

Over Enrollment Override Request Form

Southern Connecticut State University Mathematics Department

Please see page 2 before submitting this form. If you meet the qualifications, please forward completed form to math@southernct.edu. This form requests an over-enrollment override for a Math course that has reached full enrollment in every section. Eligibility does not guarantee approval of the request.

Student Name: _____ Date: _____ Student ID: _____

Student Email: _____@southernct.edu

Course Desired : MAT_____

Semester Desired: Fall Winter Spring Spring Break Summer

MAT courses 095-199: All sections are full AND

1. My section was cancelled by the university. Yes OR
2. I have a documented disability that requires a particular time slot or location. Yes

MAT courses 200-499: All sections are full AND

1. I am in the last semester of study here at SCSU. Yes OR
2. I need this course to fulfill a Math major or minor requirement and the course will not be offered again before my graduation date. Yes OR
3. I have a documented disability that requires a particular time slot or location. Yes

If approved, you will be notified by email when the permission has been granted in the system. If not, you will be notified with the reason.

PLEASE READ THIS BEFORE REQUESTING AN OVER-ENROLLMENT. The Mathematics Department normally does not grant over-enrollments in its courses. As much as we would love to allow every student to enroll in the course and section of his or her choice, over-enrollments result in larger class sizes, less faculty attention to individual students and their work, and a diminished education for every student. In order to maintain a high level of educational quality in all MAT courses, therefore, the department will consider over-enrollment requests **ONLY** under the circumstances outlined below--and there is no guarantee under any circumstances that your over-enrollment request will be accommodated. First, do this: Check the university's online course listings regularly and repeatedly for newly opened seats in existing courses as the semester begins. (In many of these courses, there is plenty of add/drop activity near the beginning of the semester. If you're diligent, you may well be able to pick up a seat in the course you want.)

- **MAT courses numbered 095-199:** Over-enrollment will be considered only if there are no available seats in other sections of the desired course, **AND** either you have a documented physical or other disability that requires you to take a course in a particular time slot or location, **OR** you were in a section that was cancelled by the university.
- **MAT courses numbered 200-499:** Over-enrollment will be considered only if: you are in your last semester of study, **OR** you need the course to fulfill a Mathematics major or minor requirement and the course will not be offered again before your intended graduation date, **OR** you have a documented physical or other disability that requires you to take a course in a particular time slot or location. In general, day, time, or location preferences will **NOT** be considered grounds for overenrollment. The Mathematics Department **WILL NOT OVER-ENROLL "W" COURSES.**