

## Special Registration

Complete this form and bring it in person to the Admissions, Registration, and Records windows in the Neuberger Hall lobby after any required approvals. Only the overrides approved below will be processed. For deadlines, refer to the Registration Guide or the Academic Calendar at [www.pdx.edu/registration/calendar.html](http://www.pdx.edu/registration/calendar.html) or [www.summer.pdx.edu/calendar.shtml](http://www.summer.pdx.edu/calendar.shtml) for Summer term. View your schedule and account information using the PSU Information System, [banweb.pdx.edu](http://banweb.pdx.edu)

<b>Quarter/Year</b>	<b>Last Name (print)</b>	<b>First Name (print)</b>	<b>Daytime Phone</b>
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<b>Signature (required)</b>	<b>Date</b>
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**I. ADD**
**OVERRIDES (Department stamps/Instructor initials)**

	CRN	SUBJ	COURSE #	SECTION#	CREDITS	GRADE OPTION*	Pre-requisite	Class	Major/College	Closed/Waitlist	Co-Req/Time Conflict	Override All	
1	_____	_____	_____	_____	_____	_____							
	TITLE:												
2	_____	_____	_____	_____	_____	_____							
	TITLE:												
3	_____	_____	_____	_____	_____	_____							
	TITLE:												

**Override Descriptions:**

- Closed/Waitlisted – Overrides closed section or adds from waitlist
- Prerequisite – Waives prerequisite course(s)
- Co-Req/Time Conflict – Waives co-requisite or time conflict restrictions
- Class/Major/College – Waives specific class standing, major, or college restrictions
- Override All – Invokes all of the above overrides

**II. DROP/WITHDRAW**

	CRN	SUBJ	COURSE#	SECTION#	CREDITS	DEPARTMENT APPROVAL
1	_____	_____	_____	_____	_____	
	TITLE:					
2	_____	_____	_____	_____	_____	
	TITLE:					
3	_____	_____	_____	_____	_____	
	TITLE:					

**III. GRADE OPTION CHANGE**

	CRN	SUBJ	COURSE #	CHANGE GRADE OPTION TO:	INSTRUCTOR APPROVAL*
1	_____	_____	_____	_____	
	TITLE:				
2	_____	_____	_____	_____	
	TITLE:				

\* Instructor initials required to change grade option to Audit.