



**Clark Atlanta University**  
**Office of the University Registrar**  
**Course Override Form**

*Effective Tuesday, June 7, 2021*

**Students seeking a Course Override Form during this remote period of operations may do so via these instructions.**

**The process is as follows:**

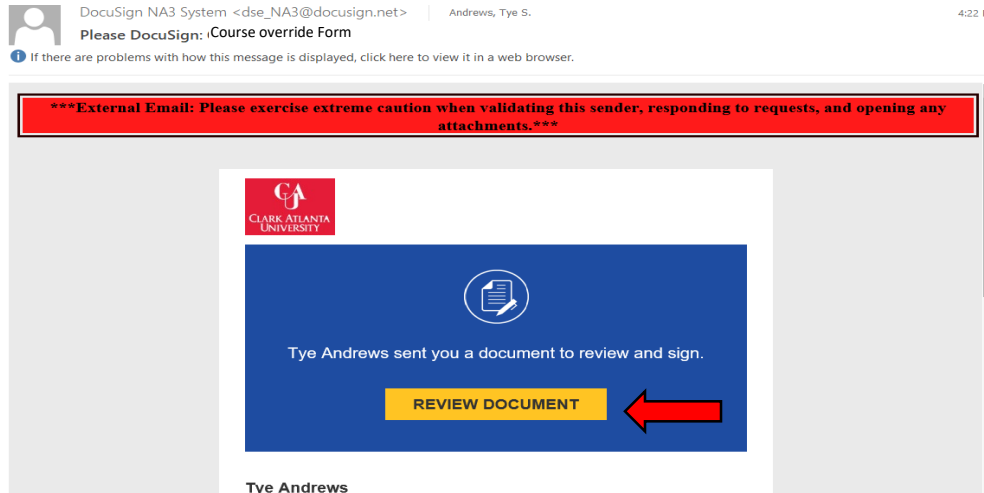
- 1. Go to the CAU website > Administration > Registrars' Office > Forms.**
- 2. Click "Course Override Request Form".**
- 3. The selection will prompt a request form.**

**Fill out the form, See Example Below:**

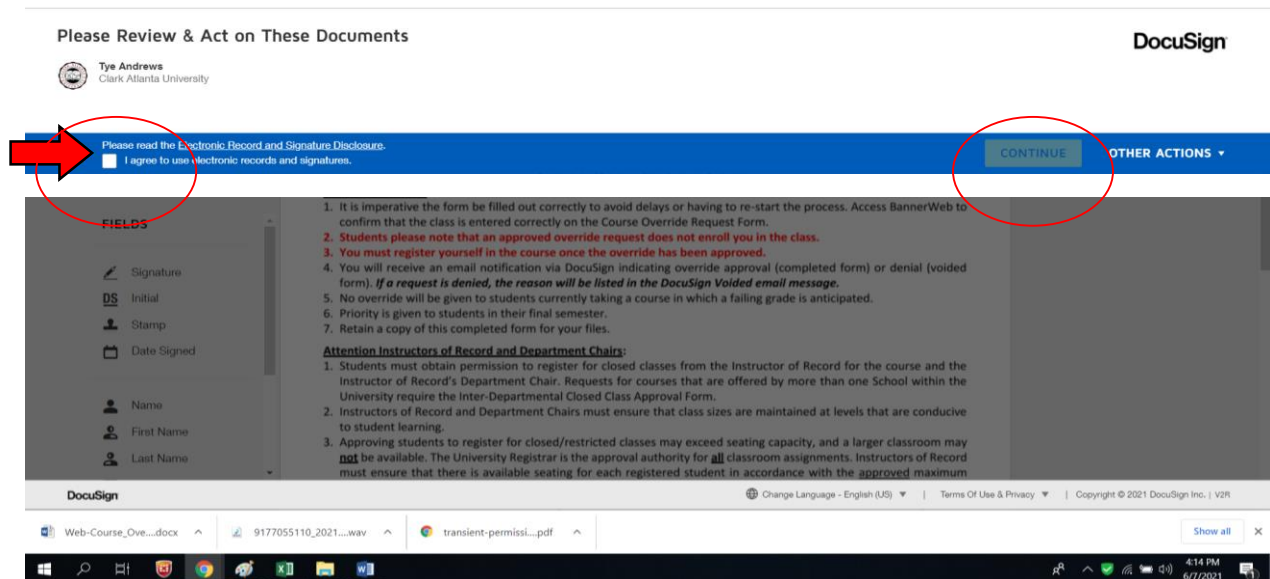
A screenshot of a web page titled "Course Override Form". The page contains instructions for students. It starts with "PLEASE READ:" followed by a paragraph about distribution times. Then it lists five numbered steps: 1. To Process your override you must provide your department, and the department(s) 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 Ehlisch/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.

The screenshot shows a web browser window displaying a DocuSign document. The browser's address bar shows the URL: na3.docuSign.net/Signing/?ti=e0ac777f8b7a49d18734c2a899a85753. The document header includes the DocuSign Envelope ID: 61AC7659-AFD8-4458-B14E-E88F480E542A and the contact information for the Office of the University Registrar at Clark Atlanta University: Trevor-Arnett Hall Room 102, (404) 880-8938, registrar@cau.edu. The document title is 'COURSE OVERRIDE REQUEST FORM' with the subtitle 'Departmental Permission for Override'. The main text states: 'Students attempting to register for closed/restricted classes should complete this form.' It includes sections for 'Attention Students' and 'Attention Instructors of Record and Department Chairs' with numbered instructions. A yellow 'START' button is circled in red on the left side of the document, and a yellow 'FINISH' button is circled in red in the top right corner of the DocuSign interface. The browser's taskbar at the bottom shows the time as 4:20 PM on 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.