **OFFICE** | **Initial when done****\_\_\_\_\_ If approved, the override entered****\_\_\_\_\_ Student notified if this request is not approved – may appeal to chair** |

05/2018 - revision