

MEMO: PRE-REQUISITE OVERRIDE

TO: ADMISSIONS AND RECORDS

YEAR: _____

- FALL
 SPRING
 SUMMER

PLEASE ALLOW THE FOLLOWING STUDENT TO REGISTER IN THE CLASS(ES) LISTED BELOW. PLEASE NOTE: ADMISSIONS AND RECORDS WILL NOT LET A STUDENT INTO A FULL CLASS IF THE ROOM CAPACITY (FIRE CODE) HAS BEEN MET, REGARDLESS IF THE STUDENT HAS A MEMO OR NOT.

STUDENT NAME: _____

PLEASE PRINT

STUDENT ID: _____

COURSE	SECTION #	CALL #	CREDITS	MARK ONE	FULL COURSE OVERRIDE (Y/N)?
				<input type="checkbox"/> PREREQ OVERRIDE <input type="checkbox"/> TRANSFER (PRE-REQ TAKEN ELSEWHERE)	
				<input type="checkbox"/> PREREQ OVERRIDE <input type="checkbox"/> TRANSFER (PRE-REQ TAKEN ELSEWHERE)	

DEPARTMENT CHAIR (OR DESIGNEE) SIGNATURE

DATE

STUDENT SIGNATURE

DATE