

Department of Biology Override Request Form

Complete this form to request an override to a class for either of the following reasons:

- 1) A class that is closed/full, or
- 2) A class for which you do not have the pre-/co-requisites.
- 3) Other

Instructions

- Complete one form for each class for which you are requesting an override.
- Print out and take the completed form and a **copy of your Degree Works Audit** to the instructor of each class/lab you are requesting an override.
- Turn in the completed form after it been reviewed and signed by Instructor to the Biology Office for processing.

A faculty member telling you that you can get into their class will not actually get you into the class. We evaluate override requests from students based upon need (e.g., a BIOL or MBIO student who must have the class to graduate on time) and the student's location on the waiting list (if provided by the instructor).

If a spot becomes available for you in the class, you will receive an email notifying you. Keep in mind that you could hear the status as late as the drop/add deadline for that semester. Please note: we cannot add you to a class if you are currently registered for a conflicting class.

Direct any questions about the status of your request to Department's Office Manager, Damaris Jones, at hild@cofc.edu.

* CofC Email: _____

* Name: _____
 First Middle Last

* Student ID#: _____

* What is (are) your major(s)? _____

* Are you a non-degree-seeking student? Yes__ No__

* Are you a Freshman__ Sophomore__ Junior__ Senior__ What is your registration date? _____
 You can check your registration time at: <http://registrar.cofc.edu/courses/index.php>

* When do you intend to graduate? (for non-degree-seeking students, indicate NA)

(e.g., Spring 2019): _____

* Which of the following have you taken (including those you are currently taking)?

(Please check all that apply)

BIOL 111/111L (or equivalent transfer or HONS course)

BIOL 112/112L (or equivalent transfer or HONS course)

BIOL 211 (Biodiversity, Ecology and Conservation)

BIOL 305 (Genetics)

MATH 250 (Statistical Methods I)

I have not taken and am not currently enrolled in any of these courses.

* What semester are you trying to register for? (i.e. Spring 2019, Fall 2019, etc): _____

* What is the course number and name of the class and/or lab for which you are requesting an override?
(e.g., BIOL 111: Introduction to Cell and Molecular Biology): _____

* What is the 5-digit CRN number for this course? _____

* Why are you requesting an override into the above class?

(Please check all that apply)

- All sections of this class are full.
- Another section of this class is still open but it conflicts with another class or with my work schedule.
- I do not have the pre-requisites to get into the class.
- I need this class to graduate on time.
- I do not need this class to graduate but it is important for my career goals.
- Other _____

Please offer additional information that will help us determine whether to grant your override request.
(e.g., explain why can't you sign up for another section of the class that is still open, why you cannot wait until next semester to take this class, etc.)

* (Instructor) Approved by: _____ Date: _____

***Print a copy of your DegreeWork audit for the instructor of the requested class to review.**

Biology Office use only.

Processed by: _____ Date: _____