Instructions and Example for Override Requests

The most difficult step in requesting necessary overrides is determining whom to ask. When in doubt, ask the class instructor as identified in the Class Schedule (see CSU Online Directory for contact details). Alternatively, contact someone on the CSU Key Adviser list or search the departmental website to identify the appropriate person. Some academic departments have an undergraduate coordinator or advisor within the department who can issue overrides with the concurrence of their instructors. Other departments require each instructor to approve and enter the overrides for his or her own classes. The senior advisor for the CSU College of Business, Michael.Jaramillo@business.colostate.edu, handles exchange student overrides for all COB departments. Also, exchange students can ask the CSU exchange coordinator, Shamera.Loose@colostate.edu to identify the appropriate person for an overrides request.

Requesting Overrides:

Below are the recommended steps for requesting necessary overrides by email:

1. Identify the appropriate person to ask, and obtain that person’s CSU email address (see above).
2. Prepare email message, including the exchange student’s name, CSU ID, nationality, home university, subject area(s) of interest, and time period of attendance at CSU.
3. Specify the desired class for which overrides are needed, including CRN, course number, and course title (from online Class Schedule).
4. Briefly explain that overrides are needed for visiting students because the registration system has no record of student’s major and prior course work.
5. Attach copy of exchange student’s home university transcript (official or unofficial copy in pdf or jpeg format; obtain from CSU exchange coordinator if not readily available by other means).
6. If transcript does not include courses in progress or recently completed, list them in the message.
7. Request overrides to join waitlist if Class Schedule shows little or no remaining space within desired section(s). Similarly, if desired, send additional messages to request overrides to join waitlists for alternative sections of the same course.
8. If same CSU coordinator/advisor or instructor will handle overrides for more than one class on the student’s priority list, send one request message to that person rather than multiple messages.
9. Most departments or instructors will respond promptly (except during spring, summer, and winter breaks). After obtaining the necessary overrides for a desired CRN, promptly register into that class via RAMweb (or join the waitlist) rather than wait for the overrides for other courses.

When feasible, override requests might be effectively requested in person. Appeals for special overrides might best be made in person during orientation week or the first week of classes by going to the departmental office or attending the first session of a desired class to assess the situation and speak with the instructor.

Example of Class Schedule Listing:

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>WL Cap</th>
<th>WL Act</th>
<th>WL Rem</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>68625</td>
<td>E</td>
<td>345</td>
<td>001</td>
<td>M</td>
<td>3.000</td>
<td>American Drama</td>
<td>MWF</td>
<td>02:00 pm-02:50 pm</td>
<td>40</td>
<td>38</td>
<td>2</td>
<td>99</td>
<td>0</td>
<td>99</td>
<td>Deborah Simpson (P)</td>
</tr>
</tbody>
</table>
Example Email Message to Request Necessary Overrides:

Subject: Requesting E345 for British exchange student

Dear ________, [Sent to Key Advisor or undergraduate coordinator for Department of English; alternatively sent to Prof. Simpson.]

I am an American Studies student from University of Leicester, England. My CSU ID is _ _ _ _ _ _ _ _. I will attend CSU as a visiting exchange student during AY 20_ _-20_ _ . I would like to enroll in E345, American Drama, CRN 68625, MWF 2-3 PM, during fall [or spring] semester 20_ _.

Since the CSU computer has no record of my major and prior course work, I need overrides to register into classes with prerequisites and other restrictions. Attached is my Leicester transcript for last academic year. This year I am studying [or have recently completed]:

E2020: Renaissance Literature
E2224: American Film & Visual Culture
E2060: Critical Theory
E2050: From Satire to Sensibility
AM2013: Ethnicity & Diversity in American Literature
AM2014: Ethnicity & Diversity in American Life

If possible, please approve the necessary overrides, so I can promptly register into this class or join the waitlist. Thank you.

Sincerely,

Student’s Name
e-mail address

Notes:

Ideally start requesting overrides one to three weeks before the registration access date in order to be ready to add approved classes to term schedule when registration period begins, thus avoiding waitlists.

Begin with requesting overrides for four to six highest priority classes, rather than sending many requests. Send additional requests if not fully successful with initial requests.

Address each request message to one person rather than several people. That person can forward the message if necessary. If in doubt about whom to ask, send the request message to the class instructor or ask the CSU exchange coordinator to identify whom to ask. If no response within three workdays, contact the CSU exchange coordinator for assistance.

If one person will handle overrides for more than one class on the student’s priority list, modify the message format to request overrides for more than one CRN instead of sending a separate request for each CRN. For example, if this message were to be sent to the departmental Key Advisor or coordinator, it could ask for two or more Department of English classes by title and CRN if desired.