

Instructions and Example for Override Requests

Overrides are required for any course with a prerequisite. A prerequisite shows that you have completed foundational coursework and are prepared to take a higher level class.

The most challenging step in requesting necessary overrides is determining whom to ask. When in doubt, ask the class instructor as identified in the [Class Schedule](#) (click the  next to the instructor's name). Alternatively, email the department contact listed on the CSU [Key Adviser](#) list.

The Director of Undergraduate Student Services for the CSU College of Business, Mr. Jaramillo (Michael.Jaramillo@business.colostate.edu) handles exchange student overrides for all COB departments. Those include Accounting, Business, Computer Information Systems, Finance, Marketing, Management, Human Resources, Real Estate and Supply Chain.

Also, exchange students can ask the CSU exchange coordinator 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 **course title**, **CRN**, and **course number with section** (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:

Accounting Information Systems - **10932** - **ACT 350 - 002**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	12:30 pm - 1:45 pm	TR	Visual Arts F 101	Jan 17, 2017 - May 07, 2017	Lecture	Scott Christensen (P) 

To check for a prerequisite: [View Catalog Entry](#) → Prerequisite: ACT 220; ACT 321.

Subject: Requesting ACT 350-002 for International Exchange student

Dear _____, [*Sent to Instructor/Key Advisor or for Business Mr. Jaramillo*]

I am an *Accounting* 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 ACT 350-002, *Accounting Information Systems, CRN 10932*, 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]*:

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

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
CSU email 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 six to eight highest priority classes. Send additional requests if not fully successful with initial requests. An override does not register you for a class, it only give you permission to register.

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 who to ask. If no response within five 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 – eight College of Business classes by title and CRN if desired.