

Approval/Override Form

BOSTON COLLEGE
Office of Student Services

◆ **Instructions:** Enter your name and Eagle number below. **This form is invalid without this information.** Enter the index number and course number of the course requiring the override. Be sure to get the appropriate department or dean's approval before you take this form to Lyons. Register for all other courses through *U-Dial* or *U-VIEW PLUS*.

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Eagle Number

Name _____
Last
First
M.I.

Semester: 1st Semester _____
 2nd Semester _____

◆ Override for Open Restricted Course

Overrides school, major, degree, and department permission restrictions for open courses.

Index Number	Course Number												
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DROP, if applicable:

Index Number	Course Number												
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Course Title _____

Instructor _____

Dept. Approval (STAMP) _____ Date _____

◆ Override for Closed Course

Overrides all restrictions and size limits for closed courses. Guarantees the student a seat in the course.

Index Number	Course Number												
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Course Title _____

Instructor _____

Dept. Approval (STAMP) _____ Date _____

◆ Approval for Time Conflict

Enrolls the student in courses with conflicting times

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Dept. Approval (STAMP) _____

Dept. Approval (STAMP) _____

Dean's Approval _____

Date _____

Please return this completed form to:
 Office of Student Services
 Boston College
 Lyons Hall
 Chestnut Hill, MA 02467

OVERRIDES

All graduate overrides will be processed in Lyons Hall.

► Force Add

Courses can be *restricted to certain majors and/or schools*. To override a restriction for a student who does not match the major or school, use the force add section of the override form. This override *enrolls the student regardless of the school/major restrictions but will not exceed total size*. A student is not guaranteed a seat if the course closes.

► Oversubscription

Courses will close when the actual size equals the desired size. To override the *size restriction*, use the oversubscription section of the override form. This override *enrolls the student regardless of the course size or status*. Once the form is stamped and signed, the student is guaranteed a seat in the course and can register regardless of desired size or major/school restrictions.

► Permission of Department

Departments can regulate course entry by *individual approval*. To grant this approval, use the permission of department section of the override form. If the department is stamping permission forms for more students than the desired size of the course, the department should contact the scheduling area in the Registrar's Office to check classroom size and to raise the desired size of the course. Any student with department permission will be added into the course regardless of the course size.