



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 week 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 MyUH at <https://myuh.hawaii.edu/>. 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 PERMIT
	<ul style="list-style-type: none"> • Pre-Requisite Override • Instructor Permission • Late Add (during second week) 	Hilo Reg AUTHORIZATION
	Allows out-of-program restriction	PROGRAM Override
	Time conflict with CRN XXXXX	TIME Conflict Override
	Duplicate Course with Section XXXXX	DUPLICATE Class Override
	OTHER (Explain):	

Find the College of 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: http://business.uhh.hawaii.edu/documents/course_permission_form.pdf	College of Business & Economics Building, Rm 208
KA HAKA 'ULA O KE'ELIKŌLANI COLLEGE OF HAWAIIAN LANGUAGE HAW, HWST, KANT, KED, 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
Natural Sciences Division: ASTR, BIOL, CHEM, CS, GEOL, MARE, MATH, PHYS	LS Building, Rm 2
Nursing Program: NURS	UCB, Rm 243
Social Sciences Division: AJ, ANTH, ENSC, ENVS, GEOG, HIST, KES, POLS, PSY, SOC, WS	UCB, Rm 308
Education Program: ED	UCB, Rm 313 or 325