

# Registration and Overrides Form

## student signature is required

EWUID/NETID	Term/Year	Last Name (including former name)	First Name	Middle Initial
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**NOTE TO FACULTY:** Before signing a registration form please check the course section restrictions in EagleNET that you are overriding. Specific restrictions can be overridden with the check box selections under the course information. **Overrides may also be entered into EagleNET under Registration Overrides.**

**MAXIMUM CAPACITY RESTRICTIONS:** Course section maximum capacity restrictions **cannot** be overridden with a faculty signature alone when a waitlist exists. A valid reason for bypassing the waitlist and the approval of the department chair (or designee) are required. If no waitlist exists, faculty can sign on the capacity override line.

**COMMON OVERRIDES:** prerequisite/test scores, class standing, major/program/department, attribute/cohort, level (may require graduate program director approval), time conflicts (requires approval of instructor whose class time is shortened or changed).

**ADD/REGISTER Course Sections**

CRN # (5 digit)	Subject Code	Course #	Section #	Credits	Grade Option	Faculty Signature	Date		
prereq/test scores		class standing		maj/prog/dept		attribute/cohort	level	time conflicts	other:
prereq/test scores		class standing		maj/prog/dept		attribute/cohort	level	time conflicts	other:

Advisor's signature (credit overload 19-22 credits) Total Credits

Advising Director or Department Chair (credit overload 23 + credits) Total Credits

Reason for bypassing waitlist and registering into a full course. CRN

Department Chair or Designee (capacity override)

Department Chair or Dean (if required for repeat approval)

Graduate Programs Director (if required for level restriction override)

**DROP/WITHDRAW Course Sections**

(Courses dropped by the 10th day of the term are not recorded on students Academic Transcript: Drop/Withdrawal Fee assessed beginning the sixth day of the quarter; a "W" grade is assigned after the 10th day of the quarter; if withdrawing from ALL registered courses for this quarter please use the **COMPLETE WITHDRAWAL FORM**, contact Records and Registration.)

CRN # (5 digit)	Subject Code	Course #	Section #	Credits	Grade Option	Date

- I understand that my student account balance is due in full on the 6th class day regardless of whether or not I received an e-bill statement.
- I understand that any billing notifications will be sent to my eagles email account. I consent to receive my annual 1098T statement electronically via EagleNet.
- If my payment is deferred pending disbursement of financial aid, failure to receive such aid does not remove my financial obligation to make payment in full.
- I understand that failure to pay may result in holds, delayed registration in future terms, late fees, and/or a hold on my records and services.
- I further understand, and agree that I will be liable for all collection fees, which may be based on a percentage up to 50% of the unpaid charges, and all costs and expenses, including reasonable attorney's fees related to the collection of any unpaid charges on my student account. I authorize the University and its agents/contractors to contact me at my current and any future cellular phone number(s), email address(es) or wireless device(s) regarding any debt I owe to the University, or to receive general information from the University. I also authorize the University and its agents/contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me. Furthermore, I understand that I may withdraw consent to call my cellular phone by submitting my request in writing to Student Financial Services or to the agent/contractor contacting me on the University's behalf.
- I understand that I will not be automatically withdrawn from my classes for non-payment or non-attendance, formal withdrawal from the University is required.
- I will be held academically responsible for all registered and waitlisted course selections I make, and I will obtain academic advising for my program.
- I will abide by the Eastern Washington University's Student Conduct Code as stated in WAC 172-121.