

## **Registration Override Form Instructions for COE students**

Students should start the petition form by completing the powerforms in Docusign with their pertinent information and then complete the student information portion before submitting.

Students should select the appropriate checkbox for requesting the override. If a student needs a signature from their course instructor, the form will then be sent through Docusign to the student's course instructor for review. The form will then be sent to the student's Program Contact for approval based on what was written in the powerform section of the form. (\*MGEN MS students enrolled in Computer Systems Engineering, Data Architecture Management, Information Systems, Information Systems – Bridge Program, and Software Engineering Systems please list the Assistant Director of Academic Operations, [Erin Macri](#), as the Instructor and the Program Contact).

**College of Engineering Undergraduate students** who want to take a graduate course that is restricted or has prerequisites are required to submit powerform to the course instructor and Undergraduate Academic Advisor (Program Contact) for approval.

**College of Engineering enrolled PlusOne Undergraduate students** who want to take a graduate course that is restricted or has prerequisites are required to submit the powerform to the course instructor and their MS Program Contact listed on the main page of the [Graduate Student Services webpage](#) under the Boston Campus Advising link. It is suggested that PlusOne Undergraduate students email their MS Program Contact prior to submitting the form to discuss their coursework.

**Graduate School of Engineering students** should reference the [Program Contacts Table](#) on the Graduate School website to find their program contact. Once approved by the Program Contact the form will be sent to the Graduate School for review.

## **Restriction Types**

- Field of Study or Program Restriction: A course is restricted to students of a certain program.
- College Restriction: If a 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: If a student is interested in registering for 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: A pre-requisite waiver is required if a student has not taken the prerequisite course 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 program contact. If the Graduate School does not have a waiver on file for you, please submit the override request form to the instructor of the course and program contact.
- Signature Required: This restriction is placed on courses where the instructor's signature is required for registration such as Independent Study. Instructor's signature is required before submitting it to your program contact.
- Student Attribute: Video Streaming or V35 course sections, these are currently only available to part-time students. Full-time students attempting to register for a video streaming course will receive a

student attribute restriction error. Exceptions are made to full-time students only if the following situations are met: student is on an approved co-op or the course is only offered in V35 format during

the term. If either of these conditions are met, a full-time student can submit the Override Request Form directly to the Graduate School of Engineering so that we may override the restriction and assist you with registration.