

## Overrides are processed between the student and the course instructor\*.

When you are prevented from registering for a course due to one of the following reasons, you may be eligible for an override.

Based on the registration error you receive, you may ask the instructor for one or more overrides from the list below:

- **Program Requirements** – permission is needed from the instructor to bypass the requirement (*pre-requisites, co-requisites, class level, program/major restriction, and/or signature required*) on the course. Once the instructor has granted you permission, go into [myPlymouth](#) and register for the course.
- **Enrollment Limit** – if a course is full, you need authorization from the instructor to register for the full course. Once the instructor has granted you permission, go into [myPlymouth](#) and register for the course.
  - You will need to enter the CRN number directly on the Add/Drop registration screen in order to register otherwise you will get an error.
- **Time Conflicts** – occurs when you are trying to take two courses that overlap, even if one ends and the other starts at the same time. Once the instructor has granted you permission, go into [myPlymouth](#) and register for the course.
- **Duplicate Topics** – if you are registering for a repeatable Topics or Practicum course, and you get an error when trying to register, you will need the instructor to provide an override. Once the instructor has granted you permission, go into [myPlymouth](#) and register for the course.

Often confused with instructor/student overrides are requests for **Credit Overloads** – undergraduate students enrolling in more than 18 credits/semester requires a [paper Overload Request form](#) with signatures as required. Email to [psu-registrar@plymouth.edu](mailto:psu-registrar@plymouth.edu).

***\*None of these overrides will bypass registration holds.***