Course Override Process

Course overrides should only be submitted due to a course conflict. Students simply not wanting to take the time to enroll themselves isn't a valid reason for an override.

The dean's and registrar's offices require seeing the override request come from the student but from you. (It's a weird process, but we'll go with it!)

1. The student must email the following information to you:

    Name
    emplID (not the WID; the emplID can be found in the student's KSIS profile and starts with 000)
    Course Number (5-digit class number) – Fall 2022, course conflict approved by instructor
    Credit: (add 0 or 1)
    I consent to have this added to my account.

    <u>Example:</u>
    Sharyn Worcester
    emplID: 000163003
    MUSIC 411 (11610) – Fall 2022, course conflict approved by instructor
    Credit: 1
    I consent to have this added to my account.

    <u>NOTE:</u> The last statement of consent is required as it gives the dean's office the student's permission to add the course and charge the tuition/fees if the course is taken for 1 credit. We need this statement regardless of taking the course for 0 or 1 credit.

2. Once you receive the info from the student, forward that email to the Arts & Sciences Dean's Office (regardless of the student's college) at <u>artsci@k-state.edu</u>. Copy the student on the email.

    In the subject line, put: Student's Last Name, Student's First Name (emplID) – Fall 2022 Override.
    <u>Example:</u> Worcester, Sharyn (000163003) – Fall 2022 Override

    Depending on the workload happening in the dean's office, an override is usually completed within a business day. They will email you and the student once the process is completed.

    <u>NOTE:</u> Submit overrides individually. Don't put more than one student in one email.

5-Digit Course Numbers

<u>Marching Band</u>
MUSIC 115 (11547)
MUSIC 411 (11610)
MUSIC 846 (17247)

<u>Concert Band</u>
MUSIC 116 (11548)
MUSIC 401 (11602)

<u>Wind Symphony</u>
MUSIC 117 (11549)
MUSIC 845 (11656)

<u>Wind Ensemble</u>
MUSIC 402 (11603)
MUSIC 845 (11656)

<u>Symphony Orchestra</u>
MUSIC 130 (11551)
MUSIC 404 (11605)
MUSIC 843 (11654)

<u>University Treble Chorus</u>
MUSIC 140 (11552)
MUSIC 409 (11609)

<u>Collegiate Chorale</u>
MUSIC 121 (11550)
MUSIC 403 (11604)

<u>Concert Choir</u>
MUSIC 111-A (11546)
MUSIC 111-B (15896)
MUSIC 400-A (11601)
MUSIC 400-B (15921)
MUSIC 842 (11653)