

## School of Business Special Registration

Complete this form and bring it to the Admissions, Registration, and Records windows in the Neuberger Hall lobby or fax to 503.725.5525 after any required approvals.

Only the overrides approved below will be processed. For deadlines, refer to the Registration Guide or the Academic Calendar at [ww.pdx.edu/registration/calendar](http://ww.pdx.edu/registration/calendar).

View your schedule and account information using the PSU Information System, [banweb.pdx.edu](http://banweb.pdx.edu)

Quarter/Year	Last Name (print)	First Name (print)	(     ) Daytime Phone (required if faxed)
--------------	-------------------	--------------------	--

Signature (required)

Date

**I. ADD**

**OVERRIDES (Department stamps/Instructor initials)**

	CRN	SUBJ	COURSE#	SECTION#	CREDITS	GRADE OPTION*	Pre-requisite	Class	Major/College	Closed/Waitlist	Co-Req/Time Conflict	Override All	
1	_____	_____	_____	_____	_____	_____							
	TITLE: _____												
2	_____	_____	_____	_____	_____	_____							
	TITLE: _____												
3	_____	_____	_____	_____	_____	_____							
	TITLE: _____												

Override Descriptions:

SBA Instructors may only over-ride closed courses, only department may over-ride other restrictions.

**II. DROP/WITHDRAW**

	CRN	SUBJ	COURSE#	SECTION#	CREDITS	DEPARTMENT APPROVAL
1	_____	_____	_____	_____	_____	
	TITLE: _____					
2	_____	_____	_____	_____	_____	
	TITLE: _____					
3	_____	_____	_____	_____	_____	
	TITLE: _____					

**III. GRADE OPTION CHANGE**

	CRN	SUBJ	COURSE #	CHANGE GRADE OPTION TO:	INSTRUCTOR APPROVAL*
1	_____	_____	_____	_____	
	TITLE: _____				
2	_____	_____	_____	_____	
	TITLE: _____				

\* Instructor initials required to change grade option to Audit.