# Instructions for Overrides Authorized by Course Instructor or Department

On the left of the override form is a set of override alternatives that require the instructor’s approval. The instructor is expected to note which overrides are to be permitted **(by a check mark ✓)** and which are not to be permitted **(by an X)**. It is necessary to **mark** **every box** to clearly indicate which override has been discussed with the student and approved. **All approvals also require a signature by the appropriate department official**.

|  Override Type | Explanation |
| --- | --- |
| Class Full | **(Error Message: Class Full)** Allows enrolment in a class that is full. *An instructor approving this is prepared to teach the extra student and deal with any extra load in the lab or tutorial components. It also is an indication that the instructor is comfortable with the number of students in the classroom.* **Please note: the instructor is responsible for keeping track of the class limit.** |
| Reserve Seat Requirement | **(Error Message: Available Seats Reserved)** Allows enrolment in a class that has reserved seating. |
| Instructor or Department Consent | **(Error Message: Instructor consent required/Department consent required**) Allows enrolment in a course that requires instructor or department consent. *An instructor approving this type of override has assessed the admission criteria (such as evaluating a student’s portfolio) for the class and is approving giving the student permission to enrol in the course.* **Please note: There are very few courses in Engineering that require this type of approval.** |
| Requisites | **(Error Message: Requisites not met)** Allows enrolment in a class where prerequisites, co-requisites, and/or anti-requisites have not been met. *An instructor approving this type of override has discussed the student’s background and, subject to any advice provided to the student, is giving the student approval to enrol in the course, despite the requisite problem.* **Please Note: you are overriding ALL requisites (prerequisites, co-requisites, and antirequisites when this box is checked.** |
| Time Conflicts | **(Error Message: Time conflict for class \_\_and\_\_ not enrolled)** Allows enrolment in classes that have overlapping meet times. *An instructor approving this type of override is responsible for making alternate accommodations if needed, and has accepted the student’s request to enrol in a class despite the fact that the student may not be able to attend all of the class contact hours. The instructor has also advised the student as to the student’s responsibility for material covered in any sections that the student does not attend.* |

# Instructions for Overrides Authorized by Student’s Academic Advisor

On the right hand portion of the override form there are a number of override alternatives that only require the student’s home department/advisor approval. The department official is expected to note which overrides are to be permitted **(by a check mark ✓)** and which are not to be permitted **(by an X)**. It is necessary to **mark every box** to clearly indicate which override has been discussed with the student and approved.

|  Override Type | Explanation |
| --- | --- |
| Drop/Add Date | Allows enrolment action to be backdated. *A department approving this type of override is seeking to backdate some action. It is not intended for use when a student misses their appointment*. **Sent to the Registrar’s office for entry** |
| Service Indicators | **(Error Message: Hold on record, add not processed)** Allows a student to enrol by overriding negative service indicators (except for any kind of fees owing).**Sent to the Registrar’s office for entry.** |
| Unit Load | **(Error Message: Maximum Term Unit Load Exceeded)** Allows enrolment over the maximum (more than five on an academic term) or under the minimum units (more than one on co-op work term) allowed for a student's program. **In Engineering the department is giving the student permission to enrol in an extra course and the course should in all cases be marked DRNA (Degree requirement Not in the Average), or NRNA (Not Required for the degree and Not in the Average).** |
| Grading Basis | Allows grading basis choice outside of the established defaults. **In Engineering, the choices are: DRNA (Degree requirement Not in the Average), NRNA (Not Required for the degree and Not in the Average), and TRIA (Term requirement, in the average (but not required for the degree)).** |
| Requirement Designation | Allows a course to be designated on the student record in a special category for academic evaluation. **In Engineering the choices are: DRNA (Degree requirement Not in the Average), NRNA (Not Required for the degree and Not in the Average), and TRIA (Term requirement, in the average (but not required for the degree)).** |