



Registration Override Request Form

This form is required for students who wish to register for a section that is restricted or has prerequisites

INSTRUCTIONS FOR REGISTRATION OVERRIDE REQUEST FORM

Complete the Registration Override Request Form and submit it to your faculty advisor and the course instructor (if required) for approval and signature. If approved, submit to the front desk of the Graduate School in 130 Snell, or email the signed scanned form to your designated academic advisor. You will be notified if we have any questions or when your request has been processed.

Our video streaming course sections are currently open to part-time students only. Full-time students attempting to register for a video streaming course will get a student attribute restriction. However, if a course in a term is *only offered in video streaming format*, full-time students may register for the course. Complete the "Registration Override Request Form" and send to the Graduate School so that we may override the restriction and register you for the course.

PART I: RESTRICTION TYPES

- **Field of Study or Program Restriction:** Course is restricted to students of a certain program.
- **College Restriction:** Course is offered by another college at the University such as the Khoury College of Computer Sciences. Your registration will be processed pending approval from the college/instructor offering the course. For College of Business or Khoury College of Computer Sciences courses, please refer to the instructions: <http://www.coe.neu.edu/student-services/computer-science-and-business-course-registrations>.
- **Level Restriction:** Course is an undergraduate course. Under some restricted circumstances, COE graduate students may register for undergraduate courses, however graduate credit will not be given.
- **Pre-requisite and Test Score Error Restriction:** Course has a pre-requisite that student has not taken at Northeastern University. If you have waived the same pre-requisite course previously, please check off the box indicating that the waiver has been filed previously with the Graduate School. In this case, the request does not need to be approved by your faculty advisor. If the Graduate School does not have a waiver on file for you, submit the override request form to the instructor of the course and to your faculty advisor.
- **Signature Required:** This restriction is placed on courses where the instructor's signature is required for registration. Instructor's signature is required before submitting it to your faculty advisor.
- **Student Attribute:** The video streaming (V35) course sections are currently open to part-time students only. Full-time students attempting to register for a video streaming course will get a student attribute restriction. However, if a course in a term is only offered in video streaming format, full-time students may register for the course.

PART III: SIGNATURE

- **Signature Required:** This restriction is placed on courses such as Independent Study, etc., where the Instructor's signature is required for registration. Instructor signature required before submitting to the Graduate School.

Registration Override Request Form

PART I. To be completed by the student

Name: _____ NUID: _____
Last or Family Name First or Given Name

E-Mail: _____@husky.neu.edu Current Program/
Concentration: _____

Check All That Apply:

BS/MS MS PhD Certificate Only Special Student International Domestic
Part-Time Full-Time

Course Name	Term	CRN #	Subject Code	Dept./Course #	# Credits

If more than one section is offered, please list the CRN # of your 2nd, 3rd, and 4th section choice

2nd Choice: _____ 3rd Choice: _____ 4th Choice: _____

Reason (required field): _____

PART II. To be completed by the Faculty Advisor

Check all that apply:

- Field of Study or Program Restriction** (Course is restricted to students of a certain program.)
- College Restriction** (Course is offered by another college.)
- Level Restriction** (Course is undergraduate level.)
- Pre-requisite Restriction** (Course has a pre-requisite that you haven't taken at NEU.)
- Pre-requisite waiver has been previously filed with the Graduate School.
- Pre-requisite waiver is not on file. Instructor approval needed:

Instructor Name: _____ Signature: _____

Signature Required:
Instructor Name: _____ Signature: _____

Student Attribute Restriction (video streaming courses.) See instructions on previous page.

PART III. To be completed by the Faculty Advisor

Faculty Advisor: _____
Signature Print Name Date

Is this course approved to count toward student's degree program? Yes No
(It is not necessary to submit an additional petition form for approval.)

Graduate School: _____
Signature Print Name Date

Comments: _____