



UNIVERSITY OF LA VERNE

REGISTRATION OVERRIDE REQUEST FORM

THIS FORM IS TO BE USED BY STUDENTS WHO HAVE ENCOUNTERED AN ERROR DURING THE REGISTRATION PROCESS AND WISH TO REQUEST A REGISTRATION OVERRIDE. COMPLETE THIS FORM AND GIVE IT TO THE APPROPRIATE INSTRUCTOR OR DEPARTMENT.

- **DO NOT OBTAIN SIGNATURES ON THIS FORM.**
- **DO NOT RETURN THIS FORM TO THE REGISTRAR'S OFFICE.**
- **THIS IS NOT A REGISTRATION FORM.**
- **YOU MUST REGISTER FOR THE COURSE ONLINE THROUGH MY ULV AFTER THE REQUESTED OVERRIDES ARE ENTERED.**

ACTIONS TO BE COMPLETED BY STUDENT:

Name: _____

Phone: _____ E-Mail: _____

ULV Student Identification Number:

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Semester/Term _____ 20_____

CRN	SUBJECT	COURSE #	TITLE	SEM. HRS.	INSTRUCTOR

Registration Overrides Requested (Check All that Apply):

- Instructor Capacity Override (ICA): Allows Students into closed classes.
- Instructor Class Override (ICL): Allows students into classes for juniors and seniors.
- Instructor Corequisite Override (ICO): Allows student to take course without required companion course (lab, etc.).
- Instructor Degree Override (IDG): Allows student to take course restricted to particular degree.
- Instructor Major Override (IMA): Allows student to take course restricted to particular major.
- Instructor Prerequisite Override (IPR): Allows student into course without completing required foundation courses.
- Instructor Special Approval (ISA): Allows student into course that requires Instructor's Approval.

ACTIONS TO BE COMPLETED BY INSTRUCTOR:

If you choose to grant a student's request, log into MyULV and enter the overrides for the appropriate course. **ENTERING AN OVERRIDE DOES NOT CONSTITUTE REGISTRATION.** Once an override has been entered, the student must register for the class through MyULV before the end of the registration period in order to be considered officially enrolled. In order to assist students in meeting this deadline, overrides should be entered the same day that the request is received. For more information on how to process registration overrides, please visit MyULV Faculty Services section on the Registrar's website at <http://www.ulv.edu/registrar/faculty.phtml>. The two following links may be particularly helpful:

- Investigate Required MyULV Overrides (Identifying Prerequisites and Other Course Restrictions on MyULV)
- Enter MyULV Registration Overrides