CHRISTOPHER NEWPORT UNIVERSITY

Office of the Registrar

REGISTRATION OVERRIDE/SCHEDULE CHANGE FORM

☐**Fall** ☐**Spring** ☐**May Term** **Year: 20____**

☐**Summer:** ☐**Term 1** ☐**Term 2** **Year: 20____**

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CNU ID NUMBER

STUDENT NAME				
Last Name	First Name	MI	LOCAL PHONE NO	EMAIL ADDRESS

COURSES AUTHORIZED FOR OVERRIDE

CRN	SUBJ	COURSE NO	SEC NO	CR HRS	AUDIT (A) or CREDIT (C) EARNING

COURSES TO DROP

CRN	SUBJ	COURSE NO	SEC NO	CR HRS	AUDIT (A) or CREDIT (C) EARNING

Student Signature Date

☐*CLOSED* (FULL) DEPARTMENT CHAIR APPROVAL SECTION OVERRIDE
(Note: Will be processed only if there is available space in the classroom.)

Department Chair Printed Name *(**Closed** Class Override)* Date

Department Chair Signature *(**Closed** Class Override)* Date

☐ **INSTRUCTOR SPECIAL PERMISSION OVERRIDE (See below)**

*Please check **all** that apply.*

☐Prerequisite Override
☐Major Restriction Override
☐Class Restriction Override
☐Co-requisite Override
☐Program Restriction Override
☐Time Conflict Override
☐Other (specify): _____

Instructor Printed Name *(**Special Permission** Override)* Date

Instructor Signature *(**Special Permission** Override)* Date

ACADEMIC DEAN'S-or-GRADUATE STUDIES Approval *(IF Applicable)*

Academic Dean's Approval Date
(For **Undergraduate** student enrolling in **Graduate** level class)

Director of Graduate Studies Approval Date
(For **Undergraduate** student enrolling in **Graduate** level class)

OFFICE OF THE REGISTRAR USE ONLY

Original Registered Cr Hrs: _____ Revised Cr Hrs: _____

Processed by: Date

Note: Additional Charges apply for registration hours above 17. Please refer to the Business Office website for more information on tuition and fees. You are required to register and maintain a minimum of 12 credit hours to be considered a full-time student during regular semesters (fall and spring). Please note that students are strongly encouraged to register for at least 15 credit hours in all regular semesters to make progress toward graduation in four years. Please consult with your advisor to ensure that your course selections progress you toward your anticipated degree.