



Request Academic Override

Overview

There are times when students will need to ask for permission to have an exemption from a particular rule. Discuss these situations with your Advisor since your request will require approval.

Video Tutorial: https://zoom.us/rec/share/kyzE9iAq-TQ77WcWuFMAAyUsmSplj6A4HWRTbo5rAktUsT-70T5zxHdVajqsB8.tpBDY4WwduYTrj_t?startTime=1614717760000

This Quick Reference Guide will show how to request any of the following:

- Program Major Override (permission to take courses restricted to certain majors)
- Permission to Repeat Course (permission required to repeat a course more than once)
- Capacity Override (permission to enroll in a class that is full)
- Maximum Credit Override (permission to take more credits than allowed per semester)
- Prerequisite not Satisfied (permission to enroll in a class without the pre-requisite course)
- Switch Sections (of same course) After Published “Add” Date

2. Under “Planning & Registration” choose “Request an Override or Exemption into a course”



View My Courses

Find Courses

Find Course Sections

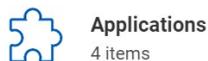
View My Saved Schedules

Create Schedule from Plan

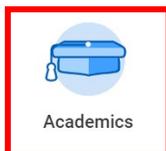
Request an Override or Exemption into a course

Less (3)

1. From your home page click the “Academics” application.



Finances



Academics



Favorites



Career



Request Academic Override

3. In the “Request Type” field, choose “All”, from the drop-down menu choose “Course Override/Exemption Request”, click “OK”

Create Request

Request Type * Search

← All

- Application for Tuition Credit for Medical Reasons
- Course Override / Exemption Request
- Honors Program Application
- Petition for Non-medical Tuition Credit (NTC)
- Request Leave of Absence or Institutional Withdrawal
- Request to declare or change my major
- Student Request for Academic Requirement Override

OK

4. Fill in all required fields – see partial screen shot below.

← Course Override / Exemption Request

Use this form to request a variety of overrides and / or exemptions from standard NCC major and course policies.

Describe the Request

Use this form to request a variety of overrides and / or exemptions from standard NCC major and course policies. This request may result in registration in a course, and the provisions of the Registration Agreement you signed applies here. Submit

First Name (Required)

Last Name (Required)

Social Security No. (ONLY last four digits) (Required)

Student ID Number (Required)

5. Click “Submit” after completing information.
6. You will receive a notification in your Workday Student Account letting you know whether your request was approved or denied.
 - a. Talk with your advisor if your request is denied to make other plans.