



REGISTRATION OVERRIDE FORM

Student Name _____

Student ID # _____

Email Address _____

Phone # _____

Semester: Fall Winter Spring Summer Year: _____

Course Section information:

Subject	Course #	Section #	Credit Hours	Instructor Printed Name	Instructor Signature	Date

Reasons - Department/Instructor should indicate all that apply:

- Closed Class – override approved
- Time Conflict – signatures of both instructors are required
- Major override - Student allowed to enroll in the course, even though he/she is not in the required major
- Other, please specify reason: _____

In addition to the faculty/instructor signature above, department chairperson approval MAY be required for the following. Please consult with individual Academic Departments for further instructions.

- Late add (registration) beyond the officially designated add period (*this type of registration may only be processed by the Registrar's Office*).

Chairperson Signature

Date

All students or guardians MUST read and sign statement below:

Financial Responsibility Agreement

By registering for classes at Onondaga Community College, I acknowledge and agree that:

- I am at least 18 years of age or the parent/legal guardian of a student under the age of 18
- I am financially responsible for all charges related to my registration
- I understand that if I decide not to attend the courses, which I am registering for, that it is my responsibility to drop the course by the published drop date to avoid any financial liability
- I understand that if full financial payment, or payment plan, has not been made by the drop date, a "hold" will be placed on my student record restricting me from obtaining official college records until the account is paid in full
- I understand that if any portion of my account remains unpaid after 30 days I will be responsible for any late payment fees assessed to my account
- I understand that if any portion of my account remains unpaid at the end of the term, my account will be forwarded to a collection agency within 60-90 days
- I understand that if the college does use a collection agency or take legal action for any account balance due, I will be responsible for all charges owed which may include collection and/or litigation costs or attorney fees.

I hereby apply for registration, and certify that all information I have given to be true and correct. I agree to obey all rules and regulations of Onondaga Community College.

Student/Guardian signature

Date

Registration Processed by:
Date: