

# Student Services Manual (SSM)

## SSM 201–04: Override and/or Overload Authorizations

Effective: 8/15/1985

Revised: 11/1/2023

### Purpose

To allow a student to register for or add a class that is full, reserved, restricted, or in time conflict with another class on the student’s class schedule and/or to allow a student to exceed the maximum course load permitted

### Source

University Registrar Services

### Policy

#### Overrides

The department offering a class may issue an override during the registration and drop/add periods allowing a student to register for or add a class that is full, reserved, restricted, or in time conflict with another class on the student’s schedule.

#### Overloads

The department, college, or advising office of a student’s major may issue an overload authorization allowing a student to register for or add classes exceeding the maximum course load allowed.

### Procedure

<u>Responsibility</u>	<u>Action</u>
	If requesting an override:
Student	1. Request approval for an override authorization from the department offering the class. Go to step 3.
	If requesting an overload:
	2. Request an overload authorization from the advising office of the student’s major.
	If the request is approved:
Department approving override or overload	3. Enter override or overload approval information in Peoplesoft and notify student.

Student	<ol style="list-style-type: none"><li>4. Register or add course for classes via My ASU.</li><li>5. Pay the fees by the fee payment deadline.</li></ol>
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