OVERRIDES & MANUAL REGISTRATION FORM

**[Student, please complete and obtain appropriate approval(s).
Final approving authority will enroll student, initial and date form,
and send copy to Admissions and Advising Center.]**

Student Name: _____
(Last) (First) (MI)

Student ID Number: _____ **Semester/Year:** _____

CLASS INFORMATION				REASON FOR OVERRIDE (Please sign in the correct location so it is clear as to what you are authorizing.)						
Class Number (example: 52689)	Subject (example: ENG 111)	Section Number (example: 01)	Course Title (example: College Composition)	Prerequisites [Dean signature Required.]	Dual Credit or Dual Enrollment (Counselor signature Required.)	More than 18 Credits (VP ISS or Dean of Student Services signature required.)	Third Enrollment (VP ISS or Dean of Student Services signature required.)	Honors Course Enrollment (Instructor signature required.)	Class Limit (Division Dean must sign.)	

Faculty and staff, please sign in correct area(s) to avoid processing delays

Comments by Person Approving Override: _____

PVCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Kim Van Savage, Chief Human Resources Officer, kvansavage@pvcc.edu, 434-961-6567, 501 College Drive, Charlottesville, VA 22902.

Data Entry by: _____
Date: _____