

Special Registration

Complete and sign this form and bring it to the Registration & Records counter in Fariborz Maseeh Hall.

You may also submit the completed/signed form by email to registrar@pdx.edu or fax to 503.725.5525 after any required approvals.

Submit this form after getting required approvals. Only the overrides approved below will be processed.

For deadlines, refer to the Academic Calendar at www.pdx.edu/registration/calendar. View your schedule and account information at banweb.pdx.edu

Quarter/Year	Last Name (print)	First Name (print)	Daytime Phone (required if faxed)
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Student Signature (required)	Date	Email
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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:

- Closed/Waitlisted – Overrides closed section or adds from waitlist
- Prerequisite – Waives prerequisite course(s)
- Class/Major/College – Waives specific class standing, major, or college restrictions
- Co-Req/Time Conflict – Waives co-requisite or time conflict restrictions
- Override All – Invokes all of the above overrides

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.