School of Communication Override Information

Students,
As you know, registration is a busy time for all of us. We understand that it is frustrating when the classes you had planned to take are not available. However, if you follow these instructions, registration can be more efficient and take up less time for both you and your advisor. The SoC Advisors adhere to the following policies regarding requests for overrides:

Before Requesting an Override:
1. Check Progress Towards My Degree on iCampus
   - Search for other options to fill your semester (i.e., B.S./B.A. classes, Global Studies, foreign language, minor courses, etc.)
   - Search for any missing General Education requirements
2. Check the Advising sheet from your appointment for options
   - If you have University-Wide or “free” electives, register for those BEFORE you request an override from a professor.

Override for a Full Class:
SoC Advisors cannot provide overrides for full classes – only the course instructor can authorize an override into a full class. Follow these steps to request an override:
1. Contact the professor teaching the course to explain your situation.
2. If approved, the professor must contact the advisor through e-mail to grant permission for the override. (You can also forward the professor’s response to your advisor.)
3. When the override verification is received, an advisor will determine if the need for the class is viable, if you meet prerequisites, and how many overrides have already been granted for that class.
4. Once your advisor places the override, YOU must REGISTER for the class through iCampus.

NOTE: Seniors who will graduate the semester requested are given priority for scheduling and overrides.

Overrides for Pre-Requisites:
SoC Advisors cannot override the pre-requisites for a course – only the instructor of the course can authorize a pre-requisite override. Follow the steps outlined above to request a pre-requisite override.

Overrides for COM Minors:
Open-class overrides are provided to Communication Studies and Mass Media minors and other approved programs at ISU. These do NOT override a class that is full. Contact your advisor to request an open-class override.

NOTE: During registration, advisors are unable to take walk-in appointments or return e-mails or phone calls requesting overrides.