



Registration Permit/Override

ID										Name										Campus																			
																				<input type="checkbox"/> U of R <input type="checkbox"/> Luther <input type="checkbox"/> Campion <input type="checkbox"/> FNUC																			
Term										Faculty																													
<input type="checkbox"/> Fall _____ <small>YEAR</small>										<input type="checkbox"/> Winter _____ <small>YEAR</small>										<input type="checkbox"/> Spring/Summer _____ <small>YEAR</small>										<input type="checkbox"/> AR <input type="checkbox"/> SC <input type="checkbox"/> FA									

It is to your advantage to request permission in advance of your registration day and time OR at any time during your period of registration. Permission, if granted, can be viewed on the U of R website. Login to UR Self-Service and select "Registration", then "Check your Registration Status". Permission is given by Term.

Code*	CRN	Subject	Course	Section	Approved by	Date	SFASRPO Entered by

***See reverse for permit/override codes and instructions.**

NOTE: Some courses may require more than one override.

In instances where both instructor and Department Head Permission is required, Luther courses require only Instructor permission.

DISCLAIMER	
I am aware that: <ul style="list-style-type: none"> • Permission is not guaranteed. • Receipt of permission does not guarantee that space will be available in the section or course. • It is my responsibility to meet the prerequisites of courses and to comply with academic regulations. • It is my responsibility to ensure the accuracy of my registration. • If granted, permission is assigned to my student record for this semester only. 	
Student Signature	Date

Permit/Override Instructions

This form is available at www.luthercollege.edu (University/Current Students/Registration)



INSTRUCTIONS: Review the scenarios below. If your courses fall into any of these categories, you require permission. Obtain the necessary permission and submit this form to the Academic Office for processing **prior to** your registration day.

Permission type	Permission description	Code	How to receive permission
Pre-requisite is Transfer Credit	Approval to register for a course with a pre-requisite that the computer system doesn't recognize.	PREREQ	You likely have the prerequisite for the course. An Academic Office staff signature will allow staff to update your student record so you can register online.
Taking course without the pre-requisite	Approval to register for a course without its pre-requisite.	PREREQ	Signatures of the course instructor and Dept. Head.
Taking course and pre-requisite concurrently	Approval to register for a course and its pre-requisite in the same semester.	PREREQ	Signatures of the course instructor and Dept. Head.
Overload a class	Approval to register in a class that has reached its maximum enrolment limit.	CAPACITY	Signature of course instructor *English & Sociology also require Dept Head signatures
Take a restricted course	Approval to register in a course section restricted to another campus (federated college) faculty (college), major, or degree program	One of CAMPUS, COLLEGE, DEGREE	If federated college restriction, College signature. Other restrictions require Department Head signature.
Time conflict	Approval to register for two courses or labs/seminars that overlap or have exam conflicts	TIME	Signatures of instructors of both courses, and a brief note on what alternative arrangements have been made.
Repeating course	Approval to register for a course that you have 1) already attempted, or 2) dropped and received a grade of W.	REPEATLMT	Academic Office signature. Third attempt requires Luther Registrar signature.
Lab exemption	Approval to repeat a course without having to repeat the lab portion.	LINK	Get a Lab Exemption form from the appropriate department and have it signed.
Directed reading, exchange, internship, co-op course	Approval to register for a course that has a college, faculty or program restriction.	SPECIALAPP	Academic office staff will direct you to the appropriate person.