

## Student Information

Last Name		First Name	
Student Number	NSID (Communication will be through your university email)	College	

**Note:** If the following statements are true then go directly to your college:

- I want to exceed my maximum credit unit limit
- I want to repeat a class for which I already have credit

## Request (Check all that apply)

- Special approval (departmental approval, instructor's signature, etc.)
- Class limit override
- Class restriction override (e.g. the class is only open to a particular college, major, program, or level)
- Time conflict override
- Lecture/lab exemption

## Class Information

Course Reference Number (CRN)	Subject	Number	Section	Year and Term	Lab/Tutorial CRN (if applicable)

**Step 1:** Have the instructor of the class sign and date below

Instructor's Name	Instructor's Signature	Date
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**Step 2:** Have the department head sign and date below

Department Head or Designate's Name	Department Head or Designate's Signature	Date
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**Step 3:** Take this form to the department office to have permission(s) or override(s) placed on your record. (You are able to verify that you have been given the correct permission or override by selecting "Check your Registration Status" in PAWS)

**Step 4:** Has the deadline for registration changes for this term passed?

- **NO** ➡ Register yourself on PAWS
- **YES** ➡ You must also complete the Late Enrolment in a Class Form

Student's Signature	Date
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DEPARTMENT USE ONLY: INITIAL EACH PERMISSION ENTERED AND DATE.					
PERMIS	RESTRICT	LIMIT	TIME	LINK	DATE