



REGISTRATION OVERRIDE FORM

OFFICE OF THE REGISTRAR

PLEASE NOTE: YOU MAY NOT BE PERMITTED TO REENROLL BASED UPON THE DATE OF YOUR REQUEST.

Student Name: H#

Major: Term: GPA:
(Academic Suspension/overload)

DROPPED FOR NON-PAYMENT DROPPED FOR NON-ATTENDANCE PREREQUISITES AUDITING COURSE

REGISTERING AFTER ADD/DROP OVERLOAD 18 HOURS (REQUIRES DEANS SIGNATURE) TIME CONFLICT

MAJOR (MAY REQUIRE OUT OF POCKET PAYMENT) ACADEMIC SUSPENSION (REQUIRES ADVISOR SIGNATURE)

WITHDRAWAL ERROR COURSE FULL/PERMISSION TO ADD COURSE INTERNATIONAL STUDENT

CRN	Prefix/Number	Cr. Hrs.	Class Meeting Days	# Classes Missed	Instructor/Department Chair Approval*
1568	ENG 101	3.0	M T W R F	EXAMPLE	Professor Signature

Student Acknowledgement (If applicable): I am requesting to add a class(es) or change a section(s) AFTER registration has closed. In doing so, I acknowledge I may be placed at a disadvantage with my course work by enrolling in this class(es) after it has begun. I further acknowledge enrolling in the course at this time may result in consequences including, but not limited to, missed quizzes or other in class assignments, homework or reading assignments which may not be made up and unexcused absences where work may or may not be made up. I understand this action may affect my tuition and fees and agree to pay any additional amount. By signing below, I grant permission for the above changes to be made to my schedule. **Students which have all online courses can have this form completed and e-mailed to Registrar@HGTC.edu.**

Student Signature: _____ DATE _____ Advisor/Dean Signature: _____ DATE _____

Student Accounts: _____ DATE _____ Registrar Signature: _____ DATE _____

*Instructor/Department Chair: By signing this schedule change form and allowing the student to enroll in your course after late registration, you are agreeing to assist the student by creating a set of notes for make-up work or in any other manner as needed to assist the student in getting caught up for days missed thus far in the semester. Allowing a student to enroll in a class after late registration is usually not in the best interests of the student and you will be certain to assist the student in any way possible so as to prevent the student from beginning the course at a disadvantage.