



# OFFICE OF THE REGISTRAR

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## Class Override Form

This form is for those who wish to add a course that is not at maximum enrollment during the prescribed period during the first ten weeks of each semester, but before the tenth week. Please make sure you've received all required signatures before returning.

**PERSONAL INFORMATION:**

FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

MAJOR \_\_\_\_\_ MINOR (IF APPLICABLE) \_\_\_\_\_ CATALOGUE YEAR \_\_\_\_\_

SEMESTER:  Fall  Spring  Summer      YEAR: \_\_\_\_\_

### ADD/DROP/WITHDRAWAL

Course No.	Section	Course Title	Professor Signature	ADD/DROP/WD

**REASON FOR OVERRIDE (CHECK ALL THAT APPLY):**

- THE COURSE IS FULL
- DOES NOT HAVE THE REQUIRED PRE-REQUISITE
- LATE COURSE WITHDRAWAL
- Overload: Adding this course will result in over 16 credits in a Fall/Spring Term 8 credits in a Summer Term.
- Retake a course: Previous semester \_\_\_\_\_ Grade earned \_\_\_\_\_
- LATE REGISTRATION (AFTER DROP/ADD)
- LATE DROP (AFTER DROP/ADD)
- TIME CONFLICT

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PROCESS	SIGNATURE/DATE
FACULTY ADVISOR: APPROVAL	
DIVISIONAL CHAIR: APPROVAL	
REGISTRAR: RECEIPT OF FORM	
REGISTRAR: STUDENT INFORMATION UPDATED	