

Registration and Overrides Form

student signature is required

EWUID/NETID	Term/Year	Last Name (including former name)	First Name	Middle Initial
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NOTE TO FACULTY: Before signing a registration form please check the course section restrictions in EagleNET that you are overriding. Specific restrictions can be overridden with the check box selections under the course information. **Overrides may also be entered into EagleNET under Registration Overrides.**

MAXIMUM CAPACITY RESTRICTIONS: Course section maximum capacity restrictions **cannot** be overridden with a faculty signature alone when a waitlist exists. A valid reason for bypassing the waitlist and the approval of the department chair (or designee) are required. If no waitlist exists, faculty can sign on the capacity override line.

COMMON OVERRIDES: prerequisite/test scores, class standing, major/program/department, attribute/cohort, level (may require graduate program director approval), time conflicts (requires approval of instructor whose class time is shortened or changed).

ADD/REGISTER Course Sections

CRN # (5 digit)	Subject Code	Course #	Section #	Credits	Grade Option	Faculty Signature	Date		
prereq/test scores		class standing		maj/prog/dept		attribute/cohort	level	time conflicts	other:
prereq/test scores		class standing		maj/prog/dept		attribute/cohort	level	time conflicts	other:

Advisor's signature (credit overload 19-22 credits) Total Credits

Advising Director or Department Chair (credit overload 23 + credits) Total Credits

Reason for bypassing waitlist and registering into a full course. CRN

Department Chair or Designee (capacity override)

Department Chair or Dean (if required for repeat approval)

Graduate Programs Director (if required for level restriction override)

DROP/WITHDRAW Course Sections

(Courses dropped by the 10th day of the term are not recorded on students Academic Transcript: Drop/Withdrawal Fee assessed beginning the sixth day of the quarter; a "W" grade is assigned after the 10th day of the quarter; if withdrawing from ALL registered courses for this quarter please use the **COMPLETE WITHDRAWAL FORM**, contact Records and Registration.)

CRN # (5 digit)	Subject Code	Course #	Section #	Credits	Grade Option	Date

- I understand that my student account balance is due in full on the 6th class day regardless of whether or not I received an e-bill statement.
- I understand that any billing notifications will be sent to my eagles email account. I consent to receive my annual 1098T statement electronically via EagleNet.
- If my payment is deferred pending disbursement of financial aid, failure to receive such aid does not remove my financial obligation to make payment in full.
- I understand that failure to pay may result in holds, delayed registration in future terms, late fees, and/or a hold on my records and services.
- I further understand, and agree that I will be liable for all collection fees, which may be based on a percentage up to 50% of the unpaid charges, and all costs and expenses, including reasonable attorney's fees related to the collection of any unpaid charges on my student account. I authorize the University and its agents/contractors to contact me at my current and any future cellular phone number(s), email address(es) or wireless device(s) regarding any debt I owe to the University, or to receive general information from the University. I also authorize the University and its agents/contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me. Furthermore, I understand that I may withdraw consent to call my cellular phone by submitting my request in writing to Student Financial Services or to the agent/contractor contacting me on the University's behalf.
- I understand that I will not be automatically withdrawn from my classes for non-payment or non-attendance, formal withdrawal from the University is required.
- I will be held academically responsible for all registered and waitlisted course selections I make, and I will obtain academic advising for my program.
- I will abide by the Eastern Washington University's Student Conduct Code as stated in WAC 172-121.