

VPCC students who need an override to enroll or drop a specific course(s), should complete this form. The student will complete the first section, and then will seek approval from Enrollment Management or the Academic Division office for the selected course(s).

To be completed by student (print legibly):

ID#: _____ First Name: _____ Last Name: _____

Cell Phone: _____ Email: _____@email.vccs.edu

Signature: _____ Date: _____

 Semester: Fall Spring Summer Year: _____

Add/Enroll

Class# (5 digits)	Subject/Catalog# (ex. ENG 111)	Section (ex. 01H)	Credit Hours (ex. 3)	Day/Time (ex. T/Th)

OR
Drop/Swap

Class# (5 digits)	Subject/Catalog# (ex. ENG 111)	Section (ex. 01H)	Credit Hours (ex. 3)	Day/Time (ex. T/Th)

To be completed by authorized Academic Official:

Type of Override: <input type="checkbox"/> Class Link <input type="checkbox"/> Closed class <input type="checkbox"/> Pre-requisites <input type="checkbox"/> Service Indicator** <input type="checkbox"/> Unit load	Reason for Override/Notes: <hr/> <hr/> <hr/> Approver's Department: _____ Date: _____ Approver's Name (Print): _____ Approver's Signature: _____
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**cannot override negative service indicators without the approval of the person/dept that placed it

Override Type	Override Description
Class Link	Selected to allow multiple student enrollment in a course. For example, ENG 111 in 8wk1 and 8wk2
Closed Class	This is selected when the class is closed due to capacity size. The student must have the instructor's permission to join the class.
Requisites	This is selected when the student has met the pre-requisites for the course they are trying to register for at another institution. Students must submit an unofficial transcript from their other institution showing they have met the required pre-requisites for the course they wish to register for.
Service Indicator	When the student has a negative service indicator that prevents them from registering themselves in their selected courses.
Time Conflict	The student is trying to take two courses where time frames overlap with one another. Must have instructor's permission to sign up for both courses.
Unit Load	This is selected when the student has exceeded the full-time load of 18 credits and wish to take more to a max of 21 credits.