



**Office of the Registrar
Add and Override Approval**

[E-Mail: registration@wayne.edu](mailto:registration@wayne.edu)

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.
3. Contact the academic department offering the course (e.g. Psychology) for the appropriate override. A confirmation email will be sent to your WSU email account 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 Academica
 - **2nd Week of Classes** - students must register themselves on Academica AFTER the Academic Department enters the appropriate override code (LA).
 - **3rd Week of classes and beyond** - LATE registration transactions must be manually registered by Registration Services. Forward the confirmation email with your WSU ID and the CRN(s) to registration@wayne.edu for processing.

ID	Last Name	First Name	Term/Year
Signature X			Date

Academic Department Use	
<ul style="list-style-type: none"> • Enter the appropriate override code on SFASRPO • Instruct the student to register via Academica 	
Situation	Override Code
Class (Rank Restriction)	CLASS
Closed or full class	CLOSE
Co-requisite requirement	COREQ
College Restriction	COLL
Degree Program	DEGREE
Written consent needed	DEPT
Duplicate Courses Allowed	DUPL
Second Week Add Permit	LA
Undergrad in Grad Class	LEVEL
Major Restriction	MAJOR
Pre-requisite met	PREREQ
Program Restriction	PROGRAM
Repeat class limit/hours	REPEAT
Time conflict	TIME

Academic Department Use	
<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 	
Situation	Override Code
Student Auditing a Class	AUDIT
Register/Add Late (3 rd week and beyond)	LATE
Pass/No Pass grading option	PASS

Courses to Add					
CRN	Subject	Course #	Section #	Credit Hours	Instructor's Signature
54610	PSY	3350	001	3	Professor Sample

Check the Schedule of Classes [website \(www.classschedule.wayne.edu\)](http://www.classschedule.wayne.edu) for deadline and tuition cancellation dates.