

## Course Override Process for Bands – Spring 2024

Course overrides should be submitted due to a course conflict between an ensemble and a required course for your major. The dean's and registrar's offices require seeing the override request come through the student but through the MTD Academic Advisor.

1. Enroll in your non-music class in KSIS first.
2. Email the following information to Ben Worcester, [bdw3355@k-state.edu](mailto:bdw3355@k-state.edu) from your K-State email address.

Name (as it appears in KSIS)  
emplID (not your WID; the emplID can be found in your KSIS profile; it starts with 000)  
Course Number (5-digit class number) – Fall 2023, course conflict approved by instructor  
Credit: (add 0 or 1)  
I consent to have this added to my account.

### Example

Ben Worcester  
emplID: 000123456  
MUSIC 411 (11492) – Fall 2023, course conflict approved by instructor  
Credit: 1  
I consent to have this added to my account.

NOTE: The statement of consent is required as it gives the dean's office your permission to enroll you in the course and charge your account the tuition/fees if you choose to take the course for 1 credit. We need this statement regardless of taking the course for 0 or 1 credit.

3. Once you email that information to Ben Worcester, he will forward the override request to the Arts & Sciences dean's office. You will be cc'ed on that email so you're in the communication loop, but you won't have to take any further action for the enrollment. Please know that this process may take a few business days until the enrollment is completed.

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### 5-Digit Course Numbers

#### University Band

MUSIC 113 (11370)

MUSIC 412 (11437)

#### Wind Symphony

MUSIC 117 (11373)

MUSIC 845 (11483)

#### Concert Band

MUSIC 116 (11372)

MUSIC 401 (11427)

#### Wind Ensemble

MUSIC 402 (11429)

MUSIC 845 (11483)