

## PSCI Course Override Policy

### **I can't get into a class because I'm missing a pre-requisite.**

It is up to an individual instructor whether to admit a student without the correct pre-requisites into a course.

If you're missing a pre-requisite, **contact the instructor**. If the instructor is not yet posted, **contact the Associate Chair, Undergraduate**.

During course selection week, use the Course Selection Override form.

During the add/drop period, use the Course Override form.

If the instructor is not able to sign the form, ask her or him to send an email to the Undergraduate Program Co-ordinator & Advisor, with the following information.

- Your name
- Your student number
- Number of course you wish to be admitted to
- Permission to override requisites

Please note that the Undergraduate Program Co-ordinator & Advisor cannot accept emails from students indicating that the instructor has given verbal consent.

### **I can't get into a class because it's full.**

**We will not sign class limit or reserve overrides before the first class meeting.** So, if the semester has not yet started, keep monitoring Quest. If someone drops the course, you may be able to pick up their spot.

All courses that are full on the first day of term will be closed to new enrollment and students will only be admitted with permission of the instructor. Here's how to be considered:

**Bring your completed class limit / reserve override form to the first class meeting. Clearly indicate your Year (ie, 2A, 3B), Plan (Major) and Subplan (Specialization) on the override form.**

If you cannot attend the first class, you must provide the instructor with a legitimate excuse (usually a verification of illness form or a note from counseling services). Per university policy, the instructor has the discretion to drop from the course or not admit any student not in attendance at the first class.

**The instructor will sign all, some, or none of the course override forms received at the first class at her or his discretion**, but priority will usually be given in the following order:

- Graduating PSCI majors (usually 4 A/B) who require this course for their specialization

- Other graduating (usually 4 A/B) students who require this course for their specialization, where there is no other option
- Other graduating, 4A, or 4B PSCI majors or minors
- Other students

The instructor will sign class limit / reserve overrides submitted after the first class at her or his discretion.

**I have a different enrollment problem or question.**

Contact the Associate Chair, Undergraduate.