



Clark Atlanta University
Office of the University Registrar
Course Override Form

Effective Tuesday, June 7, 2021

Students seeking a Course Override Form may request permission via these instructions.

The process is as follows:

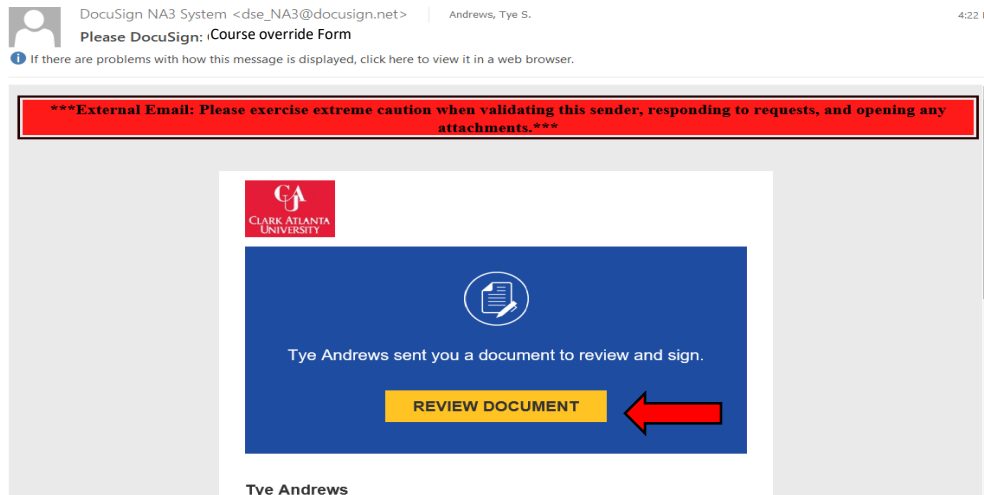
1. Go to the CAU website > Administration > Registrars' Office > Forms.
2. Click "Course Override Request Form".
3. The selection will prompt a request form.

Fill out the form, See Example Below:

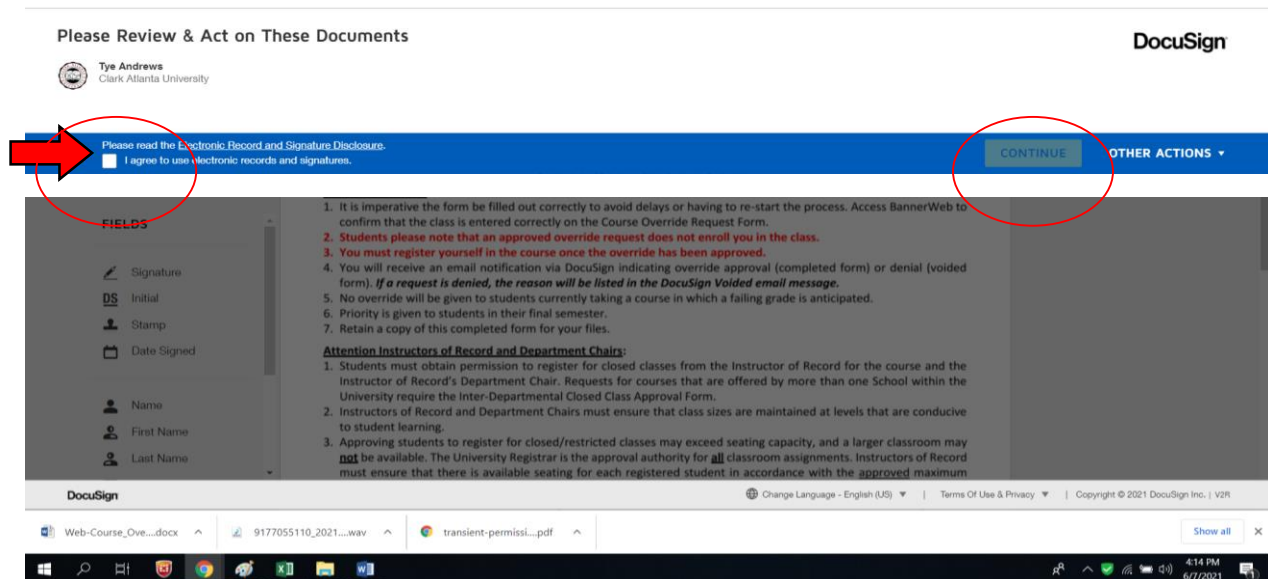
A screenshot of a web page titled "Course Override Form". The page contains instructions for students. It starts with "PLEASE READ:" followed by a paragraph about distribution times. Then it lists five numbered steps: 1. To Process your override you must provide your department, and the department(s) you need an override for. For example: a. The student will list his or her specific department (Business Admin, or Business marketing, sociology, ect.) b. Student will list the department the course he or She seeks an override for. Example: The student needs a need a override for the English/Foreign language department. for a spanish class. 2. Once a Course Override form is completed with all signatures, (Student, department admin & Department chair) the form a Completed copy will be emailed to you. 3. If you need more than one courseoverride then you will need to request another form. 4. If you do not receive a Completed email please check your progress by reopening the first link sent to you for your request. This will allow you to see who has signed and where your form is in the process. 5. If you need assistance please contact Mrs. Andrews via email at Tandrews@cau.edu. ONLY email Tandrews@cau, no Official CAU business will be conducted via the Gmail accounts linked to DocuSign.

4. Upon receipt of the completed form, an official Course Override Form will be returned to you via DocuSign.

5. Click on *Review Document*, an agreement will populate across the screen for signature and verification.



6. Click I agree to use electronic records and signatures, then click continue.



7. Click start and fill out the highlighted areas indicated for you. Complete the form via DocuSign and click finish.

Recent - Google | Course Override | Clark Atlanta Uni... | Course Override | Mail - Andrews, | Review and sign | Office of the Uni... | Faculty and Staff |

na3.docuSign.net/Signing/?ti=e0ac777f8b7a49d18734c2a899a85753

Please review the documents below. **FINISH** OTHER ACTIONS

START

DocuSign Envelope ID: 61AC7659-AFD8-4458-B14E-E88F480E542A

CLARK ATLANTA UNIVERSITY
Office of the University Registrar
Trevor-Arnett Hall Room 102
(404) 880-8938 • registrar@cau.edu

COURSE OVERRIDE REQUEST FORM
Departmental Permission for Override

Students attempting to register for closed/restricted classes should complete this form.

Attention Students:

1. It is imperative the form be filled out correctly to avoid delays or having to re-start the process. Access BannerWeb to confirm that the class is entered correctly on the Course Override Request Form.
2. **Students please note that an approved override request does not enroll you in the class.**
3. **You must register yourself in the course once the override has been approved.**
4. You will receive an email notification via DocuSign indicating override approval (completed form) or denial (voided form). **If a request is denied, the reason will be listed in the DocuSign Voided email message.**
5. No override will be given to students currently taking a course in which a failing grade is anticipated.
6. Priority is given to students in their final semester.
7. Retain a copy of this completed form for your files.

Attention Instructors of Record and Department Chairs:

1. Students must obtain permission to register for closed classes from the Instructor of Record for the course and the Instructor of Record's Department Chair. Requests for courses that are offered by more than one School within the University require the Inter-Departmental Closed Class Approval Form.

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Web-Course_Ove...docx | 9177055110_2021...wav | transient-permissi...pdf | Show all

4:20 PM 6/7/2021

8. A confirmation of the completed form will be emailed to the Student, Department chair, and the Department admin upon completion. For updates on your forms progress you may email Mrs. Andrews at Tandrews@cau.edu.