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 errors, you may be eligible for an override.

Email the course instructor with your student ID#, CRN of the course, and error message.

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

- **Program Requirements –** approval is needed from the instructor to bypass the following error messages
    - *pre-requisites – e.g., student must take Calc 1 before Calc 2*
    - *co-requisites – e.g., student must register for A&P 1 lab and lecture together*
    - *class restriction – e.g., a first-year student trying to take upper-division course*
    - *program/major restriction –*
        - *student isn't in the right major for the course – e.g., a CJ student trying to register for Biological Science 1*
        - *student paperwork for major has not been completed – e.g., student changing from undeclared to biology will be stopped when trying to register for Biological Science 1*

- **Signature Required –** course is set up to require instructor signature

- **Enrollment Limit –** if a course is full, you need authorization from the instructor to register for the full 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.

- **Duplicate Topics –** happens when you are registering for a repeatable Topics or Practicum course; you get an error when trying to register & will need the instructor to provide an override.

Once the instructor has issued the override(s), you must register for the course.

*None of these overrides will bypass the follow errors:
- Registration Holds – e.g, Financial Registration Hold; student contacts SFS
- Level Restriction – e.g., undergrad student attempting to take a graduate course; student submits Student Request form
- Repeat Count Exceeds 0 – student has already passed the course or its equivalent; student works with advisor
- Maximum Credit Hours Exceeded/Met
    - 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.