UNIVERSITY OF WATERLOO

**Office of the Registrar**     **Course Override Form**

**Instructions:**
1. Complete required course information.
2. Obtain approval signatures.
3. Submit to The Centre (NH, first floor) or email to rorec1@uwaterloo.ca.

Waterloo student identification number _____

Faculty/Plan _____

Last name _____ First name _____ Middle name(s) _____

Enrolment term (select one) ☐ Fall ☐ Winter ☐ Spring Year _____ Email address _____@uwaterloo.ca

Student signature _____ Date (yyyy/mm/dd) _____

**Course information:**
(All necessary information can be retrieved on Quest or the Schedule of Classes)

| Add or Drop a course | Four-digit Class Number (e.g., 4142) | Subject (e.g., CIVE) | Catalog Number (e.g., 125) | Lecture (LEC) Section Number (e.g., 001) | Related Class Number and LAB Section (e.g., 4143/101) | Related Class Number and TUT Section (e.g., 4433/201) | (1) Grading Basis (e.g., AUD, XTR) | (2) Requirement Designation (e.g., XTRA) |
|---|---|---|---|---|---|---|---|---|
| Add | | | | | | | | |
| Drop | | | | | | | | |

**Overrides authorized by course instructor or department**
(See instructions below.)

☐ Class Full
☐ Reserve Seat Requirement
☐ Instructor or Department Consent
☐ Requisites
☐ Time Conflicts

**Overrides authorized by student's academic advisor**
(See instructions below.)

☐ Service Indicator (academic advice only)
☐ Unit Load _____

**Course instructor or department approval**

Name _____

Signature _____

Waterloo extension number _____

Date _____

Notes _____
_____

**Student's academic advisor's approval**

Name _____

Signature _____

Waterloo extension number _____

Date _____

**Instructions for overrides authorized by course instructors or departments**

| Override type | Explanation |
|---|---|
| Class Full | (Error message: Class Full, not enrolled.) Allows enrolment in a class that is full. |
| Reserve Seat Requirement | (Error message: Reserve Seat Requirement not met.) Allows enrolment in a class that has reserved seating. Please note that you are responsible for keeping track of the class limit. |
| Instructor or Department Consent | (Error message: Instructor consent required/Department consent required.) Allows enrolment in a class that requires instructor or department consent. |
| Requisites | (Error message: Requisites not met.) Allows enrolment in a class where prerequisites, co-requisites, and/or anti-requisites have not been met. |
| Time Conflicts | (Error message: Time scheduling conflict for class ___ and ___, not enrolled.) The instructor who grants an override for a time conflict is responsible for making alternate accommodations if needed, e.g., rescheduling midterm test. |

**Instructions for overrides authorized by student's academic advisor**

| Override type | Explanation |
|---|---|
| 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.) |
| Unit Load | (Error message: Maximum Term Unit Load Exceeded.) Allows for a student to be enrolled in more than one lecture while on co-op work term or more than five lectures on an academic term. |