COURSE OVERRIDE INSTRUCTIONS

Students must receive consent from the instructor of the course to register for courses that are closed, courses in which a time conflict may occur or courses in which requisites apply.

This consent must be issued and the student must be registered by the last day to enroll specified on the date and deadline schedule.

Listed below are three options to issue consent to a student:

1. **Assigning them permission to register in CampusConnection**
   - a. The permission option allows faculty to only grant consent for course that are closed or courses in which requisites apply.
   - b. This is currently used by full-time faculty only. Talk with your Department Chair if you would like to start to use this process.
   - c. The consent is given by the instructor in CampusConnection.
   - d. Once the consent is given, the student will be able to use their Student Center to register
   - e. Will allow the instructor to monitor the use of the permission given for the class.
   - f. If they wish, it will allow the instructor to also remove the permission and assign to another student.

2. **Completing a Course Override Form**

   The form can be found on the Academic Records forms webpage at: [http://bismarckstate.edu/current/records/forms/](http://bismarckstate.edu/current/records/forms/)

   Please print copies for your use.

   Complete the course override form and instruct the student to bring this form to the Academic Records Office within 5 days of seeking the instructors signature.

   In order to ensure that the override forms are being processed correctly, any student that comes into the Academic Records Office without the form filled out in its entirety will be sent back to the instructor.

   We would also ask that you instruct the student to fill in any courses that need to be dropped.

3. **Sending an email to Academic Records**

   Students as well as instructors are required to use their BSC email account when requesting an email override. The college will not process emails sent by outside vendors or unofficial servers.

   Email overrides should be directed to the Academic Records Office email: [bsc.records@bismarckstate.edu](mailto:bsc.records@bismarckstate.edu) from the instructor of the course.

   The following items **MUST** be included in the email override:
   - Subject of email: Override
   - Student Name and EMPLID
   - Course Subject and Catalog Nbr. (ex. Engl. 110)
   - Credits
   - Class Number
   - Semester

   The student must also be copied (CC:) on the email to allow for them to receive the transactional communication and provide Academic Records the opportunity to respond once the override has been processed.