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

<table>
<thead>
<tr>
<th>ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Term/Year</th>
</tr>
</thead>
</table>

**Signature X**

**Date**

**Academic Department Use**
- Enter the appropriate override code on SFASRPO
- Instruct the student to register on Academica (see timeframe above)

**Courses to Add**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course #</th>
<th>Section #</th>
<th>Credit Hours</th>
<th>Instructor’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>54610</td>
<td>PSY</td>
<td>3350</td>
<td>001</td>
<td>3</td>
<td><strong>Professor Sample</strong></td>
</tr>
</tbody>
</table>

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

**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

**Situation** | **Override Code**
--- | ---
Student Auditing a Class | AUDIT
Register/Add Late (3rd week and beyond) | LATE
Pass/No Pass grading option | PASS

**LEVEL override requests should be sent to registration@wayne.edu for processing**

**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).