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| <h1 style="margin: 0;">SAMFORD UNIVERSITY</h1> <h2 style="margin: 0;">REGISTRATION PERMIT OVERRIDE REQUEST</h2> |
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Student: _____ Term: _____
 (i.e., 2022 Spring, 2022 Summer)

Banner SUIID: _____ e-mail: _____@samford.edu

While registering via Self-Service, I encountered registration restrictions. Please permit me to override these restrictions and register for the following class(es):

| | CRN | Course (Subject, Number, Section) | Permit Code (see list below) | Approving Signature |
|---|-----|---|---------------------------------|---------------------|
| 1 | | | | |
| 2 | | | | |
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| 6 | | | | |

Instructions: In the grid above, enter the Course Reference Number (CRN), course information, and the type of registration permission (Permit Code) you are requesting. Obtain the Approval Signature(s) and present this form to the secretary of the department offering the course to enter the permit in Banner. Once the permit has been entered, you must register for the course to be enrolled; the permit does NOT complete the registration.

Please use the appropriate Permit Code(s) from the following list:

| Permit Code | Override Error Message | Approval Signature(s) Required |
|-------------|---|--|
| CLAS | Classification (Senior status) restriction | Chairperson of the department offering the classes |
| COLL | College requirement | Your academic dean and the dean of the college offering the class |
| CORQ | Co-requisite required | Chairperson of the department offering the classes |
| DEGR | Degree requirement | Your academic dean and the dean of the college offering the class |
| DEPT | Department requirement | Chairperson of the department offering the classes |
| LEVL | Level requirement | Your academic dean and the dean of the college offering the class |
| LINK | Link requirement (lecture/lab) | Chairperson of the department offering the classes |
| MAJR | Major requirement | Chairperson of the department offering the classes |
| PREQ | Prerequisite requirement | Chairperson of the department offering the classes |
| PROG | Academic program requirement | Your academic dean and the dean of the college offering the class |
| RESC | Reserved Seats | Chairperson of the department offering the classes |
| RPTS | Repeat limit on course | Your advisor (To request that the new grade replace a C- or lower grade, you must complete the 'Petition to Repeat a Course' form. This is an electronic form. Sign and submit. |
| SEAT | Seat limit on class | Instructor of the course (exception: UCCA, UCCP, UCBP and IDSC courses require Dean of Howard College of Arts and Sciences approval) |
| SPEC | Dean/Department/Instructor permission requirement | Academic Dean, Chairperson of the department offering the classes and/or Instructor offering the class (1-3 signatures) |
| TIME | Time conflict | Instructors of both of the classes involved (2 signatures) |

Student signature: _____ Date: _____

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| Student Notified of Permit/Override Approval: _____ (Date/initials) (Circle one: In person email mail) |
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