



****PLEASE READ SUBMISSION INSTRUCTIONS ON PAGE 2****

**MARIST COLLEGE OFFICE OF THE REGISTRAR
OVER-RIDE FORM**



****SAVE FORM TO YOUR DOCUMENTS FIRST AND THEN FILL OUT. EMAIL YOUR COMPLETED AND SAVED FORM TO THE APPROPRIATE FACULTY REPRESENTATIVE LISTED ON PAGE THREE**.**

NAME:

CWID:

PHONE:

SEMESTER:

Marist Email:

Permission is granted to this student to enroll in the following course
which has already reached the maximum.

(Please check to see that prerequisites are met before submitting.)

CRN:	COURSE #				#Credits
		Department	Course #	N/L	Section #

COURSE TITLE:

Reason for requesting exception:

****READ PAGE 2 BEFORE YOU SUBMIT YOUR REQUEST FORM****

NOTE: This form will NOT be processed without School Designee's approval

Dean/Chair Approval:

Date

Processed by:

Date

Financially Cleared by:

Of Credits

For School/Dept use only:

An override request is made by completing the override form and sending it to the disciplinary representative in an email that contains the reasons why you are seeking the override. The representative will notify you of the decision. If approved, the representative will send the approved form to the Registrar's Office for processing. You will then be registered for that class. Once notified of approval, you may check your Banner Self Service to verify that you are in that class. Allow a few hours for the override to be posted

****After submitting your forms, sign out of your Banner Self-Service account so that Registrar's Office can process your requests, if approved. Registrar is not able to process these forms if you are signed into your account. ****

****IF ANY OF THIS CONTACT INFORMATION CHANGES IT WILL BE UPDATED ON THE REGISTRAR'S WEBPAGE UNDER REGISTRATION INFORMATION****

SCHOOL	DISCIPLINE	PREFIX	EMAIL ADDRESS
Communcation and the Arts	Art	ART	Jodi.Hartmann@marist.edu
	Communication	COM	
	Fashion	FASH	
	Film,TV, Games, Media	GAME, MDIA	
	Music	MUS	
Computer Science & Mathematics	Computing Technology	CMPT, DATA	CSAM_Marist@marist.edu
	Mathematics	MATH	
Liberal Arts	Modern Languages	FREN,SPAN	LiberalArts@marist.edu
	English	ENG	
	History	HIST	
	First Year Seminar	FYS	
	Philosophy	PHIL, REST	
	Political Science	POSC	
	Paralegal	PRLG	
Management	Accounting	ACCT	MaristSOM@marist.edu
	Business (Majors)	BUS	
	Business (non-majors)	BUS	
	Economics	ECON	
Science	Environmental Science	ENSC	SchoolofScience@marist.edu
	Biology	BIOL	
	Chemistry - Physics	CHEM/PHYS	
	Athletic Training	ATHT	
	Medical Technology	MEDT	
	Physical Education	PHED	
Social and Behavioral Sciences	Criminal Justice	CRJU	SocialandBehavioralSciences@marist.edu
	Education	EDUC	
	Psychology	PSYC	
	Sociology/Social Work	SOC, SOCW	
Professional Programs	Management Studies	MGMT	ProfessionalPrograms@marist.edu
	Professional Studies	INTD, ORG	
Honors	Honors Program	HONR	Carolyn.Matheus@marist.edu
Learning Center		LERN	Kathryn.Daye@marist.edu