

Preview 2009

Reasons for Requesting Overrides

- **Pre-requisites met:** If a student brings proof of AP/IB credit or transfer work, or can show you unofficial transcripts online, and this information is not yet in our system, we can override the pre-req. Please have them send in the transcripts as soon as possible. If the student learns later of AP credit, they will need to register later or work with the individual departments.
- **If you are the instructor, or get permission from the instructor:** we can override enrollment limit.
- **Key Communities:** Students may be joining these communities on this day and we can override them into the appropriate courses.
- **Change of Major:** If a student wants to change their major, you can request this via the online system in the morning and it will get done by 1 pm. If students want to do so later in the afternoon, please still use the system, but in the meantime, we can override them into appropriate courses.
- **All math overrides go to Anita Pattison (AM – Eddy Rm 1, PM – Great Hall, TILT)**
- **No chemistry overrides for pre-req's and all others go to Lisa Dyslexi (PM – Great Hall, TILT)**
- **Competitive/Restricted Majors: Do not change someone's major unless they meet these index numbers:**

Art.....101 Index

Business.....111

Computer Science...107

Technical Journalism...107 Engineering – complex, must work with Admissions

Biomedical Sciences – closed at this time, refer to Kelly Swetich for options

Override System:

1. www.casa.colostate.edu
2. Log in
3. Click on Orientation (top of page)
4. Click on Troubleshooter Request (on left)
5. Choose Change of Major or Overrides (on right)