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

- 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

- 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 (3rd 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	Professor Sample

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