



Add and Override Approval

Drop Off: Student Service Center Lobby
 Welcome Center
 42 W. Warren
 Detroit, MI 48202
 Phone: (313) 577-2100
 OR

Email: registration@wayne.edu

If you receive an error when trying to register for a class, you may need prior approval.

1. Complete the **Courses to Add** table below with the course information.
2. Obtain the instructor's signature.
3. Contact the academic department offering the course (e.g. Psychology) for the appropriate override.
4. To register:
 - **1st Week of Classes** - Register via the Registration Portal (registration.wayne.edu)
 - **2nd Week of Classes** - Register via the Registration Portal (registration.wayne.edu) AFTER the academic department enters the appropriate override codes plus the second week late add code (LA)
 - **3rd Week of classes and beyond** - LATE registration transactions must be manually registered by Records and Registration. Drop off completed form at the Student Service Center or email registration@wayne.edu

ID	Last Name	First Name	Term/Year	
Signature X			Date	

Academic Department Use	
<ul style="list-style-type: none"> • Enter the appropriate override code on SFASRPO • Instruct the student to register on Academica (see timeframe above) 	
Situation	Override Code
Class (Rank Restriction)	CLASS
Closed or full class	CLOSE
Co-requisite requirement	COREQ
College Restriction	COLL
Degree Program	DEGREE
Written consent needed	DEPT
Duplicate Courses Allowed	DUPL
Second Week Add Permit	LA
Major Restriction	MAJOR
Pre-requisite met	PRE REQ
Program Restriction	PROGRAM
Repeat class limit/hours	REPEAT
Time conflict	TIME

Academic Department Use	
<ul style="list-style-type: none"> • Enter the appropriate override code on SFASRPO • With these overrides, this form needs to be manually processed by the Records and Registration Office • LEVEL override requests should be sent to registration@wayne.edu for processing 	
Situation	Override Code
Student Auditing a Class	AUDIT
Register/Add Late (3 rd week and beyond)	LATE
Pass/No Pass grading option	PASS

LEVEL overrides, Course AUDITs and PASS/NO PASS transactions must be manually registered by Registration Services.

To view error messages to determine appropriate overrides for a student, go to SFASTCA (Student Course Registration Audit log).

Courses to Add					
CRN	Subject	Course #	Section #	Credit Hours	Instructor's Signature
54610	PSY	3350	001	3	<i>Professor Sample</i>

To view registration deadlines for a specific class, please browse for the class via the Registration Portal (registration.wayne.edu)

Staff Initials	Access ID	Date Processed
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