

ComArtSci Override Quiz

Not sure if submitting an override request is your best option?



Take the quiz now!

Why do you need an override for a ComArtSci course?

The course/
section is full

Prerequisite(s)
not satisfied

Approval of
department
required

I am not a
ComArtSci
major

Restriction(s)
not satisfied
(ex: class level,
major)

Other Reason

Course
status key:



Open



Closed
"Full"



Locked

The course/section is full, but...

...it's a required course for graduation and I plan to graduate THIS semester!

...it's a required course and I DO NOT plan to graduate this semester.

...I want to access a locked section.

...I need this course to apply to my major.

...the full section is the ONLY section that fits my schedule.

...it's something else.

Course
status key:



Open



Closed
"Full"



Locked

**Are there instructions on schedule of courses
that ask you to send an email for access?**

YES

NO

Is it an academic schedule conflict?

YES

NO

No, but it is
something very
important (ex:
medical necessity)

The prerequisite is not satisfied because...

I am taking the prerequisite at another institution

I would like to take the prerequisite and the course concurrently

It's the **ONLY** way to graduate

I have taken an equivalent or higher level course that should satisfy the prerequisite

I don't need to have the prerequisite completed for this course

Does the course list concurrent enrollment as an option?

YES

NO

I am not a ComArtSci College major but...

I am currently a different major, planning to change my major to a ComArtSci major at least one semester before I want to take this course

I am confident that I will be admitted and would like an override so I can get my preferred section

The course is required for my minor

A major in ComArtSci is my second major

Restriction(s) not satisfied (ex: class level, major) because...

I am not a
ComArtSci
major

I am not at
the class level
required

I am an
undergraduate
student that
would like to
take a graduate
course

I am a graduate
student that
would like to
take an
undergraduate
course

Unfortunately, you need to be at the listed class level(s) to take the course.

Ex. If a course is open to sophomores or juniors in the ComArtSci College, you have to be a ComArtSci major with 28-87 credits to enroll.

Freshman:
0-28 credits

Sophomore:
28-55 credits

Junior:
56-87 credits

Senior:
88+ credits

Other popular reasons students submit override requests:

My friend and I are in different full sections and we want to switch with one another

My enrollment period isn't open yet, but I want to make sure I get a seat in this class

I was dropped from my course and need to be re-added

The professor gave me permission

I'm enrolled in a section of this course, but need a different section now

It's past the open add deadline

SUBMIT AN OVERRIDE REQUEST



Submission of an override request does not guarantee that the request will be **granted**. All requests will be reviewed, and students will received a response typically within 1-2 weeks of submitting the request.

**You must contact the appropriate staff member to
discuss this request:**

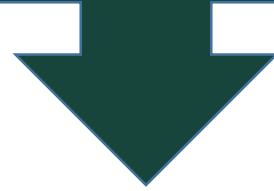
ADV	Joni Tucker	tucker40@msu.edu
CAS	Nicole Bond	bondnic@msu.edu
CSD	Leslie Fernandez	ferna232@msu.edu
COM	Marge Barkman	barkman@msu.edu
JRN	Nancy Ashley	ashleyn@msu.edu
M&I	Rachel Iseler	Rachel@msu.edu

Unfortunately you have to be a major in the ComArtSci College before you can enroll in the course.

We cannot grant a “temporary override” contingent upon your request to change to the appropriate major.

**Please send an email to the appropriate address listed
under the specific section in Schedule of Courses.**

We CANNOT grant an override into a full course/section, please set a seat alert.



You can:

1. Set a Seat Alert through Schedule Builder
2. Meet with an [academic advisor](#) if you have questions about how this will impact your progress toward your degree

PROFESSORS DO NOT GRANT OVERRIDES

1. Set a seat alert through Schedule Builder
2. Meet with an [academic advisor](#) for help planning *around* this course.

PROFESSORS DO NOT GRANT OVERRIDES

The transfer credit needs to be applied to your record before you can enroll. We *cannot* reserve a seat.

Once the course is completed send an official transcript to MSU so the credit can be added to your record. Make sure you are not enrolled in the equivalent course at MSU or the credit will not be applied.

**You should be able to enroll without an override, if you cannot
please contact the ComArtSci Academic and Student Affairs
Office at (517) 355-1794.**

Prerequisites need to be completed before you can enroll in the course. This is also true for students taking a course as part of a minor requirement.

If you feel there are extenuating circumstances that would warrant an override, please submit an [override request](#).

If you believe that you have taken an equivalent or higher level course that should satisfy the prerequisite, submit an [override request](#).

Make sure to include the course that you feel should satisfy the requirements.

We recommend that you meet with an [academic advisor](#) for additional help exploring your options.

PROFESSORS DO NOT GRANT OVERRIDES

Unfortunately, we cannot make a switch for you.

We cannot guarantee that another student will not take the seat if you or your friend drop the course.

Unfortunately, we cannot add courses to your schedule prior to your enrollment period.

When your enrollment date and time occurs please try to add the course yourself.

Unfortunately, we cannot add you to courses after the open add deadline.

[MSU's Late Add policy](#)

If you were dropped from one or more of your classes please follow these steps:

1. Email Joyce Crandell at jfc@msu.edu from your MSU email
2. Give a brief explanation as to why the drop happened
3. List the exact course number, exact section number and the semester you were dropped

***We can only try and help with courses in the ComArtSci College.**

***We cannot switch/swap courses or sections, we only help with the exact courses you were dropped from.**

***We can not guarantee we will be able to get you back into the course, we have a procedures and policies we have to follow.**

***This can take 2-3 days to process. You will be notified of the results via your MSU email**

PROFESSORS DO NOT GRANT OVERRIDES

We recommend that you meet with an [academic advisor](#) for additional help exploring your options.

**Please contact the ComArtSci Academic and Student Affairs
Office at (517) 355-1794 with questions.**

HOW TO MEET WITH A COMARTSCI ACADEMIC ADVISOR

EXPRESS ADVISING

Express advising is offered on Wednesdays, 8:00-11:00am and 1:00-4:00pm in ComArtSci room 189. Sign-in begins at 8:00am and again at 1:00pm (sign-in may end early if demand exceeds our ability to see all students by the end of the day).

Express advising is only offered during the Fall and Spring semesters. It's designed to facilitate quick questions. Students will be seen on a first-come, first-served basis by the major or minor they want to discuss.

ADVISING APPOINTMENT

Schedule an appointment [here](#) and log in with your MSU NetID and password.

- Click "Get Advising" in the upper right corner of the homepage.
- Select "Communication Arts & Sciences Advising" and follow the steps to make an appointment. You will receive a confirmation email once you successfully schedule an appointment.

ComArtSci advisors post appointments one week at a time. Appointments are posted by 3:00pm every Monday for the following week only.