



# HILO Registration Override

Office of the Registrar / 200 West Kawili St. Hilo, HI 96720-4091 / Student Services Building, First Floor Rm 101 / Phone: (808) 932-7447 / Fax: (808) 932-7448 / E-mail: uhhro@hawaii.edu

- This form is to be used up until the end of the second Tuesday of instruction.
- Instructors are under no obligation to sign a Registration Override Form. Overrides are issued on a case-by-case basis.
- Multiple overrides may be needed to register for a course. Refer to the current catalog for course requirements.
- **AFTER** the registration override is entered into the registration system, register for the class on STAR at <https://www.star.hawaii.edu/studentinterface/>. You will **NOT** be automatically registered for the class.
- Instructor can enter overrides via My UH: <http://hilo.hawaii.edu/registrar/Faculty.php>

## SECTION I: Student Information

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_@hawaii.edu

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION II: Course Information

Course Alpha: \_\_\_\_\_ Course Number: \_\_\_\_\_ Credits: \_\_\_\_\_ CRN: \_\_\_\_\_

Semester:  Fall  Spring  Summer Year: 20\_\_\_\_\_

Instructor's Name: \_\_\_\_\_

## SECTION III: Registration Overrides

**Submit completed form to the appropriate College or Division Office (see reverse)**

Instructor signature *Multiple overrides may be needed	Type of Override	For Office Use Only
	Closed Section	Hilo Reg <b>PERMIT</b>
	<ul style="list-style-type: none"> <li>• Pre-Requisite Override</li> <li>• Instructor Permission</li> </ul>	Hilo Reg <b>AUTHORIZATION</b>
	Allows out-of-program restriction	<b>PROGRAM</b> Override
	Time conflict with CRN XXXXX	<b>TIME</b> Conflict Override
	Duplicate Course with Section XXXXX	<b>DUPLICATE</b> Class Override
	OTHER (Explain):	

Find the College or Division Office that the COURSE ALPHA is under to submit this form.

COLLEGE/DIVISION	SUBMIT FORM TO
COLLEGE OF AGRICULTURE, FORESTRY, & NATURAL RESOURCE MANAGEMENT AG, AGBU, AGED, AGEN, ANSC, AQUA, ENTO, HORT, NRES, PPTH, PPHY, SOIL	Bo Building Rm 121
COLLEGE OF BUSINESS & ECONOMICS ACC, BUS, ECON, FIN, MGT, MKT, QBA, TOUR Request for Permission to Enroll in Restricted Business classes: <a href="http://business.uhh.hawaii.edu/image/course-permission-form.pdf">http://business.uhh.hawaii.edu/image/course-permission-form.pdf</a>	College of Business & Economics Building, Rm 208
KA HAKA 'ULA O KE'ELIKŌLANI COLLEGE OF HAWAIIAN LANGUAGE HAW, HWST, KANT, KED, KHAW, KHIS, KHWS, LING	'Ōlelo, Rm, 231
COLLEGE OF ARTS & SCIENCES Humanities Division: ART, CHNS, COM, DNCE, DRAM, ENG, ESL 100, FIL, FR, JPNS, JPST, MUS, PHIL, SPAN	K Building, Rm 214
Nursing Program: NURS	UCB, Rm 243
Social Sciences Division: AJ, ANTH, ENSC, ENVS, GEOG, HIST, POLS, PSY, SOC, WS	UCB, Rm 308
Education Program: ED	UCB, Rm 313 or 325
COLLEGE OF NATURAL AND HEALTH SCIENCES ASTR, BIOL, CHEM, CS, GEOL, KES, MARE, MATH, NSCI, PHYS	College Hall A, Rm 1