

College of Health Solutions Override Policies and Procedures

Important information you need to know PRIOR to submitting your College of Health Solutions override form.

This request is only for courses offered by the College of Health Solutions. To ensure the course you are seeking an override for belongs to the College of Health Solutions, please check the course description in the ASU Schedule of Classes. At the end of each course description the college or school offering the course is listed.

- Course Reserve
 - Requests to lift the reserve on classes with seats reserved for campus-specific majors will not be considered. In most cases, two weeks prior to the term date, reserve codes will be lifted and any remaining seats will be available for enrollment.

- Section Full Overrides (class is full)
 - Will not be considered until a minimum of 30 days prior to the start of class.
 - Will not be considered if other sections of the same class are available at another time.
 - Will not be considered if the room has reached maximum fire code occupancy.
 - Faculty in our college may approve an override into a class that the college disapproves (based on workload/space/other considerations). The College has final approval over section full overrides.

- Course Override (student does not meet prerequisites)
 - Will not be considered unless there are specific extenuating circumstances (for instance, if the pre-requisite has been completed or will be completed at another institution prior to the start of the class in question).
 - Faculty in our college may approve an override into a class that the college disapproves (based on workload/space/other considerations). The College has final approval over pre-requisite overrides.

Please allow two ASU business days to process your request. You will receive an email from the college indicating whether or not the override has been approved. Specific instructions, including a possible limited time for enrollment, will be provided.

Email CHS@asu.edu with your name, ASU ID number and the specific class you are requesting to register for (five digit class number from the first column of the class search is required to be considered) and what sort of override you need (course reserve, section full or course override).

If you are transferring the pre-requisite from another institution and the transcripts have not arrived at ASU yet, please attach an unofficial copy of your transcripts in a PDF or .DOC to the email.