

**Instructions:**

1. Complete required course information.
2. Obtain approval signatures.
3. Email to [rorec1@uwaterloo.ca](mailto:rorec1@uwaterloo.ca).

Waterloo student identification number \_\_\_\_\_

Faculty/Plan \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle name(s) \_\_\_\_\_

Enrolment term (select one) ☐ Fall ☐ Winter ☐ Spring Year \_\_\_\_\_ Email address \_\_\_\_\_@uwaterloo.ca

Student signature \_\_\_\_\_ Date (yyyy/mm/dd) \_\_\_\_\_

**Course information:**

(All necessary information can be retrieved on Quest or the Schedule of Classes)

Add or Drop a course	Four-digit Class Number (e.g., 4142)	Subject (e.g., CIVE)	Catalog Number (e.g., 125)	Lecture (LEC) Section Number (e.g., 001)	Related Class Number and LAB Section (e.g., 4143/101)	Related Class Number and TUT Section (e.g., 4433/201)	(1) Grading Basis (e.g., AUD, XTR)	(2) Requirement Designation (e.g., XTRA)
Add								
Drop								

**Overrides authorized by course instructor or department**

(See instructions below.)

- ☐ Class Full  
☐ Reserve Seat Requirement  
☐ Instructor or Department Consent  
☐ Requisites  
☐ Time Conflicts

**Course instructor or department approval**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Waterloo extension number \_\_\_\_\_

Date \_\_\_\_\_

Notes \_\_\_\_\_

**Overrides authorized by student's academic advisor**

(See instructions below.)

- ☐ Service Indicator (academic advice only)  
☐ Unit Load \_\_\_\_\_

**Student's academic advisor's approval**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Waterloo extension number \_\_\_\_\_

Date \_\_\_\_\_

**Instructions for overrides authorized by course instructors or departments**

Override type	Explanation
Class Full	(Error message: Class Full, not enrolled.) Allows enrolment in a class that is full.
Reserve Seat Requirement	(Error message: Reserve Seat Requirement not met.) Allows enrolment in a class that has reserved seating. Please note that you are responsible for keeping track of the class limit.
Instructor or Department Consent	(Error message: Instructor consent required/Department consent required.) Allows enrolment in a class that requires instructor or department consent.
Requisites	(Error message: Requisites not met.) Allows enrolment in a class where prerequisites, co-requisites, and/or anti-requisites have not been met.
Time Conflicts	(Error message: Time scheduling conflict for class ____ and ____, not enrolled.) The instructor who grants an override for a time conflict is responsible for making alternate accommodations if needed, e.g., rescheduling midterm test.

**Instructions for overrides authorized by student's academic advisor**

Override type	Explanation
Service Indicators	(Error message: Hold on record, add not processed.) Allows a student to enrol by overriding negative service indicators (except for any kind of fees owing.)
Unit Load	(Error message: Maximum Term Unit Load Exceeded.) Allows for a student to be enrolled in more than one lecture while on co-op work term or more than five lectures on an academic term.