

INSTRUCTIONS: To register for a course that requires permission to enroll (overload, late enrollment, or for an unmet pre-requisite*), complete this form, obtain a signature or email from the class instructor and submit to the instructional division that the class falls under. If you're using an email for Instructor approval, attach it to this form when you submit. Approved requests are good for a single class during the selected quarter only. *This form cannot lift financial or other holds that are not listed in the options below.*

**Please note that you may be required to provide appropriate documentation or verification of your previous academic performance to justify the request for a prerequisite override.*

TO BE COMPLETED BY THE STUDENT:

Quarter: **Summer** **Fall** **Winter** **Spring** **Year:** _____

Name: _____ Student ID#: _____

Student email: _____ **Course Title:** _____

Reason for enrolling: _____ **Course #:** _____ **Section:** _____

Student Signature _____ Date _____

TO BE COMPLETED BY THE INSTRUCTOR: *Select all approved permissions for request, sign and identify the Instructional Division below where the student needs to submit this form.*

- | | | |
|------------------------------|---------------------------------|----------------|
| Requisites Not Met / Prereqs | Consent / Instructor Permission | Outside Career |
| Closed Class / Cap Overload | Time Period / Late Enroll | |

Instructor - Printed Name _____ Instructor Signature (or attached email) _____ Date _____

Arts, Humanities and Communication: P Building, Room P100, 509-542-5531, artshumanitiescommunication@columbiabasin.edu

Business: B Building, Room B 119, 509-547-0511, business@columbiabasin.edu

Career & Technical Education: CTE Building, Room 101, 509-542-4804, careertechnicaleducation@columbiabasin.edu

Computer Science: T Building, Room T551, 509-544-2262, computerscience@columbiabasin.edu

Education: X Building, Lobby, 509-542-5600, education@columbiabasin.edu

Health Sciences: 891 Northgate Dr, Richland Campus, HSC Building, HSC 209 509-544-8300, healthsciences@columbiabasin.edu

Math, Science and Engineering: T Building, Room T202, 509-542-4783, mathscienceengineering@columbiabasin.edu

Social and Behavioral Sciences: SWL Building, Room SWL 201, 509-544-4914, socialscience@columbiabasin.edu

OVERRIDE REQUEST continued

PROCESS INSTRUCTIONS TO STAFF:

1. Accept forms submitted to the division office

- This form is required for the five categories of special permissions to enroll.
- Instructors or staff may complete one form for a single class of students as long as a class list is attached to the saved file.
- This form may be submitted in person or emailed to the appropriate division office for processing.

2. Document instructor approval and Dean/Director when necessary

- Either a student, instructor or staff member may initiate this form; however, Instructor approval is required for each form and may be granted by wet signature, digital signature, attached emails, or verbally documented by staff in the comments section below.
- For override of a prerequisite requirement, additional approval is required from the School Dean or Director, Lead or Coordinator for the program. The same signature methods as above apply.
- If an attachment was provided to show approval or verification of previous academic performance, it should be saved with the completed form.

3. Process the permission(s) in ctclink

- When the form has been signed, division staff will log into ctclink and give the student the appropriate permission to enroll. For more details, see the ctclink training site.

4. Inform the student of the decision

- After permission has been activated in ctclink, the staff member will contact the student and inform them that permission has been granted in ctclink. The staff member will give them the code to enroll and the date permission will expire.
- Only the student is able to register for the course in ctclink.
- The signed, completed form does not need to be returned to the student, unless the student requests a copy.

5. Save the document

- Copies of the completed documentation should be saved within the appropriate division office in a location that is secure but searchable by the division dean.

TO BE COMPLETED BY DIVISION DEAN or DEPARTMENT LEAD, COORDINATOR, or DIRECTOR (for unmet pre-requisite only):

Dean or Department - Printed Name

Dean or Department - Signature

Date

For office use only:

Comments (optional): _____

Student permitted to register on _____ Permission Expires: _____ Staff initials: _____

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, Title IX, equal opportunity and affirmative action. CBC does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal (allowed by law) by a person with a disability, or any other prohibited basis in its educational programs or employment. Questions or complaints may be referred to the Vice President for Human Resources & Legal Affairs and CBC's Title IX/EEO Coordinator at (509) 542-5548. Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability, and require an accommodation, please contact the CBC Resource Center at (509) 542-4412 or the Washington Relay Service at 711 or 1-800-833-6384. This notice is available in alternative media by request.