

Seat Capacity Override // Approvals Form

Name & CWID:

Course to be added:

Include title, course number, section number, semester (e.g. ENGL-N200: Autobiography, Fall 2026)

Requirement the course will fulfill:

Total credits earned so far:

Check Progress tab on LORA, find number in the second green bar

Current registered hours this term:

A student may not override a section's capacity to reach 19+ credit hours in a term.

Primary reason for requesting a capacity override:

Explain the circumstances that require taking this specific section. (Interest in the topic, online delivery or scheduling preferences, and general degree progress are considered low priority.)

Approvals

Signing below indicates approval to add this student to the named section beyond its posted seat capacity. Signatures do not guarantee admission to the section.

Instructor:

Sign:

Date:

Academic Advisor:

Sign:

Date:

Department Chair:

Sign:

Date:

Student:

Signing below authorizes the registrar to add the course above and drop any course occupying the same timeslot.

Sign:

Date: