



Add and Override Approval

Mail/Fax to: Records and Registration Office
 5057 Woodward, Fifth Floor
 Detroit, MI 48202
 Phone: (313) 577-3541
 Fax: (313) 577-7870

Drop Off: Student Service Center Lobby
 Welcome Center
 42 W. Warren
 Detroit, MI 48202
 Phone: (313) 577-2100

If you receive an error when trying to register for a class, you may need prior approval.

1. Complete the **Courses to Add** table below with the course information.
2. Obtain the instructor's signature.
 - Contact the academic department offering the course (e.g. Psychology) for the appropriate override. A confirmation email will be sent when the override is entered. Course AUDITs and PASS/NO PASS transactions must be manually registered by Registration Services.
 - **1st Week of Classes** - students must register themselves via Pipeline
 - **2nd Week of Classes** - students must register themselves on Pipeline AFTER the Academic Department enters the appropriate override code (LA)
 - **3rd Week of classes and beyond** - LATE registration transactions must be manually registered by Records and Registration. Notification of Override Approval can be emailed (registration@wayne.edu) or faxed (313-577-7870).

ID	Last Name	First Name	Term/Year
Signature X			Date

<p style="text-align: center;">Academic Department Use</p> <ul style="list-style-type: none"> Enter the appropriate override code on SFASRPO Instruct the student to register on Pipeline 	<p style="text-align: center;">Academic Department Use</p> <ul style="list-style-type: none"> Enter the appropriate override code on SFASRPO With these overrides, this form needs to be manually processed by the Records and Registration Office 																																																									
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Courses to Add					
CRN	Subject	Course #	Section #	Credit Hours	Instructor's Signature
54610	PSY	3350	001	3	<i>Professor Sample</i>

Check the Schedule of Classes website (www.classschedule.wayne.edu) for deadline and tuition cancellation dates.

Staff Initials	Access ID	Date Processed
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